

**Wayland Free Public Library  
Library Planning Committee  
Minutes of Meeting on February 9, 2016  
Wayland School Committee Hearing Room, Town Building**

**Present:** Lynne Cavanaugh, Maureen Cavanaugh, Christine Cipriani, Gretchen Dresens, Tom Fay, Aida Gennis, Jen Gorke, Ann Knight, Sandy Raymond, Betty Salzberg, Thomas White.

**Call to Order** at 6:23 p.m. by Tom Fay, chair of the Library Planning Committee

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

**Guest**

Suzanne Woodruff, Library Trustee representative on the Permanent Municipal Building Committee, attended as a guest.

**Minutes of Previous Meeting**

There were some minor corrections to the minutes of December 10, 2015: “Architectural Firms” was incorrectly capitalized. The word “some” was removed before “vision”. It was noted that the Long Range Planning Committee was not a subcommittee of the Library Planning Committee; the whole Library Planning Committee will take over that function as part of the LPC charge is encompassed in the LRP work. The minutes for the meeting of December 10, 2015 were approved unanimously as corrected.

**Update from Trustees regarding the grant application process.**

Ms. Gennis reported on the progress of the Permanent Municipal Building Committee (PMBC) in the grant application process. Eleven proposals for the position of Owners Project Manager (OPM) were submitted and these were narrowed down to three. These three were interviewed and ranked by the PMBC. The PMBC interviewed the three, not the Library Planning Committee.

Also, candidate choice is formally the responsibility of the Selectmen. The Selectmen have the list of finalists with the recommendations and rankings made by the PMBC. The Selectmen will review this material at their meeting tonight and may make their own selections, but are likely to follow the recommendations of the PMBC. The Selectmen will then negotiate with the applicants, in order of ranking and so choose an OPM.

The next step after that is for the OPM to formulate a RFP (Request for Proposals) or RFQ (Request for Qualifications) in order to hire an architect. A similar process will take place, where architects will submit proposals, these will be reviewed, ranked, candidates interviewed, and a prioritized list is made. This list will be sent to the Selectmen and the Selectmen will negotiate with candidates.

**Long Range Planning Discussion**

Ms. Knight introduced consultant Chuck Flaherty, who will be preparing the next Long Range Plan (LRP) for the library. Mr. Flaherty has recently retired from 40 years as a library director, first in Brookline and then in Framingham. He started the LRP process tonight at this meeting and then will hold two meetings with the public and one with the Wayland Library staff and perhaps more. After these meetings, Mr. Flaherty will write a draft of a three-year plan for the library.

It was noted that Ms. Knight will be retiring this year and the new library director will be overseeing the grant proposal process while adjusting to the duties of library director. The three-year plan Mr. Flaherty will write should aid the new director, who will then help formulate the subsequent long-range plan after this initial three-year LRP.

Mr. Flaherty followed a recommended outline for formulating a LRP called "SOAR" which stands for "Strengths, Opportunities, Aspirations and Results". As Mr. Flaherty prompted committee members for input, Ms. Knight summarized comments, which were displayed on a screen. A similar process will take place at the future public meetings (March 21, an evening meeting, and March 26, a morning meeting) and the meeting with the staff (April 4).

### **Next Meeting**

The next meeting will be on Wednesday, April 27 at 7pm at a location to be announced.

Meeting adjourned at 9:03 p.m.

Respectfully submitted by Betty Salzberg

### Documents distributed:

Agenda

December 10, 2015 minutes