

**Wellesley Free Library
Board of Library Trustees
Meeting Minutes
December 14, 2009
Arnold Room**

Present: Amanda Henshon, Chair; Ann Howley, Vice-chair; Ann-Mara Lanza, Secretary; Marla Robinson, Beth Sullivan Woods, Mary Ann Cluggish, Trustees; Janice Coduri, Director; Elise MacLennan, Helen Charbonneau, Assistant Directors; Carolyn Wood, Development Director; Joellen Toussaint, Claire Dye, Barbara Iliff, Jan Drake, Phyllis Simons, Marita Byrne, Staff; Nancy Clancy, Frank Byrne.

Meeting was called to order at 7:15 pm.

CITIZEN COMMENT

The following people spoke out in support of reinstating the position of Preservation Specialist: Joellen Toussaint (Staff Association, Town Meeting Member & citizen), Clair Dye (Staff, citizen), Phyllis Simons (staff), Nancy Clancy, citizen.

ACTION ITEMS

1. Approval of Minutes

Marla moved (Ann seconded) approval of the minutes of November 9, 2009. The minutes were approved 5-0 with 1 abstention, as amended.

2. Budget 2011

The Trustees reviewed the proposed budget for FY11. The following points were covered:

- Advisory requested all departments to bring in budgets with a 1% increase.
- Contractual obligations increased the Library's personnel budget by 2.75%.
- There was a reduction in the cost of natural gas and the fee to Minuteman but this was offset by increases in other fixed costs.
- All Supervisors were asked to identify what services they consider core and what is not in meeting citizens' needs.
- Trustees' goal is to keep service levels constant.
- The only costs that can be cut are in personnel.
- This budget will result in elimination of the position of Preservation Specialist and 22 hours a week of Circulation Assistant time.
- For the first time, the budget includes raises for Administrator. H.R. has specified that these be 1%.

The Trustees questioned the cost of Sunday openings. Janice will check figures. Vote on budget will be postponed until December 16th at 9:15am.

Ann thanked the Budget Committee for doing a fine job on a very difficult task.

3. Role of Executive Committee

Mary Ann moved (Ann seconded) to approve "The Role of the Executive Committee" document as amended. The motion passed unanimously as amended.

4. Motions to accept monetary gifts to the Library.

Ann-Mara moved (Mary Ann seconded) to accept monetary gifts to the Library Trustees received through November 23, 2009 totaling \$350.00 for the benefit of the Branches. The motion was approved unanimously.

Mary Ann moved (Beth seconded) to accept a monetary gift to the Library Trustees of \$28,191.89 from the life insurance policy of Arnold Edlund to be deposited in the Enrichment Fund. The motion was approved unanimously.

DISCUSSION ITEMS

1. Trustee calendar through June

Approved by consensus with changes.

2. Standardization of loan rules at network level

Consensus of Trustees is a unanimous no.

3. Chart of Library Spending

Because of time constraints, the discussion of the Chart of Library Spending is tabled until the meeting on December 16th.

4. Review of Policies

Because of time constraints the discussion of policies is tabled until the January meeting.

REPORTS

1. Director's report

In addition to written report Janice invited the Trustees attend exhibits at ALA Midwinter.

The Trustees reviewed circulation statistics. It was noted that the new policy for the small conference room is working.

2. Committee Reports

Building Fund Meeting reported by Marla. Marla attended the Building Fund Board meeting. The Building Fund is planning to be out of business by June 30th. The Building Fund is still expecting reimbursement from the Foundation for \$13,000 in startup costs by the end of the calendar year. Carolyn responded that the money will be re-paid by end of December.

Marketing Report reported by Mary Ann. The committee will have a finished draft by April.

Boston Harbor Islands passes reported by Mary Ann. Marlene Allen has agreed that money donated in memory of Jim Allen be used to purchase passes to the Boston Harbor Islands; however there has never been a pass program for the Boston Harbor Islands. Access to the Islands is free but the ferry boat tickets cost money. The Boston Harbor Alliance holds the contract to operate the ferries. Mary Ann contacted the Alliance President. A pass program will be a new concept for them. After explaining what 'museum pass' programs are, it was agreed that we will pay \$500.00 to provide 110 free vouchers that can be exchanged at the Kiosk at Long Wharf for 5.00 off of the cost of the harbor island boat. A speaker was recommended to kick off the program. He is Chris Klein, author of "Discovering the Boston Harbor Islands." This will be a pilot program to be evaluated at end of first season.

Marla suggested that the display cases could be used to promote museum passes for a month.

Development Committee reported by Ann Howley

- The Development Committee and Janice are working on funding priorities for the next 5 years. This will be on the Agenda of the next meeting.
- The Development Committee is also working on a reorganization of the Development Office so Carolyn can focus on developing funding raising opportunities.
- A temporary assistant has been hired to do data entry on the Raiser's Edge Database and other office tasks.
- A development plan is in process.
- The Committee will be meeting with Jay Caporal to assess what level of fund raising is realistic over the next 5 years.

3. Chairman's Report

Amanda handed out a letter and Town Meeting Information to Trustees.

Ann moved to adjourn (Beth seconded). Motion passed unanimously. Meeting adjourned at 9:50 pm.

Submitted by Helen Charbonneau, revised 1/13/2010