

Board of Library Trustees
Monday, December 12, 2016
9:15 AM
Arnold Room

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

Also present: Lisa Arm, Technical Services Supervisor; Bridget Bettigole, WFL Foundation Director

The meeting was called to order at 9:25 AM

1. Approval of Minutes

Beth moved (Ann seconded) to approve the minutes of November 14, 2016. The minutes were approved unanimously as amended.

2. Directors report

- Hills Branch Tea -- The December tea was very successful; Jennifer hopes to do more in the coming years. The next event will be Mini Golf in January Jennifer is still looking for three sponsors and help on the day of the event.
- Hills Branch Exterior Envelope Study -- The final version of the study has arrived. It was to include all feedback provided.
- Main Library Space Utilization Study -- The RFP has been posted to hire an architect for the study. Diane, Marla, Ann and Jamie will be reviewing and the applicants on January 13 with interviews to take place shortly after that date so that a final decision on hiring can be made.
- Robots --On December 7th, the entire Hunnewell School came to meet the robots. The program was a huge success thanks to Emma Weiler, Emily Donnelly and Wellesley Media.
- New robot classes will be starting in January.
- Robots have been chosen for a presentation at the Massachusetts Library Association conference held in May. Jamie, Emily and Emma will be presenting
- Technology -- Arne's Mobile Circulation cart has also been chosen for presentation at MLA. Arne will be presenting, plus 2 presenters yet to be named.
- Other Staff News -- Tyson Bolles served on a panel on collection development at Minuteman central site.
- ESL -- Philippa Biggers has resigned to take a position at the Watertown Public Library as a full time ESL coordinator.

The Trustees wish to thank Philippa Biggers for her advocacy, foresight and work in founding and growing the Wellesley ESL program.

- Circulation Department -- 2, 16 hour positions are still open.
- Sustainable Energy Committee -- The Committee met with Jamie and are very excited about the Library of Things as a sustainable management project. They will be

purchasing cloth bags for the library that can be checked out along with regular library material.

- Shay Rieger Art sculpture and art is now on display though out the Library. A lamb and a hen sculpture have been donated to the library.

3. Monthly Statistics -- Trustees reviewed the statistics and expressed interest in improving Reliability and catching foot traffic entering the Wakelin room

4. Technical Services presentation

Lisa Arm, supervisor of Technical Services (TS) department gave an overview of the work of TS, from ordering and receipt of items to processing and finally to the shelves.

5. Budget FY18

Trustees reviewed the Operating budget. Information is needed from FMD on the impact of adding the cost of custodial maintenance of the Hills Branch to that budget in order to calculate the total cost of adding the Hills branch back into the WFL town budget The Trustees will vote on the Library budget on December 19th.

6. Advisory Questions

The Trustees discussed the questions that were asked during Marla's presentation at Advisory. Questions to be addressed concerned the libraries' use of computer servers, how the public uses PCs, room rental rates and the number of rooms available to rent, the balance in revolving accounts, circulation trends and how they may affect the need for an automated materials handler.

Jamie will get the information on room rental rates, number of rooms and revolving accounts,

Helen can be available at Advisory to answer questions about servers if needed and will draft a short description on server question. Beth will work on questions for Public PC user survey.

7. Foundation Report

Reported by Bridget Bettigole. The next fundraising event is mini golf. Three opportunities still remain for sponsorships. There was an excellent article about the Foundation in the Townsman.

The Trustees reviewed the draft of the mid year Report to the Wellesley Free Library Foundation to be submitted in January.

Ann moved (Diane seconded) to approve The Report to the Foundation January FY17 as presented and amended. The motion was approved unanimously as amended.

8. Mission & Vision Doc

Trustees reviewed and edited changes to the Mission, Values and Vision statements. Ann-Mara moved (Beth seconded) to approve the updated Mission, Vision and Value statements as amended. The motion was approved unanimously as amended.

9. Hills Branch Library Building Rental Policy.

The Trustees reviewed and edited Diane’s draft revisions. They also reviewed the Hills Branch Meeting Request Form. The policy was tabled to a future meeting.

10. Study Room Policy Doc

The Trustees reviewed and edited Diane’s draft revisions. Concerns about tutors were expressed. Ann moved (Beth seconded) to approve the revised version of the study room policy as amended. The motions passed unanimously as amended.

11. Collection Development Policy Doc.

Tabled

12. New Business

None

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

None

REPORTS

Unified Plan Committee -- Ann-Mara reported that she had attended a visioning session held by the Unified Plan Committee. Statistical information about Wellesley was provided. More detail about each department will be available online. This information may be useful for Library Long Range Planning sessions.

ADJOURNMENT

The meeting adjourned at 12:00PM

The next regular meeting of the Board of Library Trustees is scheduled for January 9, 2017 at 7:00 PM.

Respectfully submitted,

_____ Date: _____
Ann-Mara Lanza, Secretary, WFL Board of Trustees

LIST of DOCUMENTS

1. Agenda
2. Minutes of the Board of Trustees meeting of November 14, 2016
3. Statistics for November 2016
4. FY18 operating budget without Hills (draft)
5. FY18 operating budget with Hills (draft)
6. Report to the Wellesley Free Library Foundation January FY17 (draft)
7. Mission, Vision and Value Statements (draft)
8. Study Room Policy (draft)
9. Collection Development Policy (draft)

Distributed at Meeting

Hills Branch Library – Meeting Request Form

Submitted by HC 12/28/16, reviewed by AH on 1/6/16, approved by the Board of Trustees 1/9/17