

**Wayland Free Public Library
Library Planning Committee
Minutes of Meeting on March 19, 2015
Raytheon Room, Wayland Public Library**

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

Call to Order at 7:10 p.m. by Tom Fay, chair of the LPC.

There was no public comment.

Invited Speaker Presentation

Ms. Gennis introduced the invited speaker, Rosemary Waltos, Library Building Specialist with the Massachusetts Board of Library Commissioners (MBLC) who spoke about the Massachusetts Public Library Construction Program (MPLCP).

Ms. Waltos began her presentation by noting that she both guides library groups through the process of grant application and also co-administers the MPLCP.

In the past 25 years MPLCP has awarded grants to more than 200 cities and towns throughout the Commonwealth for construction of new library buildings, addition/renovations, and the preliminary planning activities essential to building projects. Ms. Waltos noted that the grant program is only concerned with “whole building” projects---renovation or construction of a whole building, not specialized projects such as enhancing collections.

Regulations for building projects can be found on the MBLC website, mblc.state.ma.us. Eligibility requirements include being a city or town qualifying for state aid to public libraries, having a library long-range plan, and having a local financial commitment.

State law requires a designer selection process which starts with hiring an OPM or Owner’s Project Manager for any building project estimated to cost \$1.5 million or more. The OPM must be hired before the project designer (an architect). The project design must include an architectural design study, analysis of options and alternatives and site investigation and selection. At least two sites must be considered. Sites cannot be changed after grant approval. Site investigation, including those of existing buildings, must include hazardous materials surveys.

Ms. Waltos then outlined the time line for grant application. A new round of grants will be announced in Spring 2016. Around September, 2016 letters of intent are due. At this point MBLC will review the qualifications of applicants. Then there will be application workshops in October 2016 and applications will be due in January, 2017. The first grants and the waiting list will be announced in July 2017.

Before grants can be made, towns must have two approvals (from Town Meeting). The first approval is for a design, including floor plans. The second approval is for applying for and accepting grant money if awarded a grant. There is a deadline of around May or June 2017 for these approvals, but earlier is better. Approval is a show of support from the town, a necessary component.

Later, after a grant has been awarded, the town must approve funding for the remainder of the costs.

Question Period

The committee was invited to question Ms. Waltos.

Mr. Fay asked about what to look for during library visits. Aside from the questionnaire forms and review sheets provided by MBLC, Ms. Waltos suggested asking librarians what went wrong and what was good.

Mr. Fay then asked if there would be payment for remediation of sites. Ms. Waltos said yes, that was one reason the soil surveys were so important. This step should not be skipped.

Ms. Waltos said that the architectural study should be done before the letter of intent, best before Spring 2016. The OPM helps with any issues during the architectural study. Thus the two first approvals (site design and approval to apply for a grant) might ideally be secured in Spring 2016 although the MPLCP does give applicants until May 2017 to secure these approvals.

Ms. Scolnick asked what was meant by a waiting list. Ms. Waltos said this did not mean that someone on the primary grant list had to drop out---the state allots money in increments and libraries on the waiting list have to wait longer. Some library projects are not approved and do not get on the waiting list. Waiting list projects normally get funded eventually.

Ms. Sideman-Kurtz asked what would keep a library project from being approved. Ms. Waltos said the two main criteria were compelling need and great design. If both are missing, the project might not be approved.

Ms. L. Cavanaugh asked why some libraries drop out of the process. Ms. Waltos suggested possibly a site change (not allowed), inability to get funding from the town, or inability to acquire the site.

Ms. LaFarge asked what was "compelling need". Ms. Waltos said examples were population growth resulting in the current library being too small, lack of ADA compatibility, or change in demographics, perhaps resulting from new immigrants' needs.

Ms. Salzberg asked how often new funding rounds took place. Recently this has happened about every five years, with a 2005 round resulting in 2008 grants and the last round starting in 2010. It depends on the money available from the state. MBLC now has \$150 million which may fund two rounds.

Ms. Gennis asked about parking---is that a need? And does the MBLC pay for parking lots? Ms. Waltos responded that one space for each 400 square feet is normal in suburbs, but in urban environments where people can walk to the library, fewer spaces may be needed. MBLC will pay to prepare the foundation for a parking lot but does not pay for pavement.

Ms. LaFarge asked about the design. Ms. Waltos said functionality was more important than aesthetics. LEED (energy efficiency) certification will result in a small extra payment after the project is done (2% to 3.5% depending on which level of LEED is obtained). The grant application must state that LEED is being pursued.

