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**Wellesley Free Library
Board of Library Trustees
Meeting Minutes
Oct. 19, 2009 -- Arnold Conference Room**

5 **Present:** Amanda Henshon, Chair; Ann-Mara Lanza, Ann Howley, Mary Ann Cluggish, Marla
6 Robinson, Beth Sullivan Woods, Trustees; Janice Coduri, Director; Elise MacLennan, Helen
7 Charbonneau, Assistant Directors; Carolyn Wood, Development Director; Renee Curtin, event
8 planner; Caren Parker, Advisory.

9 The meeting was called to order at 7:20.

10 **CITIZEN COMMENT**

11 None

12 **ACTION ITEMS**

13 **1. Approval of Minutes.**

14 **Minutes of the meeting of September 14, 2009.**

15 Marla moved (Mary Ann seconded) approval of the minutes of the meeting of September 14,
16 2009. The minutes were approved unanimously as amended.

17 **Minutes of the meeting of September 22, 2009.**

18 Marla moved (Mary Ann seconded) approval of the minutes of September 22, 2009. The
19 minutes were approved unanimously as amended.

20 **2. Trustee Goals.**

21 Beth presented a draft of the Trustee Goals for FY10. Janice will incorporate changes and
22 Trustees will vote on final document at next meeting.

23 **3. Request for an Amnesty Day.**

24 The Customer Service Task Force has asked that the Trustees consider approving a onetime
25 amnesty day. After much discussion Ann-Mara moved (Mary Ann seconded) to empower the
26 Customer Service Task Force to further develop a proposal for a one time only amnesty period.
27 There were many questions about the mechanics of an amnesty. Janice suggested that the
28 Taskforce should come back to a future meeting with a finished proposal with every detail
29 worked out. The consensus of the Trustees was to vote on this proposal at the January
30 meeting. Ann-Mara withdrew her motion.

31 The Trustees would like to see the following included in the proposal:

- 32
33 a. The amnesty would be held on the Valentines Day weekend.
34 b. It would be announced no more than three weeks in advance.
35 c. Theme of "The library loves you."
36 d. What types of fines will be forgiven?
37

38 The Trustees requested that Hans Larsen be consulted in case there is an objection to the
39 possible loss of revenue. All fines are deposited in the Town of Wellesley general fund.
40

41 **4. Capital requests and five-year plan**

42 Mary Ann moved (Ann-Mara seconded) to approve five year capital plan as presented. The
43 motion was approved unanimously.

44 Mary Ann moved (Beth seconded) to approve \$34,215 FY11 capital budget. The motion was
45 approved unanimously.

46 **5. Motion to Accept Monetary Gifts.**

47 Marla moved (Ann seconded) to accept monetary gifts to the Library Trustees received through
48 September 2009 totaling of \$5,100 for the benefit of the branches. The motion was approved
49 unanimously.

50 Ann-Mara moved (Mary Ann seconded) to accept monetary gifts to the Library Trustees
51 received from the Stare Fund totaling \$4,000 for the benefit of the branches. The motion was
52 approved 5 in favor, 1 opposed.

53 Beth moved (Mary Ann seconded) that the Trustees accept a donation of \$40.00 donated in
54 appreciation of the work of Rob Lerman (Reference Librarian) to benefit the Director's Fund.
55 The motion was approved unanimously.

56 **DISCUSSION ITEMS**

57 **1. Report from Renee Curtin.**

58 Renee Curtin reported on the plans for the stewardship event planned for October 23rd. It will be
59 A dessert party to celebrate our past and our future. The purpose is to recognize those who
60 have been ongoing supporters of the Library

61 There will be desserts and non alcoholic drinks served. A jazz ensemble from Wellesley High
62 School will perform in the children's room.

63

64 Trustees and staff were encouraged to circulate among the guests. It was suggested that since
65 the musicians have to raise money for travel expenses when they attend competitions that a
66 donation be made toward their travel fund. This would be a nice gesture as they are performing
67 at this function for free.

68 Carolyn handed out a briefing packet for staff and Trustees attending the event.

69 **2. Small Conference Room Policy.** Tutors have been abusing the one free reservation per
70 month room policy by having their clients, relatives of clients, etc. make additions reservations
71 for them. The policy needs to be revised to address this issue. There was much discussion on
72 how to charge tutors but not shut out small informal groups that also use the room.

73 Consensus of Trustees for two options. Charge \$25.00 for all reservations or use room for free
74 on a first come first serve basis. There will be a vote at the next meeting on the revised policy.

75 **3. Fines and fees.**

76 Mary Ann moved (Beth seconded) to approve new schedule of overdue fees and fines effective
77 November 1, 2009. Motion approved unanimously.

78 **REPORTS**

79 **1. Director's Report**

80 Janice reviewed policies that need updating.

81 The following policies need review: Acceptable use of Staff e-mail, customer service, exhibits
82 policy, Inter Library loan, issuance of library cards and gift acceptance policy. Janice asked for

83 a volunteer to look at the policies and determine if any others need revision. Mary Ann
84 volunteered.

85 Janice handed out the new town investment policy.

86 **Committee Reports**

87 Marketing. Reported by Mary Ann. The Committee will be going over all implementation items
88 at next meeting.

89 Development. Reported by Ann. Carolyn and Renee have been working on the October 23rd
90 Event. Ann wishes to thank those who made calls to encourage people to attend.

91 **Chairman's report**

92 Amanda and Carolyn attended the Centennial Fund meeting. The Library will be receiving
93 \$90,000 from the Fund for this year.

94

95 There have been two resignations from the Board of the WFL Foundation. The Executive
96 Committee recommends that Amanda Kennedy fill one of the vacancies. Amanda handed out
97 Mrs. Kennedy's resume and reviewed her qualifications with the Trustees.

98

99 Marla moved (Ann seconded) to nominate Amanda Kennedy to replace Wendy Fischman on
100 The WFL Foundation Board effective November 1, 2009. The motion was approved
101 unanimously.

102 The Executive Committee will continue to vet candidates for the second vacancy.

103

104 Mary Ann moved (Marla seconded) to adjourn. Motion approved unanimously.

105

106 *Submitted by Helen Charbonneau*

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