

**Wayland Free Public Library  
Library Planning Committee  
Minutes of Meeting on December 10, 2015  
Wayland Public Safety Building**

**Present:** Lynne Cavanaugh, Christine Cipriani, Gretchen Dresens, Tom Fay, Aida Gennis, Anne Heller, Ann Knight, Vicki LaFarge, Lynne Lipcon, Daryl Mark, Tim Marsters, Sandy Raymond, Betty Salzberg, Barbara Scolnick, Thomas White, Jessica Yurkofsky.

**Call to Order** at 7:05 p.m. by Tom Fay, chair of the Library Planning Committee

**Public comment** There was no public comment.

**Minutes of Previous Meeting**

The minutes for the meeting of November 5, 2015 were approved unanimously.

**Update from Library Trustees regarding recent TM Warrant Article and Favorable Vote**

Mr. Fay thanked everyone for their work preparing for the Town Meeting Article.

**Role of Wayland's Permanent Municipal Building Committee**

The next steps in applying for the state grant will be done by the Permanent Municipal Building Committee of Wayland (PMBC). The role of the PMBC is to oversee and direct the design of selected Town building projects by providing technical, project management and cost and schedule expertise.

The PMBC will be increased by two members for the library project. One is Suzanne Woodruff, representing the Library Trustees, and the second is Thomas White, representing our committee. In addition, Aida Gennis, Trustee chair, and Ann Knight, library director, will act as ex-officio members. The selectmen must appoint Ms. Woodruff and Mr. White to the PMBC for the library project.

The PMBC will be issuing an RFQ (Request For Qualifications) for the Owner's Project Manager (OPM) as the first step. They will then get packets from candidates and decide how to proceed. Possibly some interviews of candidates will take place. The OPM will then help hire the architectural firm as the next step. The PMBC, in general, will provide the technical expertise during the planning and design phase, and into the possible construction phase, which also includes the procurement process and approving the bills. The town administrator, Nan Balmer, and the public buildings director, Ben Keefe, will make sure the steps comply with Town and State regulations.

**Long Range Planning Discussion**

While our committee's work during the grant application process has changed because of the participation of the PMBC, we will be contributing by providing vision about the objectives of the library. This information is needed by the architectural firm for planning, but not until after the sites have been chosen. The Trustees need to develop a new Long Range Plan and suggest that it be for a three year period, usually they are for 5 years. Ms. Knight has indicated that she would like to retire in 2016 and a three year LRP will give a new director guidance and yet allow her/him to work on another

LRP before too long with her/his vision incorporated too. It is suggested that the Library Planning Committee would serve as the Long Range Plan Committee.

It was suggested that some repeat visits might be made to some other libraries to interview directors again about their opinions. It was also suggested that members visit the libraries investigated for our report that they hadn't previously seen.

When project manager candidates are interviewed, members asked to be included in the interviews. It was stated that a good project manager, with good people skills, is an important component of the process.

**Next Meeting**

There will be a meeting in January. The long range planning subcommittee might be chosen then.

Meeting adjourned at 8:30 p.m.

Respectfully submitted by Betty Salzberg.

Documents distributed:

none