

TOWN OF WAYLAND - TOWN CLERK'S OFFICE
NOTICE OF MEETINGS OF TOWN BOARDS/COMMITTEES/COMMISSIONS

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PLEASE TYPE OR PRINT LEGIBLY

NAME OF BOARD/COMM: Board of Library Trustees
Wayland Free Public Library

FILED BY: Ann Knight

DATE OF MEETING: Wednesday, December 2, 2015

TIME OF MEETING: 8:15 a.m.

PLACE OF MEETING: Raytheon Room, Wayland Library

AGENDA

(Time)

Note: Items may not be discussed in the order listed.

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|---|-----------|
| 1. Public comment period | 8:15 a.m. |
| 2. Approval of any prior meeting minutes | 8:20 a.m. |
| 3. Financial /Statistical Reports | 8:25 a.m. |
| 4. Discussion of upcoming Massachusetts Public Library
Construction grant round and Library Expansion Planning
and Design Project | 8:30 a.m. |
| a. Involvement of the Permanent Municipal Building
Committee (PMBC) | |
| i. Trustee representatives to the PMBC | |
| ii. Interface between PMBC, Library Planning Committee,
Trustees, and Library Staff | |
| b. Development of the Request for Qualifications (RFQ) | |
| i. Responsibility for drafting the Scope of Work | |
| ii. Adherence to mandatory Mass. Guidelines
for construction projects | |
| iii. Involvement of Town professionals (Facilities, Procurement) | |
| iv. Timetable for advertising | |
| c. Scope of Work | |
| d. Library site concerns related to other Town Boards | |
| e. Communication with Town Boards and the public | |
| 5. Key Trustee tasks for the next two years | 9:15 a.m. |
| 6. Topics not reasonably anticipated by the chair
48 hours in advance of the meeting, if any | 9:30 a.m. |
| 7. Adjournment | |