

WELLESLEY FREE LIBRARY BOARD OF TRUSTEES

Meeting Minutes

Arnold Room

November 14, 2016

9:15 AM

Meeting called to order at 9:20 AM.

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

Also present: Hans Larsen, Executive Director, Wellesley; Dave Murphy, Selectman; Alena Poirier, Advisory; Emma Weiler, Supervisor, Children's Department

CITIZEN SPEAK

None

ITEMS

1. Approval of Minutes

Beth moved (Diane Seconded) to approve the minutes of September 12, 2016. The minutes were approved unanimously as amended.

Beth moved (Diane seconded) to approve the minutes of October 17, 2016. The minutes were approved unanimously as amended

Beth moved (Diane seconded) to approve the minutes of September 19, 2016. The minutes were approved as amended.

2. Resolution to honor Hans Larsen upon his retirement was read.

Be it resolved, that since Hans Larsen is leaving as executive Director of General Government Services for the Town of Wellesley after eleven years of dedicated service, the Trustees would like to take this opportunity to thank him for his efforts and commitment to the Town and its Library.

Whereas Hans has always been committed to the values and mission of the Wellesley Free Library:

Whereas, Hans has, in his capacity as Executive Director; been supportive of the needs of the Wellesley Free Library;

Whereas, Hans has participated in multiple contract negotiations, supporting the position of the Wellesley Free Library while showing consideration for the issues brought forth by both sides;

Whereas, Hans was actively involved in the successful restoration of the chimney at the Hills Branch Library;

Whereas, Hans has always been a willing resource to the Board in all matters, large and small; Whereas Hans has been an enthusiastic patron of the Wellesley Free Library;

We, the Wellesley

Free Library Board of Trustees, thank Hans for his dedication and commitment to Wellesley and its Library and wish him Godspeed as he finds new paths to hike and trails to ride.

Signed:

Marla Robinson, Chair

Ann Howley, Vice-Chair

Ann-Mara Lanza, Secretary

Maura Murphy

Diane Savage

Beth Sullivan Woods

3. Children's Department. Presentation by Emma Weiler, Department Supervisor

Emma's presentation covered children's programming, activities, outreach to schools and the OTA Kumar Center for Autism. The Children's department has recently added special programs for Autism, A Library of Things and together with Reference Department have been creating classes on coding using the Library's Nao Robots. Looking toward the future, Emma hopes to see more innovative, experimental programming.

There has been very positive response from parents to new staff and new programs.

4. Director's Report

- Circulation Statistics are holding steady.
- The new self check machines have arrived. They will be installed on Wednesday
- 2 circulation positions have been filled and 2 are still open

5. Library Calendar

Diane moved (Beth seconded) to accept the Sunday and holiday schedule for Fy18 as presented. The motion was approved unanimously.

6. Capital Budget Draft FY18 Library and FMD

After reviewing the Fy18 Capital Budget Draft, Diane moved (Ann seconded) to accept the proposed capital budget of \$133,300 as presented. The motion was approved unanimously.

7. Budget Draft FY18

The Trustees reviewed FY18 budget draft for operating expenses. 2% budget increases have been included for series 40 & 50 employees, plus longevity and step increases where required. On Call staff compensation has been adjusted to be closer to the Step 1. This is a \$1.00 increase for Circulation Assistants and \$.50 for Reference and Children's Librarians. Staff Association increases are not included as contract negotiations will begin shortly.

The Trustees reviewed the draft operating budget for FY18. No action was taken. The budget will be further reviewed at the December 6th meeting.

8. Printing Software

The FY17 budget includes \$24,000 to update and upgrade our printing and payment system with the goal of being able take credit cards. Because the credit card solution we had specified was not working for the library in other Minuteman Libraries that had purchased it, coupled with the fact that the amount of transactions we do is not enough to make credit card payments not fiscally viable Marla will tell Advisory that the library will be using approximately \$15,000 for another solution which will not include credit cards.

9. Action Plan Draft

Beth moved (Ann seconded) to approve the Wellesley Free Library Actions plan for FY18 which is due on December 1st. The motion was approved unanimously.

10. Fines and Fees

As part of an ongoing discussion on revising the library’s Fines & Fees schedule, Jamie made a presentation to the Trustees on Librarians philosophy and values and how they affect their view of Fines.

11. Policy Review

- a. Gift Acceptance policy -- Maura moved (Beth seconded) to approve revised gift acceptance policy as presented. The motion was approved unanimously.
- b. Naming Policy – Ann-Mara moved (Ann seconded) to approve revised naming policy as presented. The motion was approved unanimously.
- c. Logo Policy – Ann-Mara moved (Ann seconded) to accept the logo policy as presented. The motion was approved unanimously.

12. Branch Rental Policy

After a brief discussion on potential changes to the room rental rate. This topic was deferred to future meeting.

13. Study Room policy

No changes made to policy

14. New Business

15. Topics not reasonably anticipated by the Chair prior to posting

REPORTS

Committee reports

None

Chairman’s report.

Marla will present the library budget at the November Advisory Meeting.

ADJOURNMENT

Beth moved (Diane seconded) to adjournment. The motion passed unanimously. The meeting was adjourned at 12:20 PM.

Respectfully submitted,

Date: _____

Ann-Mara Lanza, Secretary, WFL Board of Trustees

LIST of DOCUMENTS

- 1. Agenda

- 2.** Minutes of the meetings of September 12th & 19th and October 17th
- 3.** Resolution to Thank Hans Larsen for his service to the Library and the Town.
- 4.** Library Calendar for FY18
- 5.** Capital Budget Draft FY18 Library
- 6.** Capital Budget Draft FY18 FMD
- 7.** Operating Budget Draft FY18
- 8.** Action Plan Draft
- 9.** Gift Acceptance policy revision
- 10.** Naming Policy Revision
- 11.** Logo
- 12.** Branch Rental Policy
- 13.** Study Room Policy

Submitted by HC 12/5/2016, reviewed by Ann Howley, approved by the Board of Library Trustees 12/12/2016