

**Wellesley Free Library
Board of Trustees
Meeting Minutes
Monday, October 23, 2023
7:15 PM
Arnold Room**

Present: Marla Robinson, Chair; Ann Howley, Vice Chair; Ann Rappaport, Secretary; Maura Murphy, Diane Savage, Linshi Li; Jamie Jurgensen, Library Director; Jeannette DiBiase, Office Administrator; Ann-Mara Lanza, Select Board; Keith Higgins, WFL Foundation President; Christina Dougherty, Advisory Liaison

CALL TO ORDER

Meeting called to order at 7:15 PM

CITIZEN COMMENT

None

ITEM

1. Minutes

Diane S. moved (Ann R. seconded) to approve the minutes of September 14, 2023, as amended. The minutes were approved unanimously.

Diane S. moved (Ann R. seconded) to approve the minutes of September 20, 2023. The minutes were approved unanimously.

Ann H. moved (Ann R. seconded) to approve the minutes of September 28, 2023. The minutes were approved unanimously.

Ann H. moved (Ann R. seconded) to approve the minutes of October 2, 2023, as amended. The minutes were approved unanimously.

Diane S. moved (Ann R. seconded) to approve the minutes of October 6, 2023. The minutes were approved unanimously.

2. Director's Report

- The WFL Annual Report should be in residents' mailboxes the first week of November, likely after STM.
- The fence has gone up between the new Hunnewell School and the Wellesley Free Library.
- Jamie discussed staffing changes. There have been 4 staff promotions. There are currently 2 open job postings for PT Library Assistants in Circulation and one internal job posting for a Full Time Librarian in Information Services.

- Mary Ann Cluggish spoke at a League of Wellesley Women Voters event held in the Wakelin Room about legislation to prevent book bans in MA. Jamie answered questions about local collection practice at WFL. There is also legislation to ensure that licensing and contractual agreements between libraries and publishers contain equitable terms.
- Jamie will be doing a walkthrough with Lenny Izzo, Director for the Health Department on October 30. He would like to make Narcan available to the public.
- As part of community engagement, super-spellers Annette Diola, Megan Flynn, and Emma Weiler will represent the Wellesley Free Library in the WEF Spelling Bee on November 8. WEF is underwriting the \$500 entrance fee so there is no charge to the WFL.
- Sculptor Nancy Schön will speak on October 26 at 7 pm in connection with the unveiling of the 'Reach for Knowledge' sculpture on October 28. There have been a series of art programs leading up to the sculpture unveiling, including children's duck art and an adult art sculpture class.
- The WFL has a new offering by volunteers – Rainbow Chess, Fridays 4-6 pm in the Arnold Room. Chess instruction and game are in an LGBTQ+ friendly environment. Registration is required and is limited to 20 participants.
- Open Chess in the Commons is still being offered on Mondays and Thursdays and remains a popular event.
- Intro to Cyber Security will be offered in Jackie's Room Wednesday, October 25.

3. Friends & Foundation Updates

- The Book Sale concluded this past weekend. Shannon Smith, the Friends President, told Jamie that it was the most successful sale in her nine years on the Friends Board.
- Keith Higgins, WFL Foundation President, gave an update from the Foundation. The Foundation gala will be held on Thursday, April 11 at the Wellesley Country Club. Foundation members are currently working on securing a speaker for the evening.
- The WFLF will present Nancy Schön with the final payment for the sculpture on Thursday evening.
- The popular WFLF "Books In Bloom" event will return sometime in 2025. The date for the event has not yet been decided.
- The Foundation's annual report will be out late November or Early December. They are working on a new website and hope to have it in beta test next month.

4. Sculpture Update & Final Foundation Payment

The 'Reach for Knowledge' sculpture will be delivered and installed on October 24. The WFLF will present Nancy Schön with the final payment for the sculpture after the Trustees have signed off at their 9 am meeting on October 25. Temporary donor plaques will be installed until the final plaques have been delivered. Plantings around the sculpture will be installed in the spring. The sculpture unveiling will be held on the WFL back patio on Saturday, October 28 from 2 – 2:30 pm. Jamie mentioned additional funds may be needed for bollard installation to protect the sculpture.

5. Outdoor Reading Garden Project

The Trustees discussed a proposal to create an outdoor reading garden and reviewed images of a similar library garden in upstate New York. Jamie mentioned that Nancy Schön has a bronze butterfly sculpture for sale which could be the centerpiece of the outdoor library patio which abuts Simons Park. Jamie received a consensus from the board to work with a landscape architect to move the project along.

6. Gift Acceptance

An anonymous cash donation of \$20 was received from a Library patron.

Ann R. moved (Ann H. seconded) to accept the \$20 donation to the Director's Fund. The motion was approved unanimously.

7. FY25 Capital Request Draft

Jamie presented a Draft of the FY25-29 Capital Budget Request. The Trustees reviewed and made some changes. Jamie will bring the Request back to next month's meeting for final review and approval.

8. FY25 Annual Action Plan Draft

Jamie presented a Draft of the FY25 Annual Action Plan, whose objectives were derived from the 2024-2028 WFL Strategic Plan. The Trustees reviewed the action plan and suggested a few edits. Jamie will add the suggested changes to the Draft and bring it back to the Trustees at the November board meeting. The plan is due to the MBLC by December 1.

9. STM Motions & Prep

The Trustees discussed the language and current status of Article 7 and Article 10.

10. Library Card New Designs

Jamie reviewed the various proposed designs for the new library cards. There will be five different card designs offered to patrons, including an origami card, a photo of the Main Library and a photo of the 'Reach for Knowledge' sculpture. The branches will be represented on two of the cards.

11. Policies

The Trustees reviewed and made a few minor edits to the WFL Photography and Video Recording Policy. Diane moved (Ann H. seconded) to approve the WFL Photography and Video Recording Policy as amended. The motion was approved unanimously.

The Trustees reviewed and made a few minor edits to the Food & Beverage Policy. Ann H. moved (Ann R. seconded) to approve the Food & Beverage Policy as amended. The motion was approved unanimously.

The Trustees reviewed the proposed Fines & Fees policy. It was decided the policy should be reviewed again at the next meeting since there were a few items requiring some additional information. The Fines & Fees policy will be reviewed again at the next meeting.

All other policies which were to be reviewed at this meeting will be brought back to the November meeting (Rules of Conduct, Rules of Conduct at Branch Libraries, Security Cameras).

ADJOURNMENT

Diane S. moved (Ann R. seconded) to adjourn the meeting. The motion was approved unanimously. The meeting adjourned at 9:25 pm.

Respectfully submitted,

Ann Rappaport, Secretary, WFL Board of Trustees

Date: _____

LIST OF DOCUMENTS

- 1: Minutes of the September 14, 2023 Trustees Meeting
- 2: Minutes of the September 20, 2023 Trustees Meeting
- 3: Minutes of the September 28, 2023 Trustees Meeting
- 4: Minutes of the October 4, 2023 Trustees Meeting
- 5: Minutes of the October 6, 2023 Trustees Meeting
- 6: Enhanced Patio Project
- 7: FY25 Capital Request DRAFT
- 8: FY25 Annual Action Plan DRAFT
- 9: STM Motions and Prep
- 10: Library Card New Designs
- 11: Fines & Fees Policy DRAFT
- 12: Food & Beverage Policy DRAFT
- 13: Photography and Video Recording Policy DRAFT
- 14: Rules of Conduct DRAFT
- 15: Rules of Conduct Branch Libraries DRAFT
- 16: Security Camera DRAFT