

**Wellesley Free Library
Board of Library Trustees
Meeting Minutes
January 9, 2017
7:15 PM
Arnold Room**

Present: Marla Robinson, Chair; Ann Howley, Vice Chair; Ann-Mara Lanza, Secretary; Diane Savage, Maura Murphy, Beth Sullivan Woods, Trustees; Jamie Jurgensen, Director; Elise MacLennan, Assistant Director; Helen Charbonneau, IT Director

Also present: Alena Poirier, Advisory liaison; Barbara McMahon, WFLF Foundation Director.

The meeting called to order at: 7:20 PM.

CITIZEN SPEAK

None

ITEMS

1. Approval of Minutes

Ann moved (Diane seconded) to approve the minutes of December 6, 2016. The minutes were approved unanimously as amended.

Ann moved (Diane seconded) to approve the minutes of December 12, 2016. The minutes were approved unanimously as amended.

Ann moved (Diane seconded) to approve the minutes of December 19, 2016. The minutes were approved as amended.

2. Directors Report

- Cash capital budget update -The Town Finance Department has removed \$350,000 for an Automated Materials handler (AMH) from the Library 5 year cash capital budget. It is likely that funds for this project, should it move forward will come from borrowing and not cash capital. This was a placeholder in the Library cash capital budget as the Trustees have yet to approve the project.
- Pew Research Survey -The Library is participating in a national survey on libraries from the Pew Research Center. There is a link on the library website carousel.
- The Library of Things - A non-traditional collection of borrowable items, has been receiving good publicity. The Sustainable Energy Committee has written about it in their blog as an example of a sustainable effort, and Elise had interview with a reporter from the Wellesley Townsman. This publicity was posted on the Library website and has sparked requests to reinstate board game night.
- Staff updates

- Clair Dye, a long time employee, has retired from circulation department. There is now a 35 hour position open. It has been posted internally.
- With the resignation of a 16 hour part time Circulation Assistant, there are now 4, 16 hour positions open.
- Interviews for the ESL coordinator are ongoing. There were 9 applicants and 4 are being interviewed.
- Elaine Schicitano, Acquisitions Specialist will be celebrating 40 years at the WFL on January 26. The Trustees asked Jamie to present a special resolution to Elaine to thank her for her service.
- Building - A lamp post outside of garage has been bent. It will be removed, stored until spring and reinstalled on a new higher base.
- Roof leaks – Leaks that have appeared in new locations. They will be repaired by Aquabarriers. Previous repairs by Aquabarriers are holding; however the roof appears to be reaching the end of life.
- Robot update - Emma Weiler has compiled statistics on robot classes. There were: 36 Introduction to Choregraphie classes, 242 people attended; 11 Meet the Robots classes, 128 attended, mostly under 8; 19 demonstrations, 380 attended.
- Dorian Bequest – the \$100,000 bequest from Norman Dorian for large print books has been deposited in the American Century Investment account.
- Carpet cleaning will take place on January 16th
- Emma Hicks, Children’s Department, will be a presenter on portal fantasy fiction at the ARISIA Science Fiction and Fantasy convention. January 13 – 16.
- Staff kudos - Jamie received an email from a woman who had just received her PHD degree and wished to thank Tyson for helping her gather research and the library for providing space to work and access to collections.

From Town Department Heads Meeting

- New Executive Director, Blythe Robinson has started.
- The Warrant for Annual Town Meeting will be signed by Jan 17th. There is the possibility that an override will be required for FY19.
- Public record requests should go to Kathy Nagle, Town Clerk.
- It was suggested that agendas for board meetings be posted on website. The consensus of the Trustees is to have agendas on the WFL site

3. Art Donation from Deborah Friedman

Beth moved (Diane seconded) to accept a colored pencil drawing of library fish tank by artist, Deborah Friedman. The motion passed unanimously.

4. Budget FY18

The Trustees reviewed the budget for FY18 which includes the Hills Branch operations and the budget for materials, adjusted to include the FMD budget share. Discussion followed on various line items including staffing changes outlined in the

Director's report above. In addition to those changes, A 20 hr. TS position will be reduced to 15 hours, and thus will become a non-benefited position. One, 16 hr. position will not be filled, in FY18.

Ann Mara moved (Diane seconded) approve the budget of \$2,461,694 for FY18, with \$1,918, 247 in personnel services and \$543,447 in expenses. The motion passed unanimously.

5. Advisory

Trustees discussed the presentation to Advisory of a Library operating budget which includes the return of funding for the Hill Branch. Beth and Ann-Mara have been having outreach discussions with Advisory members.

6. Centennial Report for FY16

Consensus of Trustees is to approve report as amended.

7. People Counters

Helen explained a proposal from Walker Wireless to replace the people counters currently in the security gates (Main Library)with sensors at the front door, parking lot door and garage door leading to lobby. This System has a centralized data collection point making the gathering of statistics much easier. Trustees will determine were funds will come from at a future meeting.

8. Policies

A vote on the revision of Collection Development policy deferred to next meeting.

Hills Branch Building Rental Policy.

Beth moved (Ann-Mara seconded) to approve the Hills branch Building Rental Policy. The policy was approved unanimously.

Study Rooms Reservation Policy. Ann-Mara moved (Ann seconded) to approve Study Room Policy. The policy was approved unanimously.

9. New Business

None

10. Topics not reasonable anticipated by the Chair prior to posting.

None

REPORTS

Strategic Planning Committee. Reported by Ann-Mara. The Strategic Planning Committee had its first meeting. Users of the library will be invited to join the Committee.

Beth is organizing 5 focus groups (3 for general public, 1 for Town Meeting Members and 1 for civic groups) to meet during first week in February.

There will also be a survey.

Space Study Committee will meet on Friday, Jan. 13 to review applications.

9:05 P.M. Motion to Enter Executive Session

Ann-Mara moved (Ann seconded) to enter into executive session only for the purpose of approval of minutes and discussion of labor negotiations, with the intention of returning to open session only for the purpose of adjournment. The Trustees were polled individually and the motion was approved unanimously.

ADJOURNMENT

Ann-Mara moved (Ann seconded) to adjourn. The motion was approved unanimously. The meeting adjourned at 9:25 P.M.

Respectfully submitted,

_____ Date: _____
Ann-Mara Lanza, Secretary, WFL Board of Trustees
Submitted by HC 1/23/17. Approved 2/13/2017 by the WFL Board of Trustees

Documents

Agenda

1. Minutes of the meeting of December 6, 2016
2. Minutes of the meeting of December 12, 2016
3. Minutes of the meeting of December 19, 2016
4. Letter from Debora Friedman offering art work donation
5. Approved budget with updated FMD updated 13%
6. Original approved Budget
7. Main budget with FMD updates, updated 13%
8. Report to Foundation. Centennial Funds FY2016 Draft
9. People Counter Proposal

10. Collection Development policy
11. Hills Branch Library Building Rental Policy
12. Study Room Policy

