

**Board of Library Trustees  
Annual Planning Retreat  
Monday September 19, 2016  
Hills Branch Library  
9:15 AM**

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

The meeting was called to order at 9:20 AM.  
Agenda Items were not taken in order

**1. Identify & discuss Initiatives for the Next Year**

The Trustees Identified and discussed the following as possible initiatives. Not listed in order of importance.

- The Branches – easier funding, private/public partnership, explore returning to tax budget, increase usage
- Space study for Main Library
- Alcohol By-law change
- Develop stronger relationship with WFLF Board
- Develop stronger relationships with town boards(Board of Selectmen, COA/TPC)
- Better/more publicity about breadth of Library offerings
- Staffing
  - org chart
  - priorities
  - job descriptions
- Fells Concept
- Outreach to underserved
- Change from rules driven staff to mission driven staff (corporate culture change)
- Organized innovation plan
  - Freedom to fail
  - Flexibility
- Long Range Plan
- Fines
  - Philosophy
  - How does it impact the mission of the library

## **2. Assignment of Project/Committee Responsibilities**

- Job Descriptions/staffing – Diane, Jamie, Elise, Helen
- Branch strategy -- Maura, Ann-Mara, Beth
- Policy review – Diane
  - Link to innovations
- Long range planning – Diane, Ann-Mara, Beth, Jamie
- Budget (strategy and tactics)- Jamie, Marla
- Marketing - Beth, Ann, Jamie
- Contract negotiations -- Marla, Jamie
- Website review – Ann, Diane, Jamie, Helen
- Materials handler -- Ann-Mara, Jamie, Helen
- Fells committee -- Jamie, Beth, Ann-Mara, Maura
- Annual report – Ann
  
- Unified Plan – Ann-Mara (ESL, neighborhoods)
- Wellesley Free Library Foundation – Diane, Maura
- Executive Director search committee – Ann
- Board of Selectman – Ann

### **The Trustees Discussed the Following**

- Website review. It will be done this winter
- Automated Materials Handler -- \$10,000 in Capital budget for consultant. Independent Consultants with this expertise are very hard to find. Jamie asked the Trustees for questions they need to be answered by a consultant. Cost vs. benefits.
- Alcohol by-law change request – no decision
- Branch rental money – Resolution of \$20,000. Rent allocation to the Library. Needs to be resolved by town meeting
- Fines & Fees. A philosophical discussion of pros and cons.
- The branches – Envisioning and strategizing on the future of the branches.
- Relationships with other Boards

### **Review FY18 Action Plan**

Trustees updated action plan from FY17 to FY18.

### **New Business**

Topics to reasonably anticipated by the Chair prior to posting.  
None

### **Election of Trustee Officers – Reorganization of Board**

A slate of officers consisting of the following was presented:

Marla Robinson, Chair  
Ann Howley, Vice Chair  
Ann-Mara Lanza, Secretary

Beth moved (Diane seconded) to accept the slate of officers as presented. The Motion passed unanimously as presents.

Ann presented a thank you gift from Board to Beth for her years of service as Board Chair.

## **REPORTS**

### **Town Executive Director Search Committee**

Ann reported on progress of executive director search. The committee has interviewed 10 candidates for the position of Town Executive Director. They are now in the process of narrowing down their choices.

### **November meeting schedule**

The time of the November 14 Trustees' meeting has been changed to 9:30 AM.

## **ADJOURNMENT**

Beth moved to adjourn (Ann seconded). The motion passed unanimously. The meeting adjourned at 12:50PM.

Respectfully submitted,

\_\_\_\_\_  
Ann-Mara Lanza, Secretary, WFL Board of Trustees

*Submitted by HC*

*MR 11/10/16*

*Approved 11/14/16*

Date: \_\_\_\_\_

## **LIST OF DOCUMENTS**

1. Agenda
2. WFL Strategic Plan Timeline
3. WFL Action Plan FY2017
4. The Wellesley Free Library Strategic Plan, 2014-1018