

**Wellesley Free Library
Board of Library Trustees
Meeting Minutes
September 12, 2011
Arnold Room**

Present: Beth Sullivan Woods, Vice-chair; Marla Robinson, Secretary; Mary Ann Cluggish, Amanda Henshon, Ann-Mara Lanza, Trustees; Janice Coduri, Director; Helen Charbonneau, Elise MacLennan, Assistant Directors.

Absent: Ann Howley

The meeting was called to order at 9:20 am.

CITIZEN COMMENT

None.

ACTION ITEMS

1. Approval of Minutes (Document 1)

Mary Ann moved (Marla seconded) approval of the minutes of July 25, 2011. The minutes were approved unanimously as amended, Ann-Mara voting present.

2. Loan Rules (Document 2)

Amanda moved (Mary Ann seconded) approval Loan Rules as amended to include Games and Viewers. The motion was approved unanimously.

3. Give/Get proposal

The Trustees agreed that it is premature to approve a project of this nature, and consensus to hold off until the benefits are easier to understand.

4. Trust Fund Disbursement (Document 3)

The Trustees asked that the title of the document be changed to "Requests for Disbursement of Trust Funds".

Amanda moved (Mary Ann seconded) approval of Requests for Disbursement of Trust Funds for FY2012. The motion was approved unanimously.

5. Approval of Trustee Representative on Foundation Board

There was discussion of whether to permanently make this appointment a two year commitment. It was agreed it would remain a one-year commitment though the incoming rep will overlap for the final meeting.

Mary Ann moved (Amanda seconded) to reappoint Ann Howley as the Trustees' representative to the WFL Foundation. The motion was approved unanimously.

DISCUSSION ITEMS

1. Report and recommendation on Open Meeting Law

Ann-Mara reported on the state's progress. Complaints are taken seriously and investigated thoroughly; for the most part violations have been found to be inadvertent. Ann-Mara will provide a summary document of guidelines to aid the Trustees in their continued efforts to work in compliance with the law.

2. Role of Executive Board (Document 4)

The document was reviewed and discussed; concern was expressed that Executive Board members can forget that the full board is unaware of details that have been discussed in Executive Board meetings. It was agreed that Janice will email the Executive Committee agendas to the full board for advance notice about the topics to be addressed. This is the first reading; this document will appear on the agenda for a vote at the next meeting.

3. Annual report (Document 5)

The Trustees examined the Annual Report. It was noted that printing expenses continue to rise. The Trustees requested statistics on the use of the meeting rooms by municipal departments, including the school department. There was agreement that meeting room fees will be reviewed for FY13.

REPORTS

1. Director's Report (Document 6)

In addition to her written report, Janice reported that the Library has been designated as a beneficiary of a 401K. She described the process and forms required to receive the funds; the amount was unknown at the time of the meeting.

Janice also reported on quotes she received to mend the Hills Branch Library chimney; the Facilities Department has communicated that the chimney has lost some integrity and should be repaired immediately; the opinion is that the risk is too great to wait for possible CPC funds. The best quote of \$15,000 was from the company that worked on the Hills Clock Tower. There is currently \$9,000 in the capital account. The Town will front the expense so that the work can be completed before cold weather, and Trustees can reimburse Town at the end of the FY.

The Trustees expressed their frustration with the pace of capital projects. There was consensus that the Library is in the position of being too late to ask the CPC because the facilities department had not pursued quotes in a timely manner. Ann will approach the chair of the CPC to explore the concept of reimbursement. The Trustees requested a quote for painting the cupola at the Hills Branch to include in the CPC request. The Trustees also restated their position that the Branch Libraries are Town-owned and that Town is responsible for the upkeep of the buildings.

Marla moved (Ann-Mara seconded) to appropriate \$9,000.00 from the Branch Capital Maintenance Fund to be used towards the repair of the chimney at the Hills Branch Library. The motion was approved unanimously.

2. Committee/Liaison Reports

Friends of the WFL—Janice announced the dates of the Friends’ board meetings for the year and asked for Trustees to attend. Ann-Mara will attend on November 9, Beth on January 11, Janice on March 28 and Ann on June 6. All meetings are at 7:00 pm. The Trustees expressed their sadness at the passing of Emily Langford, long-time WFL supporter and member of the Friends.

WFL Foundation (Gala Committee) – Amanda reported that there will be many notable guests in attendance. A Pre-Gala Gathering will be held at the home of Wellesley College President Kim Bottomly on Oct 20th.

3. Chairman’s Report

- The Board of Library Trustees will meet with WFL Supervisors to discuss trends in libraries on September 15 in preparation for the Board’s long-range planning session at the Hills Branch Library on October 3.
- Ann and Janice will attend the Facilities Study Group meeting on Wednesday Sept 14 to give input.
- Town is holding back a percentage of payment to the contractor for the Hills boiler until the heating season is underway. A vent liner is being installed.
- Ann attended an August meeting about Centralized Maintenance.
- Beth declared the need for a motion to enter executive session to discuss collective bargaining strategy.

EXECUTIVE SESSION

At 11:15 am, Mary Ann moved (Amanda seconded) to enter into executive session for the purposes of deliberating collective bargaining matters, with the intention of returning to open session at the close of the discussion only for purposes of adjournment. The Trustees were polled individually and the motion was approved unanimously.

The meeting returned to open session at 12:20 and was adjourned.

The next regular meeting of the Wellesley Free Library Board of Trustees is scheduled for Monday, October 17, 2011 at 7:15 pm in the Arnold Room.

Respectfully submitted,

Marla Robinson, Secretary, WFL Board of Trustees

Date: _____

LIST of DOCUMENTS

1. Minutes of Trustees Meeting, July 25, 2011
2. Loan Rules
3. Trust Fund disbursement
4. Role of Executive Board
5. Annual Report
6. Director's Report

ecm 09/28/11