

**Wellesley Free Library  
Board of Trustees  
Meeting Minutes  
Monday, March 8, 2021  
9:15 AM  
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; Kara Reinhardt Block, Wellesley Free Library Foundation Director; Barbara Marx, Friends of the Wellesley Free Libraries Director.

**CALL TO ORDER**

Meeting called to order at 9:17 A.M.

**CITIZEN COMMENT**

None

**ITEMS**

**1. Minutes**

- Diane moved (Ann R. seconded) to approve the minutes of February 8, 2021. The Trustees, polled individually, unanimously approved the minutes as presented.

**2. Director's Report**

- The Library held an All-Staff meeting on March 2. Two representatives from Wellesley ABC (A Better Chance) came to talk about their program, which supports women of color in developing their talents and empowering their voices.
- The Library IT Department reviewed the recent migration to Office 365 and Outlook, as well as demonstrated remote desktop and VPN access for staff use during the renovation project.
- The new doors were installed at the Hills Branch and will be painted to match the original color.
- The library has received most of the equipment for the AC project at Hills and installation is expected to be concluded soon.
- The IT Department has been closely monitoring the server room's temperature, which is too hot according to industry standards. FMD agreed to install AC in this room and has purchased the necessary components. This project is expected to be completed soon.

### **3. Friends and Foundation Update**

- The Friends of the Wellesley Free Libraries:
  - The Friends hosted a series of on-going book sales in the Main Library rotunda. Fifteen dealers have made appointments to purchase books, yielding an excellent revenue stream for the Friends and reducing their inventory in anticipation of the Main library's closure.
- The Wellesley Free Library Foundation:
  - The Foundation is launching its first independent impact report to 8,600 Wellesley households.
  - Foundation members are proud to announce that the first two installments of the promised renovation funding were paid to the town of Wellesley for the interactive elements in the Children's Room.

### **4. Donor Plaques at Fells**

- Ann-Mara moved (Ann H. seconded) to approve the design of the bookcase donor signs for the Fells. The Trustees, polled individually, unanimously approved the motion.

### **5. Gift Acceptance**

- Three memorial donations in honor of Carol Gleason, long time Trustee and library advocate, were given to the library.
- Ann H. moved (Ann R. seconded) to approve the acceptance of the \$250 donation to be deposited into the Director's Fund. The Trustees, polled individually, unanimously approved the motion.

### **6. FY22 Budget Update**

- The total budget has not changed, nor has the breakdown between Personal Services and Expenses, but several line items have been adjusted because of recent hiring decisions. The Acquisitions Specialist position was filled by Jonathan Reinhardt, an internal candidate, at a higher salary than this position was budgeted for. A full-time position was created in the Technology Department using hours from the Acquisitions and Cataloging Department without adding benefits or altering total FTEs.
- To make this adjustment, the number of Sundays in FY22 was reduced from 39 to 37, and the shift differential line item in the budget was decreased.
- Ann-Mara moved (Maura seconded) to approve the FY22 Sunday schedule. The Trustees, polled individually, unanimously approved the motion.

### **7. Renovation Update**

- Timeline
  - The Lumes Wall purchase was approved by PBC.
  - The Main Library will close on April 24 through early September. Currently, staff are working to recycle as many items as possible to prepare for the movers' arrival and commencement of renovation.

- The design committee is selecting colors, carpeting and furniture in March.
- Wayfinding
  - Jamie, Ann H. and Cara are very pleased with the design firm’s ideas for new wayfinding and signage, considering them simple, elegant and timeless. The design team presents at the April Trustee meeting.

**8. Board Organization**

- The Board congratulated Ann-Mara for her election to Select Board. She will resign as Library Trustee as of April 2021. The Board will fill the Secretary position at the next board meeting.
- Marla read a proclamation written in honor of Ann-Mara’s lengthy service as a Library Trustee which will become a part of the meeting minutes.
- The Board plans to begin a search for a new Trustee by soliciting letters of interest from the Wellesley community. Maura and Ann R. will be organizing this process.

**9. Chair & Committee Reports**

- Advisory is pleased with the Library’s FY22 budget adjustments.
- The Hunnewell School project goes to ZBA and the Trustees will reach out to the School Building Committee with any comments on SBC’s parking plan.

**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 11:25 A.M. The next regular meeting is April 5, 2021.

Respectfully submitted,

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

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

**LIST of DOCUMENTS**

1. Minutes
2. 2021 Annual Town Meeting Warrant Articles
3. Donor Plaques at Fells
4. Three Year Budget Summary

5. FY22 Sunday & Holiday Schedule
6. Wayfinding and Signage Program

*CMR 3/8/2021, AWR 3/15/2021, Approved 4/5/2021*