

**Wellesley Free Library Board of Library Trustees
Meeting Minutes
Arnold Room
Monday Oct 17, 2016**

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

Also present: Alena Poirier, Advisory liaison; Darcy Bartel, WFLF Chair; Joe Murray, FMD.

CALL TO ORDER

The meeting was called to order at 9:15 A.M.

CITIZEN COMMENT

None.

ITEMS

1. Approval of Minutes

Diane moved (Ann seconded) to approve the minutes of May 16, 2016. The minutes were approved unanimously as amended.

2. Gift Acceptance Policy & Naming Policy

The Trustees reviewed the policies and discussed revisions. Both policies will return to the agenda for a vote at the next meeting.

3. Gift Agreement document

The Trustees reviewed the Gift Agreement and discussed revisions. The document will return to the agenda for a vote at the next meeting

4. Hills masonry façade study

The Library Trustees have discussed the study, and were dismayed to receive the review copy that presents the “comprehensive scope” as the recommended course of action as the total appropriation is far in excess of that for the minimal scope. The Trustees had questions about some of the individual hard and soft costs; about contingencies; and about project management. Joe Murray will convey these concerns and suggestions to Joe McDonough.

5. Director's Report

In addition to her written report, Jamie discussed the following items:

- Circulation statistics
- WFLF donations in memory of Ali A. Baghai
- MLN App – successfully up and running

6. Strategic Plan

The next Long Range Plan/Strategic Plan, renewed every five years, is due in October 2017. A proposed timeline and approach will be presented at the November Library Trustees meeting.

Ann moved (Beth seconded) to approve up to \$9,000 from State Aid for costs connected to facilitation of the Long Range/Strategic Plan. The motion was approved unanimously

7. Action Plan for FY18

The Annual Action Plan for FY18 is due to the MBLC this December. The Trustees reviewed and revised a draft of this document, which will be presented for a vote at the November meeting.

8. Budget prep: FY18 Capital

The Trustees examined a draft of the FY18 Capital budget for the library. Helen and Jamie described the new vision for print management. Future years' expenses were debated at length. There was consensus that the draft was acceptable without revision, and this document will be presented for a vote at the November meeting.

9. Gift Acceptances

Beth moved (Ann-Mara seconded) to approve the acceptance of an unrestricted bequest of \$5,000 from the estate of Mrs. Nancy Perry for deposit into the Director's Fund. The motion was approved unanimously.

Beth moved (Ann seconded) to approve the acceptance of \$100 from the Young family of Newton Centre for deposit into the Director's Fund. The motion was approved unanimously

10. Norman Dorian bequest

The Trustees acknowledged with gratitude a \$100,000 bequest from the estate of Norman Dorian for materials in Large Print. Marla will confer with Town Counsel as to the most effective way of managing this large bequest.

11. Email Addresses

The Trustees discussed the possibility of obtaining @wellesleyma.gov email addresses, recommended by Town Counsel for all elected and appointed town officials.

12. Room Request

The Trustees considered a request for more than monthly meeting room use, ultimately denying the request as presented. There was consensus that a proposal with more information was needed, including start and end date, specific room being requested, and whether the police department or another entity was requesting the series of room uses.

REPORTS

Chairman's Report

Marla reported on the following items:

- The Executive Committee will work with Jamie to bring a proposed operating budget for FY18 to the November meeting.
- Budget deliberations may result in an additional Trustee meeting during the month of December.

Committee Reports

- Ann-Mara reported on the progress of the Unified Plan. Small groups have been set to work on the established priorities. Community input will be sought.
- Diane's meetings with the WFL Foundation foster collaboration between the Library Board and the Foundation Directors.
- Beth reported that the Fells Branch Committee has met once and has a second meeting in scheduled. All updates will be reported at November's meeting.

ADJOURNMENT

Beth moved (Diane seconded) to adjourn. The motion was approved unanimously. The meeting adjourned at 12:15 P.M.

Respectfully submitted,

Ann-Mara Lanza, Secretary, WFL Board of Trustees

Date: _____

LIST of DOCUMENTS

1. Minutes of May 16, 2016.
2. Hills Masonry Study
3. Director's Report
4. Action Plan FY18
5. Capital Budget FY17
6. Budget prep (capital) FY18
7. Gift Acceptance Policy & Naming Policy

8. Gift Agreement document
9. Gift Acceptance Policy
10. Norman Dorian bequest
11. Branch Rental Policy (tabled)
12. Study Room Policy (tabled)
13. Room Request

ECM 11/9/16

MR 11/10/16

Approved 11-14-16