

**WELLESLEY FREE LIBRARY BOARD OF LIBRARY TRUSTEES
MEETING MINUTES
ARNOLD ROOM
August 16, 2016
9:15 AM**

Meeting Called to Order at 9:25 AM

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

Absent: Diane Savage, Trustee

Also present: Jennifer Siedman, Development Director

CITIZEN SPEAK

None

ITEMS

1. Approval of Minutes

Marla moved (Ann seconded) to approve the minutes of the meeting of June 6, 2016 as amended. The motion was approved unanimously.

2. Financial Update FY16

At the close of FY16 \$19.22 was returned to the Town from the expense budget. \$4,378.79 was returned from the personnel services budget. Vacancies in the Children's department contributed to this.

3. Private Fund Request for F17

Jamie presented requests for funding for enhancements from non-tax impact funds for FY17. Each line item was approved individually, as follows:

Ann-Mara moved (Maura seconded) to approve \$1,513.69 to be taken from the Reynolds Trust Fund to cover expenses for Elise to attend ALA mid-winter in Atlanta. The motion was approved unanimously.

Ann-Mara moved (Ann seconded) to approve up to \$2,832 in anticipated consulting fees for graphic design support to be taken from state aid. The motion was approved unanimously.

Ann-Mara moved (Marla seconded) to approve up to \$9,140 in anticipated consulting fees for the Communications and PR support in FY17 to be taken from State Aid. The motion was approved unanimously.

Ann-Mara moved (Marla seconded) to approve up to \$3,100 for marketing supplies from State Aid. The motion was approved unanimously

Ann-Mara moved (Marla seconded) an additional \$100.86 to be transferred from State Aid for Raiser's Edge Licenses based on updated annual cost from the vendor. The total approved budget for this expense in FY17 is \$5,070.86, which will be funded by State Aid. The motion was approved unanimously.

Ann-Mara moved (Marla seconded) to approve the expenditure of up to \$3,000 to fund a Children's Intern in FY17 from State Aid. The motion was approved unanimously.

Ann-Mara moved (Ann seconded) to approve the expenditure of up to \$3,000 to fund a Reference Intern position in FY17 from State Aid. The motion was approved unanimously.

Total budgets approved from State Aid for FY17 across these motions was \$21,172.86.

Ann-Mara moved (Ann seconded) the expenditure of \$251.55 for water dispenser service for the Hills Branch to be taken from the Branches Gift Fund. The motion was approved unanimously.

Ann-Mara moved (Ann seconded) the expenditure of \$350.59 for coffee service for the Hills Branch, to be taken from the Branches Gift Fund. The motion was approved unanimously.

Ann-Mara moved (Marla seconded) the expenditure of \$382.64 for furnishings for the Fells Branch to be taken from Branch Capital. The motion passed unanimously.

4. Town Finance Report & Request

- Due to an error in Town Meeting Motion language in 2009, the first year's rent money for the branches, \$18,000 was never credited to Branch Capital revolving fund. This is an issue Trustees have attempted to correct in the past. Finance Department has contacted Jamie about the allocation of these funds. Trustees support transfer to branch capital revolving fund. Resolution of this issue will be addressed at a future meeting after more information is received from Town about next steps.
- Sheryl Strother and James Ryan from Finance conducted a review of Library cash handling processes. Jamie and the staff have been working with the Town Finance department to review the draft findings. Jamie will prepare a formal response. Jamie and one of the Trustees will meet with Sheryl to review the draft report. Report will be distributed to Trustees before being submitted to the Board of Selectmen.

- In reviewing FY16. Town Finance has contacted Jamie to request that copier fees and payments be handled through a revolving fund, rather than as a line item in the Director's Fund. This will be addressed during Town Meeting warrant prep.

5. Board Appointment to Unified Plan Steering Committee

The Unified Steering Committee has requested a representative from the Board of Library Trustee by designated. Ann-Mara has volunteered to represent the Library. It is the consensus of the Board that Ann-Mara be the representative.

6. Robot update/Naming Task Force Appointment.

- Emily Donnelly, Technology Assistant introduced Blue Robot to the Trustees with a very informative demonstration of the Robot's capabilities.
- Naming contest plans were reviewed and the name unveiling ceremony for the two robots will take place on September 17th
- Elise provided a high-level overview of the demonstrations and classes in programing and coding that will be available to the public.
- Launch of the Autism programming is being planned and will be announced.
- Jamie complimented staff on how far and fast they have come in learning to work with the Robots.

