

**Board of Library Trustees
Meeting
Monday, March 7, 2016
7:15 PM
Arnold Room**

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

Absent: Ann-Mara Lanza, Trustee

Also Present: Mark Kaplan, Advisory; Pam Stirrat, WFL Foundation

Call to Order

The meeting was called to order at 7:25 P.M.

1. Approval of Minutes

Minutes of the Meeting of December 14, 2015

Marla moved (Ann Seconded) to approve the minutes of the meeting of December 14, 2015 as amended. The motion was approved unanimously.

Minutes of the Meeting of February 1, 2016

Marla moved (Diane seconded) to approve the minutes of the meeting of February 1, 2016. The motion passed unanimously.

Minutes of the Meeting of February 11, 2016

Marla moved (Ann seconded) to approve the minutes of the meeting of February 11, 2016 as amended. The motion passed unanimously.

2. FY17 Budget less 2.5% merit pay increases approval.

Diane moved (Marla seconded) to approve personnel services budget of \$1,806,708 and expense budget (corrected) of \$521,046 for the total FY17 budget of \$2,327,754 (corrected). The motion passed unanimously.

3. Library Cards

It's time to re-order library cards. At the Supervisor's meeting the suggestion was made to purchase library cards with a customized logo and/or picture. Jamie suggested using 2 designs (one of the fish tank and one with the pictures of the main library.)

Marla moved (Ann seconded) to purchase 7500 library cards costing up to \$2,900 to be paid from the administration budget for supplies. The motion passed unanimously.

4. Grounds use request.

The local Nike Run Club has asked to set up a table and porta potty on the road next to Hills Branch parking lot. Marla asked if a Certificate of Insurance is necessary. The Consensus of the Trustees is to allow this, assuming all town requirements are fulfilled. Jamie will check with

Hans Larsen, Executive Director, Town of Wellesley

5. Friends request.

Ann moved (Marla seconded) to approve the FY17 request to The Friends of the WFL Libraries for \$34,135. The motion passed unanimously.

6. Olive Contract approval.

Deferred to next meeting. Pending approval of contract by Town Counsel, Marla asked if an option of up to 6 years of pricing could be included.

7. Gift acceptance

Deferred to next meeting

8. LSTA Grant proposal

Jamie reviewed a draft of the LSTA grant “Mind in the Making” that she is considering applying for, as part of the development of an Early Learning Center at the Fells branch.

9. Foundation Request

Jamie reviewed the FY17 Library Requests to the WFL Foundation with the Trustees.

10. Policies

Rules of Conduct Policy. Marla moved (Ann seconded) to approve the Rules of Conduct Policy as updated. The motion passed unanimously.

Small conference Room Policy. No consensus on whether a signed form is necessary to reserve room. Approval deferred to future meeting

Test Administrator policy. This is a new policy

Diane moved (Ann seconded) to approve the Test Administrator policy. The motion passed unanimously.

Internet Policy

Diane moved (Ann seconded) to approve changes to Internet Policy. The motion passed unanimously.

11. Parade

May 22, 2016. Short discussion of who and how the Library will participate in the Parade.

12. Director’s report

Jamie reported the following:

- A music teacher sent email complaining about recent recital policy change and asked if Trustees would reconsider. Jamie hopes to speak with her.
- There may be an opportunity to acquire a solar bench.
- A Birch tree in parking lot was damaged this winter. It will be replaced.
- The mechanism of clock tower is now being stored at library.
- Michael Santangelo, Custodial Service Manager, received a letter from patron praising the work of Mike Groh

- Bahiya Saur, HR dept. and library user wrote to thank staff for their help.
- Wellesley Weston Magazine had a profile of Phillipa Biggers and the library's ESL activities
- Statistics for February. Circulation up 4.8% over last year.

9:20 P.M. Motion to Enter Executive Session

Marla moved (Diane seconded) to enter into executive session only for the purpose of approval of minutes and discussion of labor negotiations, with the intention of returning to open session at only for the purpose of adjournment. The Trustees were polled individually and the motion was approved unanimously.

ADJOURNMENT

Marla moved (Ann seconded) to adjourn. The motion was approved unanimously. The meeting adjourned at 9:45 P.M.

Respectfully submitted,

_____ Date: _____
 Ann-Mara Lanza, Secretary, WFL Board of Trustees
Submitted by HC 3/21/16
MR 3/24/16
Approved by the WFL Board of Trustees on 5/2/16

LIST IF DOCUMENTS

1. Agenda
2. Minutes of the Meeting of December 14, 2015
3. Minutes of the Meeting of February 1, 2016
4. Minutes of the Meeting of February 11, 2016
5. 3 Yr. Budget Summary
6. Grounds use request
7. Draft of Application for LSTA Grant (MBLC)
8. Olive Software Proposal
9. Library card info
10. Annual Request for Funding FY17 – Friends of the Wellesley Free Libraries
11. Request for Funding FY 17 – Wellesley Free Library Foundation
12. Rules of Conduct Policy
13. Small Conference Room Policy and Form
14. Test Administration Policy
15. Permanent Building Committee Proposed Article 14 Bylaw changes
16. Wellesley Celebrations Committee – 48th Annual Wellesley Veterans’ Parade
17. Statistics of library activity