

**Wellesley Free Library  
Board of Library Trustees  
Meeting Minutes  
May 23, 2011  
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 Director; Ann Callahan, Staff.

The meeting was called to order at 10:20 am.

**CITIZEN COMMENT**

None.

**ACTION ITEMS**

**1. Approval of Minutes (Document 1)**

Marla moved (Mary Ann seconded) approval of the minutes of April 4, 2011. Minutes approved unanimously as amended.

**2. Trustee re-appointment to Foundation Board**

Amanda moved (Mary Ann seconded) to re-appoint Sandy Washburn to the Wellesley Free Library Foundation Board of Directors. The motion was approved unanimously.

**3. Trustee Appointment to the Foundation Board**

Mary Ann moved (Ann seconded) to appoint Elizabeth Powell to the Wellesley Free Library Foundation Board of Directors. The motion was approved unanimously.

**4. Branch 2012 Budget (Document 2)**

The Trustees examined the proposed budget and briefly discussed fuel costs. Ann-Mara moved (Beth seconded) approval of the FY2012 Branch budget as proposed in Document 2. The motion was approved unanimously.

**5. WCCC Lease (Document 3)**

The Trustees viewed the edits to this document that had been discussed and voted at their meeting of April 4, 2011.

**6. Monetary Gifts**

Ann-Mara moved (Ann seconded) to accept a monetary gift to the Library Trustees received from the WHJWC in the amount of \$3,096.00 for the WFL Book Babies program. The motion was approved unanimously.

The Trustees reviewed the grant letter and check received from the Fund for Wellesley for the Wellesley ESL program expansion. The documents were addressed to the Town. As this grant is to be administered by the WFL, the Trustees asked Janice to request that the letter and check be reissued, addressed to the Board of Library Trustees.

### **DISCUSSION ITEMS**

The items below were addressed out of agenda order.

#### **1. Appointments to Foundation Board Procedures (Document 4)**

The Trustees examined a draft document of a process for recruiting and making appointments to the Foundation Board, formalizing the current procedure. Other procedure documents are in the works, including one outlining the process for supporting organizations to underwrite Library initiatives such as Wellesley Reads Together. These documents will become part of a policy book that every incoming Foundation Board Director will receive. Mary Ann expressed concern about the lack of information for Trustees thus far on the plans for the Wellesley Reads Together program, and Amanda suggested it be an agenda item for the next meeting.

Ann-Mara moved (Mary Ann seconded) to endorse the Wellesley Free Library Foundation process for recruiting and appointing Foundation Board Directors. The motion was approved unanimously.

#### **2. Mission Statement for Preservation (Document 5)**

The Trustees reviewed and briefly discussed the document. A vote will be taken at the next meeting.

#### **3. Foundation Update**

Lauren McLellan, Director of Development, reported that the Foundation is making good progress. The focus for the coming year will be on recruiting Foundation Advisory Board members to help grow our presence in the community. Many individuals who want to help and feel close to the Library but cannot pledge the time commitment to attend meetings will gladly be Advisory Board members. There is no lack of names to explore for this level of peer-to-peer fund-raising. Ann Howley encouraged all Trustees to stop by Lauren's office and look at the updates from time to time.

### **REPORTS**

The items below were addressed out of agenda order.

#### **1. Director's Report (Document 6)**

In addition to her written report, Janice mentioned that the Trustees will have to address the matter of fines and fees for the pending loan of e-reader devices.

#### **2. Committee/Liaison Reports**

*Branch Committee*—Beth reported on the Hills Branch Boiler project. Vendor’s paperwork has been filed and work is soon to be scheduled.

*Marketing Committee*—Mary Ann will send an email summary of the pancake breakfast information table and solicit feedback from the participants. Ann-Mara thanked everyone for their participation at the pancake breakfast and the parade.

**3. Chairman’s Report**

Amanda requested some Trustee volunteers to begin creating documents to use as jumping off points for the next meeting’s discussion about Advisory’s suggestion regarding advance planning for future years. Beth and Ann-Mara volunteered to tackle the Town and Branch portions respectively.

**ADJOURNMENT**

Beth moved (Ann-Mara seconded) to adjourn. The motion passed unanimously and the meeting adjourned at 11:30 a.m.

The next regular meeting of the Wellesley Free Library Board of Trustees is scheduled for Monday, June 6, 2011 at 7:15 p.m. in the Arnold Room.

Respectfully submitted,

\_\_\_\_\_  
Beth Sullivan Woods, Secretary, WFL Board of Trustees

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

**LIST of DOCUMENTS**

1. Minutes of Trustees Meeting, April 4, 2011
2. Branch 2012 Budget
3. WCCC Lease
4. Appointments to Foundation Board Procedures
5. Mission Statement for Preservation
6. Director’s Report

*ecm 06/02/11*