Robot Naming Committee will be meeting on September 12th. Maura and Diane are planning to be the Trustee representatives at the meeting.

7. March & November Trustee Meeting Dates

The Wellesley Club meetings have created conflicts with two of the planned Trustee meeting dates. Possible alternative dates for November Trustees Board meeting 11/15 or 11/17 and possible dates for March meeting 3/6 or 3/14 at 7:15. Jamie will send out a Doodle Poll to identify new dates/times.

8. Upcoming Foundation Events overview & related requests. Jennifer. (Taken out of order)

Jennifer presented draft of FY16 Annual Report to the Community. The Report is scheduled to go to the printer at end of week and be mailed before Labor Day.

Upcoming Foundation events include:

- A leadership house party tentatively being planned for October
- Mini Golf event in the Main Library on January 28 & 29. WFLF requested modified open hours: January 28, the Library will close at 2:00 p.m. to set up. Golf will be available from 5:00 – 8:00 p.m. and January 29 from 9:00 a.m. to 12:30. Ann-Mara moved (Maura seconded) to approve the closing of the Main Library at 2:00 p.m. on Saturday, January 28, 2017.

These hours will be communicated to patrons, as has been the practice in past years. The motion passed unanimously.

- Tea at the Hills Branch. December 3rd. This is a new event type and planned to be attractive for adults with children/grandchildren. Ticket prices will be approximately \$30. All proceeds will benefit the Branches. WFLF requested that the Trustees close the Hills Branch on this one day to conduct two seatings of this event. Marla moved (Maura seconded) to close the Hills Branch on Saturday, December 3, 2016 to allow the Foundation to hold a tea party fundraising event. The motion passed unanimously.
- A mini-gala event for Adults is being evaluated for April-May. It is tentatively planned to be a tasting event inspired by books with plates painted by artists to be auctioned. The event is anticipated to be a \$100 to \$125 per ticket event.

9. New Business

None

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

None

REPORTS

Executive search committee update reported by Ann.

The job description for Town Executive Director has been posted. There have not been any meetings or interviews at this point. Applications are being received and reviewed. The deadline to submit resume is August 22.

Directors report.

- A stone was uneventfully removed and reinserted from the Hills Children's chimney as part of the study. Project is on track.
- The Bluestone path has been replaced and looks fabulous.
- Leaking on roof of Main Library continues to be an issue, with a recent episode as part of the rain storm. Aqua Barriers has been called by FMD to address the new leaking. Joe McDonough has let Jamie know that he is considering moving up the time frame for roof replacement.
- FY17 reviews for admin have been completed on time and salaries have been adjusted accordingly.
- Marion Ossman (Children's Department) has retired and Annie Lee Bisset has been hired to fill the position.
- Rob Lerman (Reference department) has retired. A job offer has been extended to an applicant to fill this position.

- Emily Donnelly and Carol Richards have been hired as 16 hr. technology assistants for the IT department.
- Paige Scudder, and Ingrid Marquardt have been hired as Circulation assistants.
- New Minuteman mobile app will go live shortly

Chairman’s report

- Jamie’s review was completed on time and has been processed by HR.
- Jamie has asked Human Resources to make sure that all new employees assigned to work in the Library are COR’ed and the results shared with her.
- Dave Murphy will be Library’s Board of Selectmen representative.
- We have not been contacted by a new liaison by Advisory; FY16 year-end closing information was relayed to Mark Kaplan.
- Fells committee will begin to meet in September.
- School Committee requested use of Wakelin Room for offsite planning meeting. Beth approved this request for the Trustees as their meeting was to occur before our next Trustee meeting.
- The ARIS report has been completed.
- Council on Aging is working on a strategic plan. Jamie, Elise and Beth will be meeting with COA’s consultant.

Executive Session to approve minutes was deferred due to the time.

Meeting adjourned at 12:30 p.m. Maura moved (Ann seconded) to adjourn. Motion passed unanimously.

Ann-Mara Lanza, Secretary

Date

DOCUMENTS

1. Agenda
2. Minutes of the meeting of
3. Financial update
4. Statistics

Submitted by hc 9/6/16, reviewed by Beth, approved by Board of Trustees 9/12/16

