

**Wayland Free Public Library
Library Planning Committee
Minutes of Meeting on February 26, 2015
Raytheon Room, Wayland Public Library**

Present: Lynne Cavanaugh, Maureen Cavanaugh, Cristine Cipriani, Gretchen Dresens, Tom Fay, Aida Gennis, Jen Gorke, Anne Heller, Sarah Hubbell, Ann Knight, Vicki LaFarge, Lynne Lipcon Daryl Mark, Sandy Raymond, Betty Salzburg, Barbara Scolnick, Rachel Sideman-Kurtz, Thom White, Jessica Yurkofsky

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

There was no public comment.

Ms. Gennis opened the meeting, noting that she would turn over the proceedings after the elections of officers. She restated the charge of the Committee for the first phase of the project which is the following:

- 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 in the form of a written document to the Board of Trustees about whether and how to go forward with a Massachusetts Public Library Construction grant application by October 1, 2015.

Ms. Gennis reminded members that they must be sworn in by the Town Clerk and complete the Acknowledgement of Receipt form of the Summary of the Conflict-of-Interest Law. The Committee is also subject to the Commonwealth of Massachusetts open meeting laws which require that all deliberations and decisions take place during meetings and that electronic communication is limited to disseminating information and for scheduling purposes. She also mentioned that the Committee will require a simple majority (12) to convene and vote.

Minutes of Previous Meeting

The minutes for the meeting of January 29, 2015, were approved unanimously.

Election of Officers

A slate of officers was presented for the Committee's consideration. Candidates were: Tom Fay, Chair; Vicki LaFarge, Vice Chair; and Betty Salzberg, Secretary. All were elected unanimously.

Exploratory Library Visits

Ms. Gennis described the Committee's next significant task, which will be to visit a variety of library facilities in Massachusetts. The Committee will be divided into five groups of 4 members who will travel together to three library facilities: one will be a newly constructed building; one will be a renovated building; and one will be a library in a neighboring town. She distributed a list with the

groups designated, a list of potential library visitation sites, and a checklist which the groups will use during their visits. Two libraries, the South Hadley Library and the Holyoke Library, were not assigned because of the distance but she asked members to consider visiting on their own or as a separate group. A large group visit will be planned for the Westwood Library. All visits should be completed by the April meeting.

Members of the Committee broke into subgroups to discuss the logistics of arranging the visits and to review the checklist to see if there are items that should be added for consideration.

When the Committee reconvened as a whole, Vice Chair Vicki LaFarge asked individual groups to report on their suggestions which follow:

- Individual library reports should include town demographic data and library circulation statistics.
- The checklist should be formatted as a spreadsheet.
- Doodle would be a good way to schedule the visits.
- Look for flexibility in the facility design.
- Determine what towns envisioned in the planning stages and what they actually got.
- What has worked well, fell short, and wasn't even considered in the design of the facility?
- How was the issue of "the library of the future" addressed?
- In the grant process, what worked and what didn't.
- Are the libraries unique to their communities?
- What kind of community support was needed for the project and how was it developed?
- What kinds of services and/or spaces are missing in the Wayland Library?
- What was the impact of the new facility on the library usage? In the community?
- How has the print collection changed over time?
- Sound and noise levels in the building.
- Integration of new technology.

Ms. LaFarge suggested that some categories be added to the checklist to capture these suggestions, i.e., External Factors, Library of the Future, Aspirational/Actual.

Discussion of Library-related Documents

Chair Tom Fay asked members for comments and/or questions about the library planning documents that have been made available for review. In the discussion that followed, comments focused on the research that had been conducted by the Library to determine the importance of services and building amenities to patrons and the effect that the Massachusetts Board of Library Commissioners (MBLC) construction grant guidelines has on planning and design.

Town-wide Needs Assessment

Ms. Gennis mentioned that there will be a needs assessment survey sent to every household in Wayland in the latter part of March. Wayland residents will be asked what they would like to see in their library in terms of the collection, services, study and meeting spaces, among other things. Results will help inform the Planning Committee's deliberations. A copy of the cover letter was distributed to the members, and a copy of the final survey instrument will be emailed in the next week or two. Ms. Gennis asked that Committee members encourage friends to complete the paper survey or do so on line.

Next Meeting

Thursday, March 19, at 7:00 p.m.in the Raytheon Room of the Library. MBLC Library Building Specialist Rosemary Waltos will be joining the group to offer clarification about the overall construction grant process and answer any questions the Committee might have.

Assignments

Continue to read the library planning documents and try to visit one or two assigned libraries by the March meeting.

Meeting adjourned at 8:45 p.m.

Respectfully submitted by Anne Heller.

Documents distributed:

Agenda for Meeting 2/26/15

Subcommittee Assignments

Proposed Library Visit Location and Contact Information

Library Visit Checklist

Town-wide Needs Assessment Survey Cover Letter