

Wellesley Free Library Board of Library Trustees
Meeting Minutes
Arnold Room
June 6, 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: Pearl Der, Circulation Supervisor; Jennifer Seidman, Director of Development.

CALL TO ORDER

The meeting was called to order at 9:20 A.M.

CITIZEN COMMENT

None.

ITEMS

1. Circulation Supervisor

Pearl Der presented a brief overview of recent changes and efficiencies in Circulation procedures. As of July 1, the identification information on slips for open holds will change format to increase patron privacy. Arne Christiansen has fashioned a mobile workstation that greatly streamlines the workflow connected with processing the daily "send-item" list, and potentially other procedures across library departments.

2. Approval of Minutes

Marla moved (Ann seconded) to approve the minutes of May 2, 2016 as amended. The motion was approved unanimously.

3. FY16 Budget Update

There will be a minimal (approx. \$5,000) turn-back of personal services from the FY16 budget.

4. Art Exhibit Policy

A clarification about art sales and an expansion of the geographic limits on who may apply were proposed.

Ann-Mara moved (Diane seconded) to accept the amendments to the Art Exhibit policy as presented. The motion was approved unanimously.

5. Common Art exhibit

Ann moved (Diane seconded) to approve a one-time waiver of the policy requiring a 10% artist turn-back of sale proceeds for the artists of the May 2016 Common Art exhibit, in consideration of their challenges. The motion was approved unanimously.

6. Choral Society request

There was a brief discussion of this annual exception to the meeting room policy. There was consensus to levy a fee for overstaying the rental time, which infringes on the evening custodial work that needs to be accomplished between 9:30 and 10 pm.

Ann-Mara moved (Diane seconded) to approve the Wellesley Choral Society's request for a series of Monday night Wakelin room reservations from 6-9:30 PM for the 2016-2017 season, with the addition of a \$50.00 surcharge for any session that runs later than 9:30 PM. The motion was approved unanimously.

7. MLN Annual Contract

Beth moved (Ann-Mara seconded) to approve the Wellesley Free Library's annual membership contract with the Minuteman Library Network for FY2017 as presented. The motion was approved unanimously.

8. Report to the Community

Ann reported that the Foundation is able to increase its contribution to \$3,500. The Friends will contribute \$1,000. The total cost of a 16 page document is estimated at \$9,466.

Ann-Mara moved (Maura seconded) to approve up to \$5,500 for expenses related to publishing the WFL Annual Report to the Community, to be paid from State Aid. The motion was approved unanimously.

9. NAO Robot update & request

- The Trustees discussed options for meeting the gap between funds pledged and the total cost of purchase. The Trustees expressed their gratitude to the Foundation for whatever amount can be funded, and will continue to investigate options for funding the difference if necessary.
- Diane and Maura will replace Ann as the Trustee liaison to the Foundation for FY2017.

10. Meeting Schedule FY2017

The following Mondays were set for regular monthly meetings of the WFL Board of Trustees during FY17.

- August 16 at 9:15 AM
- September 12 at 7 PM
- October 17 at 9:15 AM
- November 14 at 7 PM
- December 12 at 9:15 AM
- January 9 at 7 PM
- February 13 at 9:15 AM
- March 13 at 7 PM
- April 3 at 7 PM (assuming ATM)
- May 8 at 9:15 AM
- June 12 at 7:15 PM

COMMITTEE REPORTS

Branches

- Ann-Mara attended the memorial service for branch library supporter Valentina Cannell.
- Ann reported that interviews for the Hills envelope study have resulted in the appointment of McGinley Kalso and Associates, an architectural and planning firm that specializes in the restoration and renovation of historic buildings and structures.
- Ann-Mara is working on the charter for a Fells Branch Committee.

Parade

- The Library received an award for Best Theme-related Float.

Foundation

- A Foundation event may take place at the Hills Branch this fall.
- The Foundation Mini Golf dates for 2017 are January 28 and 29.

Director's Report

Jamie reported on the following items:

- Soofa bench will be installed shortly.
- A patron complained about people crossing the yellow lines to turn left into the main library driveway. As a point of information, we have been informed previously of the distinction between driveways and streets; turning left into a driveway across the double yellow is legal.
- A portable AC unit will be purchased for the Hills Branch.

Chairman's Report

Beth reported on the following:

- A patron complained about receiving a parking ticket in the main library's lot.

- Ann Howley has been invited to participate and will serve on the Executive Director Search Committee.
- The Library Director review has been sent to all Trustees. Please return to Beth in 10 days.

ADJOURNMENT

Marla moved (Ann seconded) to adjourn. The motion was approved unanimously. The meeting adjourned at 12:10 P.M.

Respectfully submitted,

Ann-Mara Lanza, Secretary, WFL Board of Trustees

Date: _____

LIST of DOCUMENTS

1. Minutes of May 2, 2016.
2. Art Exhibit Policy
3. Common Art exhibit
4. Choral Society request
5. MLN Network agreement
6. Robot update & request

ECM 6-17-16, revised 8-16-16

MR 8/10/16