

**Wellesley Free Library Board of Library Trustees
Meeting Minutes
Arnold Room
May 2, 2016**

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

Also present: Mark Kaplan, Advisory liaison; Darcy Bartel; WFLF President; Jennifer Seidman, Director of Development.

CALL TO ORDER

The meeting was called to order at 7:20 P.M.

CITIZEN COMMENT

None.

ITEMS

1. Approval of Minutes

Ann moved (Diane seconded) to approve the minutes of the following meetings: November 3, 6, 10, 12, 16, 17, and December 1, 3, 2015. The motion was approved unanimously.

Ann moved (Diane seconded) to approve the minutes of February 29, 2016. The motion was approved unanimously.

Ann moved (Diane seconded) to approve the minutes of March 7, 2016 as amended. The motion was approved unanimously.

Ann moved (Diane seconded) to approve the minutes of March 28, 2016 as amended. The motion was approved unanimously.

Ann moved (Diane seconded) to approve the minutes of March 29, 2016 as amended. The motion was approved unanimously.

Ann moved (Diane seconded) to approve the minutes of April 4, 2016. The motion was approved unanimously.

2. Robots (web conference)

Rob and Lauryn Schimmel, founders of ChartaCloud Technologies, presented an overview of the NAO robot technology and answered questions about how the humanoid robots can be programmed to interact and engage with library patrons. ChartaCloud is the distributor of NAO Robots for New England. Staff members will receive training at the Boston location of Aldebran Robotics, developer of the NAO robots.

Following the presentation, the Trustees reviewed the quote and the contract. The contract has been vetted by Town Counsel.

Diane moved (Marla seconded) to accept the quote and contract for two NAO robots, related accessories and software in the amount of \$31,809.00, contingent upon approval of funding from the Wellesley Free Library Foundation. The motion was approved unanimously.

3. FMD Projects

- A. FMD arranged for main library roof leak repairs outside of the warranty when claim negotiations became onerous.
- B. FMD does not have the resources to execute the space study due to a vacant position. They will pick up the project when the position is filled. The trustees expressed their frustration with the delay and noted that the timeline of the Library's capital request will have to be moved out as a result.
- C. The Trustees reviewed an RFP that was issued for a Masonry & Facade Study of the Hills Branch building, despite the fact that an envelope study was completed in 2012. Over and above the Trustees' concern about duplication of effort, they were dismayed to find a number of inaccuracies within the document. There was consensus that a Board to Board conversation is needed to establish the parameters of "care and custody" of library buildings.

4. Holiday Schedule FY17

Diane moved (Ann seconded) to accept the Sunday and Holiday Schedule for FY2017 as presented. The motion was approved unanimously

5. Raisers Edge

The renewal is due soon for this important database tool used by the Foundation. The donor information contained within is owned by the Library.

Ann moved (Ann-Mara seconded) to approve a one year renewal of the Raiser's Edge maintenance and hosting subscription with Blackbaud, Inc. in the amount of \$4,970.00 to be paid from the State Aid account. The motion was approved unanimously.

6. Olive Contract

A contract to enter into a new and much enhanced hosting and searching environment produced by Olive Software for access to the digital Wellesley Townsman has been vetted by Town Council. There is a one-time set-up cost for the nearly 80,000 pages of \$28,218.60 and an annual hosting fee of \$4,700. The annual fee pricing is fixed for 3 years.

Beth moved (Ann-Mara seconded) to approve the agreement with Olive Software as presented, to be paid from the Centennial Fund. The motion was approved unanimously.

7. Soofa Bench

Jamie reported that the MLP will split the \$3,400 cost of the solar bench with the Library. MLP will install and provide the concrete pad for beneath the bench. The Trustees expressed their thanks to MLP for this cooperative contribution. Appropriate publicity will follow the installation of the Soofa Bench.

8. Foundation Director nominations

The Trustees acknowledge with gratitude the contributions of Tim Driver, Bill Minervino and Carolyn "Beanie" Spangler as they depart the Foundation Board.

Ann presented background information about three Trustee nominees to the Foundation Board. Still to come: a Friends' appointment and a Foundation appointment.

Marla moved (Ann-Mara seconded) to approve Peter Mongeau, Mary Kloppenberg and Cynthia L. Strauss as the Trustee's appointments to the Wellesley Free Library Foundation Board of Directors, all for three year terms beginning July 1, 2016. The motion was approved unanimously.

9. Foundation Request and wish list FY17

The Trustees reviewed the Request for Funding for FY17, discussed the items presented, and requested feedback from the Foundation in the form of a dollar amount to provide guidance for the Trustees should adjustments need to be made. There was also a brief discussion about the items on the Foundation "Wish List," the purpose of which is to inform and inspire with a glimpse of possible innovations and enhancements to library service.

Ann-Mara moved (Diane seconded) to approve a request of \$134,755 from the Wellesley Free Library Foundation for projects as outlined on the document Foundation Request FY17. The motion was approved unanimously.

Ann-Mara moved (Maura seconded) to approve a request of \$32,000 from the Wellesley Free Library Foundation to fund the NAO robot project. The motion was approved unanimously.

10. Parade

Ann-Mara described an idea for a float in keeping with the parade theme of Historic Wellesley.

11. LWV Request

Ann-Mara presented a request on behalf of the League of Women Voters to hang a "Vote Tuesday" banner on the railing in front of the main library for one week. The banner is owned by the Town and maintained by the LWV.

Maura moved (Diane seconded) to allow a one-time permission to the League of Women Voters to hang the "Vote Tuesday" banner from May 3 until May 10, 2016. The motion was approved 5-0, Ann-Mara abstaining.

12. FY16 Budget update

Jamie reported that the FY16 operating budget is on-track with 80% spent to date. This will allow for Sunday open hours through the end of June.

Marla moved (Maura seconded) to open the main library from 1-5 PM on Sunday, June 19 and Sunday, June 26, 2016 with remaining Sunday operating funds. The motion was approved unanimously.

REPORTS

Chairman's Report

- Beth reported that the Spring Book Sale raised just \$200 less than goal of \$7,000.
- The Trustees will meet at 9 AM on May 16 at the Fells Branch Library.
- The Trustees will meet at 9:15 AM on June 6th at the Main Library.

Director's Report

Jamie reported on the following items:

- Digitizing 1935 Wellesley Atlas through BPL Commonwealth
- New security service. New touch pads at all branches
- Arne's tech fair success – mobile cart
- Expanding a unique lending library
- Holds pick-up: code is changing in June to increase patron privacy

ADJOURNMENT

Diane moved (Maura seconded) to adjourn. The motion was approved unanimously. The meeting adjourned at 9:55 P.M.

Respectfully submitted,

Ann-Mara Lanza, Secretary, WFL Board of Trustees

Date: _____

LIST of DOCUMENTS

1. Minutes of Nov 3, 6, 10, 12, 16, 17, and Dec 1, 3, 2105. Minutes of Feb 29, Mar 7, 28, 29, April 4, 2016.
2. ChartaCloud quote and contract
3. FMD Projects
4. Holiday FY17
5. FY17 Branch Budget (item tabled until May 16)
6. Olive contract
7. Soofa bench
8. Foundation request FY17
9. Foundation wish list
10. Art Exhibit policy (tabled)

DOCUMENTS DISTRIBUTED AT MEETING

1. Foundation Director nominations

ECM 5-3-16

MR 6/2/16, approved by WFL Board of Trustees 6/6/16