Mr. Fay asked what does the grant pay for? Ms. Waltos responded with a list of what the grant does NOT pay for: furniture, wood end panels, paving, computers, automated sorting machines, phones, video and audio (Redbox rentals), landscaping. Other than this, the grant usually pays for about half the cost.

Mr. Fay asked what percentage of grants go to renovation of existing buildings versus construction of new buildings. Ms. Waltos said that in the past there was more renovation but recently there has been more new buildings.

Review of the Open Meeting Law Requirement.

Mr. Fay asked whether everyone had picked up their Open Meeting Law information and read it and reminded everyone to complete the online Conflict of Interest Ethics Quiz. Materials were given to us when we registered with the town clerk to become a member of this committee. The online Conflict of Interest test must be taken every two years. The Open Meeting Law instruction only needs to be reviewed once.

Minutes of Previous Meeting

The minutes for the meeting of February 26, 2015 were approved unanimously.

Exploratory Library Visits: Westwood

About half of the committee visited the newly-built Westwood library on March 16, 2015 and one subcommittee visited the Weston library this morning (March 19). Comments on the Westwood visit were solicited.

Ms. Knight noted that there were a lot of teenagers coming to the library, perhaps because it was located near the middle and high schools. The library design had not planned well for the noise or the space for this population. The librarian noted that the children's library was on the first floor and the teen library was on the second floor so the noise was everywhere. Also, there was not enough room for the teens.

Ms. Raymond remarked that the public space was well labeled and the staff rooms were connected nicely like a warren. The reference desk was in an obvious place.

Ms. Mark noted that the children's space was flexible and had shelving on wheels. In contrast, the adult shelving was fixed.

Ms. Salzberg noted that the events room could be used after hours without opening the library. A person had been hired to close it up after evening meetings. There was also a coat area and a small kitchen.

Ms. Heller remarked that the Westwood selectmen used the events room for their meetings because it could accommodate a large audience.

Mr. White thought the space was too large and thus sterile. He said it could be about 40% smaller.

Ms. Lipcon noted that there was no computer lab and not enough small nooks. She also commented on the noise.

Mr. White and Ms. L. Cavanaugh commented on the large signs which you could see from the front door.

The librarian at Westwood had commented that not enough people went upstairs to the main book collections. They tended to order books online and pick them up downstairs.

Ms. Hubbell thought the Weston library was more inviting than the Westwood one.

Ms. Cipriani thought Westwood was too big and there was not enough working space. Ms. L. Cavanaugh agreed and said that more tables and chairs were needed and more private study rooms or carrells.

A remark was made by Ms. Knight that the Westwood visit took place late in the evening when not many users were present, so this may have influenced impressions. And that she has visited during the day with Wayland library staff and seen the building quite busy.

Ms. Gennis suggested asking librarians we visit to describe the differences in the uses and the spaces between their newly built or expanded library and what it was like before to help evaluate why they made the changes they made and how they are now received by their patrons.

Mr. Fay asked that people from other subcommittees not be invited to subcommittee library visits. The open meeting law, (which requires two business days notice if a quorum --about 11 of us-- attends an event) might be violated.

Town-Wide Survey

A copy of the town-wide survey was handed out. It will be mailed to all households in Wayland and one person from each household is asked to fill it out. There is also an online version. Please ask people you know to do the online version if they can as it is easier to process than the paper one.

Several suggestions were made for publicizing the existence of the survey. Posters will be displayed around town.

Ms. Salzberg asked to make it clear that the current library building would not be demolished in any case. Ms. Gennis said that it is her belief that this will not happen. She believes that if not used as a library it will still be used as a gathering place for the community.

COA Senior Center/Community Center

There is an article about a proposed COA/Community Center in the town warrant this year. A long discussion over several years about combining this with a library at a location in the new Town Center called the "Municipal Parcel" led to the conclusion that such a combination would be very difficult to achieve due to space limitations in the parcel caused by state conservation laws, parking, set back requirements, etc. The existing building which was originally meant to be a day care center may be renovated for COA use. It has about 10,000 square feet.

Next Meetings

The next meetings will be held at 7 pm in the Raytheon Room of the Wayland Library on: April 30, May 28, June 25, July 30 and August 27, 2015.

Meeting adjourned at 9:00 p.m.

Respectfully submitted by Betty Salzberg.

Documents distributed:

Wayland Free Public Library Needs Assessment for Programming and Planning