

**Wayland Free Public Library
Library Planning Committee
Minutes of Meeting on April 30, 2015
Raytheon Room, Wayland Public Library**

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

Call to Order at 7:05 p.m. by Tom Fay, chair of the LPC.

Public Comment

Ms. Heller reminded us about the Friends' Book and Bake Sale this weekend. The Wayland Garden Club is also selling plants on Saturday.

Minutes of Previous Meeting

The minutes of the March 19, 2015 meeting were approved unanimously.

Tour of the Wayland Free Public Library: Basement

Ms. Knight gave the meeting a tour of the library. It began with the Children's room, which is in the basement.

The Children's room has short stacks with displays of books on top. There is no separate children's story room as in many libraries we visited. There is a play space only. Ms. Raymond commented that the play space usually smelled of urine in spite of frequent cleanings. Ms. Knight remarked that the design of the play space encouraged children to run on the stacked stairs. She would have preferred a different design that would encourage reading and listening. There is no space for parents and children to sit together and read. You could remove some of the stacks, but they are already weeding books from the stacks constantly.

There is no office space for the Children's librarian. There is a small technical processing space behind the Children's library desk for the Children's section. A family restroom is accessible inside, but most people do not know it is there. The only storage space in the library is three closets, two very small. These are accessible from the Children's room.

There is a staff room with a sink, couch and refrigerator.

The Friends sort books on a small table in a corridor. The fire department has noted that it is not safe since passage may be blocked by too many people in too small a space. But there is no other place for it. The custodian takes boxes of Friends' sorted books to the Railway Shed owned by the town (but not part of the library) near the parking area. Parking around the shed is on town land but also not part of official library parking.

In this basement level, there is also the Director's room and the IT maintenance room, which is very crowded. Deliveries come into the IT room. In this basement level, there is also the Business Office, and the IT maintenance/receiving/technical processing room, which is very crowded. Deliveries come into this room. Ms. Knight said that in her opinion, Wayland has the worst space for technical processing of all libraries in the Minuteman network.

There are no separate quiet rooms in the library except the Raytheon room in the basement. Ms. Knight said it was used constantly.

All public restrooms are on the basement level. These include the family restroom, a women's single restroom and a men's restroom.

The basement also contains an electrical room (hardware and wires; no room for people) and a furnace room. A fan cools the electrical room, which contains the computer server.

Tour of the Wayland Free Public Library: Upper Floors

The tour of the upper floors began with the beautiful historical rotunda, which everyone loves.

Then we looked at the cramped room behind the circulation desk, where ten to twelve crates of books are delivered every day. This is the only staff working place upstairs. It is the circulation head's office.

There is also a small staff restroom off the room behind the circulation desk. Since it is the only restroom on this level, occasionally if there is an emergency, for example with someone who would have difficulty getting downstairs quickly, it has been used by a member of the public.

The stacks on the main floor were reorganized last year.

There is a new teen section on the main floor, not separated from the adult stacks. Ms. Raymond said two or three teens might use it at a time. Teens will refuse to visit the Children's section in the basement.

There is a small public computer area.

Although there are no separate small meeting rooms or quiet study rooms, people sometimes work upstairs on the mezzanine level in an open nook at the southern end, where there are a few small tables and chairs.

There is an area where people can pick up materials they have ordered. There is a self-checkout table.

Discussion of off-site visits to libraries with recent additions or recently constructed

The subgroups split up to discuss the recent off-site visits. Mr. Fay and Ms. Gennis suggested that groups look at what they saw on visits in terms of space and utility and not just "I'd like that". That is, impressions should be analyzed for what it would do for us, not just: if we don't have it we should get it.

After about a half hour, all groups returned to the Raytheon room. Group captains gave reports and others commented as well.

Ms. Raymond said that what the directors of the libraries thought was right or wrong was important. She noted that most directors wanted more study spaces.

Mr. Fay suggested that location was key. Who uses the library? Is there public transportation? Ms. Raymond pointed out that we cannot expect to get “wander-ins” in Wayland like you might have in a more urban setting.

Ms. Knight liked the concept of flexible design, where you are able to move things around. Also, private study rooms and community space is important. People of all ages should be able to socialize and learn. The appearance of the building is important. People want to come to a beautiful building which is light and open and friendly. A way to use some space after hours is important. Bringing the “outside in” either by having outside areas or just being able to look outside to something pleasing is important. Layout should enable the library staff to act as a team.

