

**Wayland Free Public Library
Library Planning Committee
Minutes of Meeting on January 29, 2015
Raytheon Room, Wayland Public Library**

Present: Aida Gennis, Daryl Mark, Vicki LaFarge, Joanna Engelhardt, Jen Gorke, Rachel Sideman-Kurtz, Gretchen Dresens, Sarah Hubbell, Thomas White, Tom Fay, Jessica Yurkofsky, Judy Hoyer, Maureen Cavanaugh, Barbara Scolnick, Ann Knight, Sandy Raymond, Dana Cooper, Tera Kemp, Lynne Lipcon.

Call to Order at 7:10 p.m. by Aida Gennis, chair of the WFPL Board of Trustees

There was no public comment.

Welcome: Ms. Gennis welcomed the members of the newly appointed Library Planning Committee and asked each person to introduce him/herself. All members have received Letters of Appointment. Each member must present this document to the Town Clerk and be sworn in. Like all official town committees, we are subject to the open meeting laws. Our meeting dates, agenda and minutes must be posted on town website. All deliberations and decisions are to take place during meetings. Electronic communication is limited to disseminating information and for scheduling purposes.

Charge to the committee was reviewed: The Committee's charge is to:

- Review the Library's current program, services, and long-range plan
- Evaluate the Library's space needs and its current building on Concord Road
- Visit other libraries to investigate a range of physical layouts and service solutions
- Educate themselves about the Massachusetts Public Library Construction Program
- Familiarize themselves with building options and costs, and
- Make recommendations to the Board of Trustees about whether and how to go forward with a Massachusetts Public Library Construction grant application.

If the submission of a construction grant application is recommended, and the Trustees accept that recommendation, the Committee is further charged to:

- Secure the services of a certified Owner's Project Manager (either a current town employee or a consultant)
- Oversee the preliminary, schematic design process, including hiring the design team (*not the construction project team*)
- Work with the design team to determine a building site, execute engineering and geotechnical studies, and complete the schematic design
- Work with an independent cost estimator to prepare a preliminary cost estimate
- Help generate support for the recommended project in the Town
- Arrange for any necessary local permits or approvals
- Organize data in preparation for a grant application in FY2017

Administrative matters: A chair, vice-chair and secretary will need to be elected at next meeting. Frequency of meetings and dates to be determined. We should plan to devote time to discussing what we have read (see below) and determining who will visit which libraries.

Information about Massachusetts Board of Library Commissioners (MBLC) Library Construction Grant Program was given. Applications for next round of funding are due January, 2017. Letter of intent to apply is due October, 2016. It is estimated that a year is needed to do the work (diagrams, schematic design) to meet that 2016 deadline; therefore, this group needs to offer its recommendation in the form of a formal report by October 2015. Examples of similar documents, as well as other pertinent studies and plans {WFPL Long Range Plans, Library Building Program 2015}, are available on the WFPL website. A Needs Assessment for Programming and Planning Survey is in the works. We anticipate results will be available on WFPL website in May.

http://www.waylandlibrary.org/about_us/library_documents.htm Hard copy will also be available at the Reference Desk in the library.

Additional resource materials are available at the MBLC site
<http://mblc.state.ma.us/grants/construction/index.php>

There are about a dozen libraries that we ought to see. Small groups of 3 or 4 can arrange a tour and speak with staff where possible. MBLC Library Building Specialist Rosemary Waltos is available to this group to offer clarification about the overall construction grant process, etc.

Committee Output/ Report to Town- By October, 2015, we need to determine if the current library facility is adequate to meet today's library service and program needs or not. If it is deemed inadequate, the committee is further charged to go forward with a Massachusetts Public Library Construction grant application, which could fund 45% of library construction cost.

Letter of intent due October 2016

Grant application due January 2017

MBLC votes on grants by July 2017

If approved, construction could begin by January 2019

Questions were entertained:

Q: What makes for a winning application?

A: Ms. Gennis and Library Director Knight suggested asking Rosemary Waltos to speak to that.

Q: How will we know what town sites are available?

A: We will have to confer with town officials.

Q: What is a convincing argument for going after a grant now?

A: Libraries are built with a 20-year solution in mind. Our last addition was in 1988. Gov. Patrick has signed a bill for library funding for this upcoming round. There is no guarantee if or when another grant round will be funded.

Q: Ms. Knight asked Mr. White if he felt that there was ample time between October 2015 and October 2016 to accomplish tasks necessary to submit letter of intent with required documentation.

A: Yes.

Q: Has the possibility of expanding on the current site been considered?

A: Yes. Feasibility Study is on WFPL website.

Q: Are there limitations on how the 45% state grant can be used?

A: Yes. The state money can only be used for dedicated library space. If there is shared space (co-tenant), funds cannot apply to shared areas. Money can be used to clean up a site, but again only for that portion upon which dedicated library space sits.

Q: Could 2 people share a seat on this committee?

A: Ms. Gennis will check with the MBLC. She also noted that not everyone will be able to attend all meetings. Following up with the chair, reading minutes, etc. will be helpful.

Q: Ms. Gennis asked Mr. Fay to facilitate next meeting and Ms. LaFarge to assist.

A: Both agreed to do so.

Ms. Gennis asked that anyone who might be interested in a leadership position on this committee please be in touch with her.

Other comments:

It was noted that the library is surrounded by the historic district, but is not in it.

While the library uses the upper parking lot, it is not library property, but town owned.

The Location for a library matters.

Many expressed a desire to see increased programming for teens and for small conference spaces.

The current library is dear to the hearts of many town residents. What happens to this building matters.

Mr. Fay suggested making 1st phase information available to town. It is important that the town knows about the existence of this committee and its purpose. He suggests publishing a Town Crier article.

Mr. White summarized the task ahead. Look at pros and cons of 3 options: no change, renovation of existing building, new site

NEXT MEETING:

Thursday, Feb. 26th at 7:00 p.m. in Raytheon Room of Library.

Assignments:

Familiarize yourself with library materials on WFPL website or at Reference Desk. Be prepared to share general impressions at next meeting and help generate a list of questions to ask when making library visits.

Ms. Gennis will see that members receive a timeline of deadline dates.

Meeting adjourned at 8:15 p.m.

Respectfully submitted by Lynne Lipcon.