

**Wellesley Free Library Board of Library Trustees
Meeting Minutes
Arnold Room
September 12, 2016**

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

Absent: Marla Robinson, Vice Chair

Also present: Joe McDonough, Joe Murray, FMD; Wendall Kalsow, Ryan Foster, Doug Manley, McGinley Kalsow Associates.

CALL TO ORDER

The meeting was called to order at 7:00 P.M.

CITIZEN COMMENT

None.

ITEMS

1. Hills Building Envelope Presentation

Representatives from McGinley Kalsow Associates presented a draft of the Hills Branch library building envelope study. The building is evaluated to be in generally sound condition. Primary issues discovered were areas of mortar loss and a number of broken seals and latches on windows. The roof is in good condition. Estimates and scope of work proposals will follow. The emphasis is on planning for balance and efficiency.

2. Approval of Minutes

Diane moved (Ann-Mara seconded) to approve the minutes of August 16, 2016 as amended. The motion was approved unanimously.

3. Collection Update & New Fines/Fees

The “Library of Things” is the loan of non-traditional items, part of the evolution of libraries into arenas of life-long learning. Turnover and circulation are two indicators used to assess and manage collection areas. There was discussion about the pros and cons of library late fees.

Ann-Mara moved (Diane seconded) to approve overdue fines of .20 per day for non-traditional items with a purchase price under \$50.00, and overdue fines of \$1.00 for non-traditional items with a purchase price of \$50.00 and over. The motion was approved 4-1; Beth opposed.

4. Upcoming meeting coverage

The Trustees established which board members will represent the Library Trustees at a number of upcoming meetings as listed in Document 4.

5. Fells Branch Library Committee update

The first meeting of this new committee will be on Tuesday, September 20th at 7:00 PM at the Fells Branch Library.

6. November meeting reschedule

This item was tabled until the meeting of September 19th.

7. Offsite meeting

The Board will meet at 9:15 AM on September 19th at the Hills Branch Library to reorganize and discuss the next Long-range Plan and Trustee Goals.

8. New Business

- Ann briefly reported on the search process for Wellesley's next Executive Director.
- Ann-Mara reported on the progress of the Unified Plan Committee. This is a very large committee, likely to be broken down into sub-groups.

REPORTS

Chairman's Report

Beth reported, with thanks to Ann-Mara, that the Trustees' annual report to Town has been completed and submitted.

Director's Report

Jamie reported on the following items:

- A cash register has been installed at circulation for improved cash-handling.
- Two new self-checkout machines that are credit-card enabled are pending.
- Circulation statistics for the month of August increased over last year.
- A compliment arrived via Twitter in praise of full time Children's Librarian Emma Caywood Hicks.

EXECUTIVE SESSION

Ann-Mara moved (Ann seconded) to enter into executive session at 9:00 PM for the purpose of approving minutes, with the intention of returning to open session at the close of the discussion only for the purpose of adjournment. The Trustees were polled individually and the motion was approved unanimously.

The meeting returned to open session at 9:15 PM. Ann moved (Ann-Mara seconded) to adjourn executive session. The Trustees were polled individually and the motion was approved unanimously.

ADJOURNMENT

Diane moved (Ann-Mara seconded) to adjourn. The motion was approved unanimously. The meeting adjourned at 9:15 P.M.

Respectfully submitted,

Ann-Mara Lanza, Secretary, WFL Board of Trustees

Date: _____

LIST of DOCUMENTS

1. Hills Building Envelope Presentation
2. Minutes of the Meeting of August 16, 2016
3. "Library of Things"
4. Director's Report

ECM 9-14-16

MR 11/9/16

Approved 11/14/16