

**Wellesley Free Library
Board of Trustees
Meeting Minutes
Monday July 12, 2021
7:15 PM
Online Remote Meeting**

Present: Marla Robinson, Chair; Ann Howley, Vice Chair; Ann Rappaport, Secretary; Diane Savage, Linshi Li, Trustees; Jamie Jurgensen, Library Director; Cara Rothman, Assistant Director; Carol Richards, IT Director

Also Present: Corinne Monahan, Advisory Liaison; Pam Peak, Wellesley Free Library Foundation.

CALL TO ORDER

Meeting called to order at 7:16 P.M.

CITIZEN COMMENT

None

ITEMS

1. Minutes

- Ann R. moved (Ann H. seconded) to approve the minutes of June 14, 2021.
The Trustees, polled individually, unanimously approved the minutes as presented.

2. Director's Report

- The Foundation is busy closing the books on FY21, collecting pledges, and implementing the naming opportunities at the Fells Branch as well as undertaking the appropriate campaign naming and signage processes. In addition, the Foundation fulfilled over 30% of the Foundation's commitment in capital funding for the renovation to the town in FY21.
- The Friends sent a lovely electronic annual report to subscribers that summarized how they met the challenges of this unprecedented year. They also announced their Boston Marathon runner, Cara Rothman. The Friends Boston Marathon fundraiser has reached \$2500, halfway to her goal.
- The summer genealogy series is well attended and has been well received. Adult Tech classes are still going strong via Zoom. To date, the mobile movies with the Recreation Department and the Youth Commission, showing every Wednesday through the end of August, have sold out. The Library is also supporting the Council on Aging film series this summer by providing the DVDs.
- The in-person story hour at Fells is very well attended, usually attracting from 25 to 40 attendees (including both children and adults).

- The Art Review Committee met on July 12 and most applicants were approved. The Committee is still looking for more artists to exhibit in the library in 2022.
- LibCal is the new meeting room and programming scheduling software, replacing Library Insight. IT staff is training staff to use LibCal and considers it a substantial improvement over the previous software.

3. Naming

- **Agreements/Donor Signage**

- Diane moved (Ann R. seconded) to formally change the name of the Lobby to the Foyer. The Trustees, polled individually, unanimously approved the motion.
- Diane moved (Ann R. seconded) to approve the naming agreement with the donor of the Lobby/Foyer, contingent upon the Foyer name change. The Trustees, polled individually, unanimously approved the motion.
- Ann H. moved (Ann R. seconded) to rename the Ellen & Melvin Gordon Circulation Desk to the Ellen & Melvin Gordon Welcome Center pending donor approval. The Trustees, polled individually, unanimously approved the motion.
- Diane moved (Ann H. seconded) to approve the naming agreement with the donors of the Fells Branch Circulation Desk. The Trustees, polled individually, unanimously approved the motion.
- Diane moved (Ann H. seconded) to approve the naming agreement with the donors of the High School Room. The Trustees, polled individually, unanimously approved the motion.
- Diane moved (Ann R. seconded) to approve the naming agreement with the donors of the Computer Bar contingent upon the addition of language specifying the Computer Bar be located in the Children’s Room. Trustees, polled individually, unanimously approved the motion.
- Diane moved (Ann R. seconded) to approve the naming agreement with the anonymous donor of the Library of Things Area. The Trustees, polled individually, unanimously approved the motion.
- Diane moved (Ann H. seconded) to approve the naming agreement with the donors of Conference Room 231. The Trustees, polled individually, unanimously approved the motion.
- Diane moved (Ann R. seconded) to approve the naming agreement with the donors of a Conference Room pending full payment. The plaque language was corrected to read: “Conference Room / Gift of the Robinson Family / Marla, Cliff,

Marina and Tim”. The Trustees, polled individually, unanimously approved the motion.

- Diane moved (Ann H. seconded) to approve the naming agreement with the donors of the Holds Pickup Area pending revised language at the donors’ request. The Trustees, polled individually, unanimously approved the motion.

- Diane moved (Ann R. seconded) to approve the Campaign Roster sign as presented with the removal of Bank of America, upon their request. The Trustees, polled individually, unanimously approved the motion.

4. Meeting Room Policies

- Jamie presented information regarding the new meeting and conference rooms. The Trustees will revisit the policies in a future meeting. Definition of room sizes and some current policies are as follows:
 - Study Rooms (accommodates 1-2 people): free for all; may reserve once per month;

 - Conference Rooms (9 new rooms include full technology; 2 current rooms include white boards; accommodates 4-6 people): individuals and groups can reserve online for a fee using a credit card or check;

 - Meeting Rooms (accommodates 8-10 people): only organizations can reserve these rooms and require communication with the Administrative Assistant.

5. Gift Proposal

- Diane moved (Ann R. seconded) to accept “Sunset, Road to Morses Pond”, an oil painting by Roy Perkinson for the Periodical/Large Print Room. The Trustees, polled individually, unanimously approved the motion.

6. End of Year Update

- Irina Ruvinskaya completed the fiscal year-end requirements for payroll and accounts payable. Jamie is completing the ARIS report of library statistics to maintain state accreditation and receive state aid funds.
- The Library is returning the following funds to the Town of Wellesley for FY21:
 - Operating: Personal - \$130,571.29; Expenses: \$143.01
 - Capital: \$9,603.32
 - Overdue Fines: \$5,838.75

7. Renovation Update

- Supply chain delays are pushing the reopening date back to early October.

8. Board of Library Trustee Meeting Schedule

- September 13, 2021 or September 20, 2021 at the Hills Branch at 9:15 A.M. Marla may call an August meeting if needed.

9. Foundation Nominee

- Ann H. moved (Diane seconded) to approve Aimee Monroe’s three year term to begin July 1, 2021. The Trustees, polled individually, unanimously approved the motion.

ADJOURNMENT

Ann R. moved (Ann H. seconded) to adjourn. The Trustees, polled individually, unanimously approved the motion. The meeting adjourned at 10:07 P.M. The next regular meeting is September 13, 2021.

Respectfully submitted,

Ann Rappaport, Secretary, WFL Board of Trustees

Date: _____

LIST of DOCUMENTS

- 1: Minutes of June 14, 2021
- 2-14: Naming Agreements
- 15-21: Meeting Room Policies
- 22-24: Gift Proposals
- 25: Board of Library Trustees Meeting Schedule
- 26: Foundation Nominee

CMR 7/16/2021, AWR 7/18/2021, Approved 9/13/2021