

**Wellesley Free Library
Board of Trustees
Meeting Minutes
Monday, February 8, 2021
7:00 PM
Online Remote Meeting**

Present: Marla Robinson, Chair; Ann Howley, Vice Chair; Ann-Mara Lanza, Secretary; Maura Murphy, Diane Savage, Ann Rappaport, Trustees; Jamie Jurgensen, Library Director; Cara Rothman, Assistant Director; Carol Richards, IT Director.

Also Present: Corinne Monahan, Advisory Liaison; Chrissie Lawrence, Wellesley Free Library Foundation; Barbara Marx, Friends of the Wellesley Free Libraries.

CALL TO ORDER

Meeting called to order at 8:02 P.M.

CITIZEN COMMENT

None

ITEMS

1. Minutes

- Ann H. moved (Diane seconded) to approve the minutes of January 11, 2021. The Trustees, polled individually, unanimously approved the minutes as presented.

2. Director's Report

- To honor and celebrate Black History Month, the library is featuring multimedia displays with relevant materials. Two adult programs are scheduled: A virtual documentary screening of *Alice's Ordinary People* with Filmmaker Craig Dudnick; and *Beyond the Hashtag: Seeing and Understanding the Black Lives Matter Movement* with photojournalist Kriston Jae Bethel.
- Ann-Mara, Joe Murray and Jamie attended a Design Review Board meeting on January 27. The Board unanimously approved the location and shrub camouflage of the two condenser units on the exterior of the Hills Branch Library.
- The Hill Branch Library Doors are in production at Kenyon Woodworking. FMD will install and paint the doors when the weather permits.
- Carol, Town IT and Brian DuPont are working closely to begin the staff's migration to Office 365 and new WellesleyMA.org email addresses. The Town IT Department will purchase WFL licenses each year on the Library's behalf and the Town will request a transfer of funds from the Library's annual operating budget to cover this expense.
- Axel Thompson, who works with Carol in the library's IT department, has researched possible meeting room software products. The department has opted to purchase

Springshare Libcal software. The new software will help us manage the nine new meeting and conference rooms after the renovation. It works with a credit card platform compatible with Town software, so the library will be able to take online payments.

- The electronic timecard migration to Kronos, now UKG, has been successfully completed and the library is pleased with the new platform.
- Conflict of interest training is underway and will be complete by April 9.
- We have consistently allowed 50 patrons into the building at one time, which is compliant with all state guidelines.
- The Board of Health was contacted regarding vaccines for library staff who work with the public. BOH is following state guidelines and unfortunately, library workers were not included in phase 2 of the vaccine distribution. MBLC and MLA have sent letters to the state advocating for a change to their vaccine policy.

3. Friends and Foundation Update

- The Friends of the Wellesley Free Libraries:
 - The Friends has received overwhelming support from the community with donations, bookshop sales, and memberships. They are extremely thankful and pleased to be able to give the Library \$7,500 of additional funding.
 - The Friends are preparing for the Main Library's closure in late April and in the meantime, their goals are to maximize revenue and pack inventory into storage for the duration of the renovation.
 - "Operation Friends" continues to provide contactless delivery service for patrons limited by the pandemic. The service expanded to families who are unable to pick up the Children's Department "Take & Make" craft kits.
 - The Trustees and the WFL staff are very appreciative and thankful for the Friends' hard work, flexibility, and creativity in continuing to support the Library.
- The Wellesley Free Library Foundation:
 - The WFLF is currently organizing board subcommittees and continuing to collaborate with the Trustees to find candidates for the open seats on the board.
 - The Trustees congratulated the Foundation on a successful campaign, a very exciting moment for the Town and the Foundation.

4. Naming

- Marla and Ann H., Trustee liaisons for the Foundation, formalized the process for accepting donations for naming opportunities within the library. The Trustees maintain final approval of wording and location of each naming opportunity to uphold equity among past and current donors.
- Marla recognized how fortunate the Library is to have many generous donors.

5. LWV Request

- The Wellesley League of Women Voters requests to post "Vote Safe" signs outside the library 10 to 14 days prior to the March 2 election. They will also hang the "Vote Tuesday" sign outside the Main Library the week before March 2.

- The Trustees agreed unanimously to permit this request.

6. Gift Acceptance

- Wayne Everett donated \$200 to the Library.
- Diane moved (Ann R. seconded) to approve the acceptance of the \$200 donation to be deposited into the Director's Fund. The Trustees, polled individually, unanimously approved the motion.

7. March 2 Election

- Because of Covid-related safety concerns, the WFL is requesting to close the Main Library building to patrons on March 2; the Wakelin Room will be serving as a polling place for the Town Election. Staff will be present in the building and an All-Staff Meeting is planned for that day.
- Diane moved (Ann H. seconded) to approve the closure of the Library on March 2 for the Town election. The Trustees, polled individually, unanimously approved the motion.

8. FY22 Cash Capital

- The Town's FY22 budget is tight, and the Executive Director requested that the Library reduce cash capital by \$10,000. Jamie Jurgensen and Carol Richards were able to reduce the IT budget by \$10,420.
- Ann R. moved (Diane seconded) to approve the reduced cash capital budget of \$122,880 (decreased from the originally-voted \$133,300) in support of the Town's request. The Trustees, polled individually, unanimously approved the motion.

9. Renovation Update

- Timeline
 - a. Beginning April 12, the Branches will open for holds pickup and express browsing. The Branch hours are yet to be determined. Capacity limits and 15 minutes browsing time will be enforced and may be adjusted as the pandemic evolves.
 - b. Full operating hours for the Branches begins around April 26.
 - c. A task force is working on circulation logistics and a communication plan in anticipation of the late April closing of the Main Library and reopening of the Branches.
- Wayfinding
 - a. Roll Barresi & Associates is the design firm working with the signage committee to develop new, cohesive signposting to complement the renovation.
 - b. The signage committee requested to utilize up to \$8,000 of state-aid funds to supplement capital funds for this project.

- c. Ann-Mara moved (Ann R. seconded) to approve the allocation of \$8,000 of state-aid funds toward the wayfinding project. The Trustees, polled individually, unanimously approved the motion.

10. Chair & Committee Reports

- Jamie and Marla will attend the PBC meeting on Thursday, February 11 to discuss the Lumes wall in the Children’s Room and attempt to find a way to honor the financial obligations of the vendor’s contract, which requires advance payment of a significant portion of this unique art work.
- Ann-Mara requested an announcement regarding the status of the Library’s renovation to be given at Annual Town Meeting.

MOTION TO ENTER EXECUTIVE SESSION

Ann R. moved (Diane seconded) that the Trustees enter into Executive Session for the purpose of discussing the leasing of real property, with the intention of returning to Open Session at the close of the discussion only for the purpose of adjournment. The Trustees, polled individually, unanimously approved the motion.

ADJOURNMENT

Ann-Mara moved (Ann H. seconded) to adjourn. The Trustees, polled individually, unanimously approved the motion. The meeting adjourned at 9:15 PM. The next regular meeting is March 8, 2021.

Respectfully submitted,

Ann-Mara Lanza, Secretary, WFL Board of Trustees

Date: _____

LIST of DOCUMENTS

1. Minutes
2. Directors Report
3. Naming Process – For recognizing donors gifts
4. Naming Opportunity Tracking Sheet
5. LWV Voter Request
6. Library Capital Request FY22 – FY26
7. Roll Barresi & Associates proposal
8. Confidential: Executive Session

CMR 2/9/2021, AWR 2/18/2021, Approved 3/8/2021