

WAYLAND PUBLIC LIBRARY BOARD OF TRUSTEES
Meeting Minutes – October 21, 2009
9:00 am, Raytheon Room

Present: A. Heller, (chair); T. Thompson; N. Jahnke; A. Gennis; S. Cartwright; A. Knight, (director) and guest: F. Turkington, Town Administrator.

Public Comment: None.

Minutes of September 9, 2009 were unanimously accepted.

Statistics: Circulation continues to rise. The library has 2500 average visits per week. This is people through the doors. It is a good way to express the steady use of the library in our efforts to educate the public on the importance of the library in the community. Ann distributed copies of the ARIS report (Annual Report Information Survey) and the State Aid to Public Libraries Application and Compliance Form, which each show more library statistics.

Budget: Ann reported that the budget is on track but the numbers are tighter than usual for this time in the fiscal year.

Regionalization: Town Administrator, Fred Turkington, joined the Trustees to discuss the town's regionalization initiatives. Wayland Selectman and Sudbury Selectman have met to discuss ways to collaborate to trim costs but also preserve or improve services. Sudbury and Wayland currently share a Recreation Director. Discussions have also included sharing Transfer Stations hours and combining some Council on Aging services. Mr. Turkington and the Selectmen would like the Trustees to meet with the Sudbury board to discuss possibilities for savings while maintaining or enhancing services. He will work on setting up the meeting.

Town Budget Guideline for FY 2011: Mr. Turkington explained the Finance Committee guidelines for the upcoming budget process. Budgets are to be level funded with a 4% cut town wide. The 4% will be the total average, with some budgets cut more and some less under Mr. Turkington's recommendations. The FinCom is looking for real, sustainable cuts in all budgets. Mr. Turkington suggested the library create a cut list and be as creative as possible sharing resources with other departments.

State Library Building Program: The timing is not ideal for Wayland to participate, but the State Board of Library Commissions has money for another round of library building projects. The town would have to submit a "letter of intent" in order to take advantage of this construction money. Ann will ask Patience Jackson, the MBLC building consultant, to meet with the trustees. Mr. Turkington will be invited, along with Sue Pope and possibly a member of the Finance Committee.

Town Center Update: Mr. Turkington said the town had recently signed an amendment to the agreement with the developers. Stop & Shop has agreed to finance its own construction. The municipal pad space is unchanged. The Council on Aging would like a new space and the trustees may want to discuss the concerns of a shared space with them. A bigger municipal building could be a possibility. Mr. Turkington was thanked for joining the Trustees meeting.

Millennium Fund Development: Anne Heller created a mailing to invite past Millennium Fund donors to the Gossels Fund Program in November. The letter will serve as a reminder of the fund and a “warm up” for future mailings. Developing an e-mail list and a younger donor base should also be considered. The Trustees would like to know if other libraries have endowment funds and how they are handled. Thaddeus will formulate some questions for other libraries and Ann Knight will investigate.

Gossels Fund Program: Sasha Chanoff of Mapendo International will be speaking at the Wayland Middle School on Sunday, November 8, at 4:00 p.m. Ann is publicizing the event along with Mapendo’s own publicity person.

Capital Planning: Ann has requested capital funds (\$25,000 minimum required for a request) for a technology upgrade project, which will include a new server. The library server needs to be replaced.

Programming Update: There are two music programs planned; one with Sudbury and one with Wayland High School. The high school program will include a master class with students and is co-sponsored with the Creative Arts Parents Association.

New Business: A Book Drop in Cochrasset was discussed, but there are costs and staffing issues associated with the book drop. Although it would be perceived as a service convenience for many residents, the time may not be right to pursue it now.

Added Meeting: Ann Knight will see if Patience Jackson can meet with the Trustees on December 2, at 9 am. The November 18 meeting will remain.

Meeting adjourned at 11:05 am

Next Meetings: November 18, 2009, 9:00 am, Raytheon Room
December 2, 2009, 9:00 am, *tentative* (confirmed as of 10/27)
December 16, 2009

Respectfully submitted by
Sally Cartwright, October 27, 2009