

**Wellesley Free Library
Board of Library Trustees
Meeting Minutes
December 13, 2010
Arnold Room**

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

The meeting was called to order at 7:00 p.m.

CITIZEN COMMENT

None

ACTION ITEMS

1. Approval of Minutes

Mary Ann moved (Ann seconded) approval of the minutes of December 6, 2010. (Document 1). Minutes approved unanimously as amended.

2. 2012 Budget

Trustees reviewed changes to the proposed FY12 Library Budget (Document 2). This budget has an increase of 1.5% in accordance with Town guidelines.

Mary Ann commended Janice on excellent job of putting together this year's budget.

Marla moved (Mary Ann seconded) to approve the FY12 budget as proposed for a total of \$2,119,253. The motion was approved unanimously.

FY12 ILL budget. This budget assumes same amount from state as last year, no cost increases, longevity for 2 eligible employees and an increase in the cost of health insurance.

Beth moved (Mary Ann seconded) to approve FY12 Inter-Library Loan budget as proposed for \$156,888 for personal services and \$113,112 for expenses. The motion was approved unanimously.

3. Trustee Goals

The Trustees reviewed edits to Trustee Goals for FY11 (Document No. 3)

Marla moved (Ann seconded) to approve the Trustee Goals for FY11. The motion was approved unanimously.

REPORTS

1. Director's Report

- Janice noted that the self check machines have accounted for nearly half of the circulation for the month of November.
- Children's Department will have a self check machine by the end of the month.
- Official launch of RFID self check will be in mid January.
- Replacement of the heating system at the Hills Branch.

- A boilerplate document has been written to be used for any project costing between \$25,000 and \$100,000.
- The specifics of the Hills boiler replacement project will be added in to this document.
- The project should be ready to go out to bid in February.
- Janice and the Trustees are unclear on the benefits of a hot water system over a steam system. Members of PBC expressed a willingness to attend a future Trustees meeting to discuss this issue.

2. Chairman's Report

- Ursula King of the NRC has invited the Trustees to send a representative to a new committee which has been formed for the purpose of writing a town wide encroachment policy. Members have been drawn from the Board of Selectmen, the School Department and the DPW. Mary Ann volunteered to join the Committee.

Beth moved (Marla seconded) that the Trustees nominate Mary Ann to represent the Board of Trustees on the Town Wide Encroachment Policy Committee. The motion passed unanimously.

- Responsibility for capital maintenance of Hills is still under discussion with the Selectmen.

At 8:00 P.M., Marla moved (Mary Ann seconded) to adjourn. The motion passed unanimously.

The next meeting of the Wellesley free Library Board of Trustees is scheduled for Monday, January 10th, 2011 at 9:15 in the Arnold Room

Respectfully submitted,

_____ Date: _____
Beth Sullivan Woods, Secretary, WFL Board of Trustees

LIST OF DOCUMENTS

1. Minutes of December 6, 2010 meeting
2. 2012 Budget
3. Trustee Goals for FY '11
4. 2012 ILL Budget
5. Directors Report

Statistics
Count of AV items Comparing November 2010 to previous years
MLN AV Profile as of November 25, 2010

hc 12/22/2010, revised and approved 1/10/2011