Ms. Sideman-Kurtz’s group appreciated good sight lines, adequate storage space, video recording safety systems and coziness. Ms. Hubbell noted that bigger was not always better; the small Bolton library, for example, used space very efficiently. The Dudley and the South Hadley libraries could run with a very small staff (three people). Ms. Heller commented that cameras helped keep the staff small at Dudley.

Ms. Yurkofsky said having flexible study rooms was important. Another way Dudley was able to operate with a smaller staff was by having some glass walls on offices so staff could observe activities while working. Lighting should be simple. Circulation processing has to be well-designed. Stairs should not be ugly or take up too much or the wrong space. Teen “bar” seating (like in Cambridge) is more effective and welcoming than large tables. Gallery space for pictures was a very good idea.

Getting feedback from the community on design is important. Ms. Heller noted that one library did a survey of users a year after the library opened.

Ms. Mark’s group liked as much use of natural light as possible. Adequate parking was also stressed. In two libraries staircases carried too much noise and were not beautiful. Large Children’s rooms with separated program space were important. The information about raising money and getting town approval in Bolton was valuable. Teen rooms are important. Most librarians are unhappy about teen spaces that are not separated from the main library.

Mr. Steinberg noted that South Hadley had lighting that changed with ambient light. This was also true in Walpole. Mr. White commented that the Westwood lighting was too complicated.

Continuation of discussion of Wayland documents

A short discussion of the documents on the library website (Library building program, long-range plan, 2005 Feasibility study, MBLC questionnaire) ensued.

Ms. Scolnick asked how long Wayland had been contemplating renovations or new buildings. This has been a long haul here but also at most other libraries. Weston took 25 years. There is divisiveness in the town now, but there was also divisiveness in the town when the studies began, but possibly of a different nature.

The recent space study just done may already be out of date because we may not be getting growth in all collections dues to the internet. How useful is the space study? Mr. White asked if the size of rooms is

determined by the population size. He remarked that starting with assuming 30,000 square feet is necessary may be incorrect.

Ms. Knight said that the size was calculated based on the current collection and assuming a small amount of growth. Ms. Gennis remarked that in some towns the final project was adjusted using town feedback. Some had to reduce original size estimates because of the location. Abutters often wanted smaller buildings. Ms. Gennis said size estimates in Wayland so far were based on national standards and staff interviews.

Ms. Lafarge asked how important green buildings were. Ms. Gennis said trustees assumed that we would try to be as energy efficient as possible.

Ms. Scolnick asked about naming abilities such as naming a room after an important donor.

Public Land Study Group

The public land study group will have its first meeting tomorrow morning (May 1, 2015). The group consists of Mr. Fay, Ms. Gennis, Ms. Salzberg, Ms. Gorke, Mr. Steinberg, and Mr. White. The aim of the group is to discuss land in town where you could build a new building, or renovate the current library, and what are the limitations on the new building or a renovated building.

Further Research Study Group

The further research study group consists of Ms. Cipriani, Mr. White, Ms. Scolnick and Ms Yurkofsky.

Ms. Larfarge said that one concern is how many computers the library will need. In 2034, what do futurist thinkers expect the library will be? The American Library Association (ALA) assumes that future libraries will need more space for people.

Ms. Gennis said that we must look more broadly at other states and countries and read more. She encouraged all of us to do original research ourselves. She asked what is Google doing? How are libraries being envisioned there?

Update on town survey

Ms. Gennis reported that there were 875 returns of the town survey. About 3/5 were paper and 2/5 were online. We will get a full report in June. Ms. Knight said that this is just the gathering information stage. Ms. Gennis said one paper form was mailed to each household in Wayland. Even if they did not fill out the form, this helps people understand that a library building study is currently taking place.

Tight Schedule for state funding

Some members of the committee went to a meeting on state funding. They were reminded that the schedule for participation in the next round of state funding for library construction is very tight. We are on track to go forward for the January 2017 submission of applications. We are ahead of some other communities, but there is a lot which must be done before then, as explained by Ms. Waltos at our last meeting.

Next Meetings

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

Respectfully submitted by Betty Salzberg.