

**Wellesley Free Library  
Board of Trustees  
Meeting Minutes  
Wednesday, August 9, 2023  
7:15 PM  
Arnold Room**

**Present:** Marla Robinson, Chair; Ann Howley, Vice Chair; Ann Rappaport, Secretary; Maura Murphy, Linshi Li; Jamie Jurgensen, Library Director; Cara Rothman, Assistant Director; Carol Richards, Library IT Director; Jeannette DiBiase, Office Administrator; Ann-Mara Lanza, Select Board

**CALL TO ORDER**

Meeting called to order at 7:15 PM

**CITIZEN COMMENT**

None

**ITEM**

**1. Minutes**

Ann H. moved (Ann R. seconded) to approve the minutes of June 14, 2023, as amended. The minutes were approved unanimously.

**2. Director's Report**

- Jamie shared “kudos” – wonderful comments written to staff by Library patrons.
- DEI training with Carlos Hoyt via Zoom continues with an all-staff and supervisor training on August 8 on LGBTQ+ issues and accountability.
- Jamie gave a brief update on the success of the latest Library programs including “Drop-In Chess.” She highlighted upcoming programs which include the end-of-summer ice cream party and a new technology class, “Ordering In – Review of Online Food Delivery Services” – to be held on Wednesday, August 23.
- On September 29, WFL will join other libraries in MA by hosting a “read-in” to celebrate the freedom to read. Patrons will be welcome to bring their own book to the library to read or choose a book there.
- On July 26, Librarians Jen Rixon and Jess Alessi continued the Wellesley Free Library patron outreach program by setting up a table and banner (sponsored by the Wellesley Free Library Foundation) at the outdoor concert on the Town Hall Green.
- Passes to the Department of Conservation & Recreation (DCR) will now be available at the Library, adding to the collection of museum and attractions passes made available through the generosity of the Friends of the Wellesley Free Library.

### **3. Foundation and Friends Updates**

Jamie shared the Foundation update sent by Keith Higgins. The Foundation will be sending along the checks for the 1<sup>st</sup> half of the Annual Request by next week. The Investment Committee has also recommended a distribution percentage from the Centennial Funds.

There was no update from the Friends of the Wellesley Free Libraries.

### **4. Foundation Nominees**

Ann Howley gave a brief update on the status of the Foundation nominees. Ann and Maura will be meeting with a candidate on Wednesday.

### **5. Gift Acceptance**

A check donation of \$100 was received from WFL patron, Roger Hearn. Trustees expressed their gratitude for the generous gift.

Ann H. moved (Ann R. seconded) to accept the \$100 donation to the Director's Fund from Roger Hearn. The motion was approved unanimously.

### **6. State Aid Annual Request**

Ann R. moved (Maura seconded) to appropriate \$41,500 from State Aid for annual expenses not included in the operating budget:

- \$2,000 for graphic design assistance
- \$4,000 for communications assistance
- \$12,000 for college student interns
- \$10,000 for marketing items
- \$10,000 for the annual report expenses
- \$3,500 for Optima delivery

The Trustees unanimously approved the motion.

Ann R. moved (Linshi seconded) to appropriate \$5,000 from the Norman Dorian Fund for Large Print Books. The motion was approved unanimously.

### **7. Sculpture Update**

The Library is planning an event in mid-October for the unveiling of the "Reach for Knowledge" sculpture by Nancy Schön. A granite bench, signage, and posts for the signage have been ordered. Additional private funds will be requested to complete the project. There will be art events leading up to the event as well as a presentation by Nancy Schön.

### **8. Fines & Fees**

Jamie presented a spreadsheet showing the fee and fine schedule for WFL. The Trustees reviewed the document and continued a discussion about eliminating fines and the

strategy to take in moving this plan forward. Marla requested that more information be provided about the fines charged for Lucky U items.

#### **9. Trustee Retreat**

The Annual Trustee Retreat is scheduled for September 14 at the Wellesley College Club from 9:00 am to 1:00 pm. Funds will be required to cover the room payment of \$100 as well as the cost of box lunches for attendees. Marla asked that agenda items for the retreat be forwarded to Jamie.

Ann R. moved (Linshi seconded) to approve up to \$400 from the Director's Fund for the Trustee Retreat. The motion was approved unanimously.

#### **10. Internet & Network Cyber Security Assessment**

Carol Richards provided an executive summary of the Internet and Cybersecurity Review. She described all the work that has already been done with consultant GreenPages and detailed what is yet to be completed. Carol has reviewed four different vendor quotes and narrowed the vendor selection down to two. She also mentioned that the Library IT department is working closely with the Town IT department with this review and its implementation. Carol suggested implementing this type of review at least once a year to maintain internet security.

#### **11. Library Director Review**

Marla let the other Trustees know Jamie's review has been completed and was sent to HR on time to be included in the merit increase pool.

#### **12. Union and Other Contracts**

The Select Board has approved the Library Association Union Contract and the Labor Council will review.

Trustees discussed a possible contract for the solar project.

Trustees discussed the need to implement a contract for the Library Director, given recent events at WFL and current national attacks that make things precarious for Library Directors around the country. Additionally, the Massachusetts General Laws allow contracts for Library Directors under MGL Chapter 78 Section 34. Marla requested a consensus from the Board to place an article on the warrant for Special Town Meeting with a request to pursue a contract for the Library Director. Trustees were in agreement about Marla's suggested course of action. Marla will research and work on language for an article at Special Town Meeting.

#### **13. Solar Project**

There was discussion of the Draft RFP received from Jennie Merrill, attorney in the Town Counsel's office, concerning the potential single solar RFP issued by the Trustees, Select Board and School Committee to lease the Main Library roof in addition to roof space on

other municipal buildings. It was decided the Trustees will need more time to review the document.

#### **14. Human Resources Update**

Marla briefly reviewed the letter she sent to the Select Board regarding her concerns with the current lack of staffing in the Town Human Resources department and its impact on the Library. She recommended the creation of a Moderator-appointed special committee to evaluate our current HR department, review HR best practices in peer communities, and bring recommendations to Town Meeting, similar to what was done when FMD was established.

#### **15. New Business.**

Marla spoke to Suzi Littlefield to get an update on the Hunnewell project. The site work is scheduled to be done this fall and the Trustees would like fencing to remain between the library and school properties when school opens. There was a brief discussion on the siren-sensitive gate which is to be installed between the Library and the Hunnewell school.

#### **ADJOURNMENT**

Ann R. moved (Maura seconded) to adjourn the meeting. The motion was approved unanimously. The meeting adjourned at 9:30 pm.

Respectfully submitted,

\_\_\_\_\_  
Ann Rappaport, Secretary, WFL Board of Trustees

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

#### **LIST OF DOCUMENTS**

- 1: Minutes of the June 14, 2023 Trustees Meeting
- 2: Fines & Fees
- 3: Internet & Network Cyber Security Assessment
- 4: Solar Project Draft RFP
- 5: Human Resources Letter