

WAYLAND FREE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES MEETING MINUTES
March 17, 2010 – 8:30 a.m. – School Committee Room, Town Building

Present: Library Director, A. Knight; Trustees; A. Gennis (presiding), N. Jahnke, T. Thompson, S. Cartwright. Guest; J. Moynihan

Public Comment: None.

Update on Flood: Town Facilities Manager, John Moynihan, reviewed the current flood situation at the library that started on Sunday afternoon, March 14th. There is damage to downstairs carpet, some walls, baseboards, and the elevator. He will monitor the situation along with custodian Florisvaldo Goncalves and Director Knight. The downstairs library, including the Children's Room, remains closed until the elevator can be secured.

Trustee Gennis expressed special thanks to Valdo and Ann for their diligence in keeping the water from damaging any of the library collections.

Meeting Minutes of February 24, 2010 were unanimously approved.

Statistics: Circulation is down slightly and may be leveling off after continuous increases. Circulation remains up overall. Budget is on track for year to date.

Fundraising Survey: There was discussion of the survey being developed by Trustee Thompson to discern how other Minuteman Network libraries handle private donations; funds, endowments, Friends, etc. Thompson will send a sample test survey to all Trustees to see how the free version of Survey Monkey works. The Trustees decided the yearly fee for complete Survey Monkey services was an unnecessary expense at this time. Director Knight will distribute the survey to other library directors through an on-line bulletin board link.

Library Public Relations: Trustee Jahnke has developed Library information sheets in two versions; one for the general public and one for town boards members. The trustees discussed whether or not to include the information in the quarterly tax bill insert. Knight will investigate the best way to add the information to the flyer. The longer version will be held until a better time to distribute to town board members, possibly early fall. Trustee Cartwright will speak with Kim Robb to see if she would be willing to design a bookmark with the information that library staff could insert in materials at check out.

Knight expressed the need to get more library users to attend important town board meetings to express their support of the library as an "essential service" for the town.

Carpet Replacement: Capital Budget money has been approved to replace the carpet upstairs and downstairs at the library. John Moynihan would like to know the Trustees' thoughts on replacing only the gray carpet at this time and not the green patterned carpet

around the circulation area. This carpet is not in as bad condition as the gray. The Trustees are not inclined to support partial replacement of the carpet. Director Knight would like the entire library to be carpeted consistently.

FY Budget Impact: The library staff has chosen to close the library on Thursday night at 6 p.m. and Friday night at 5 p.m. to meet the FY11 budget requirements.

Wayland Reads 2011: Trustee Cartwright reported Wayland Reads 2011 is off to a strong start with the first meeting completed on March 9th. There are 17 book selection committee members, consisting of library staff and community members. Book recommendations are being reviewed with the intention of creating a “short list” at our next meeting on April 6th.

Display Boards/Exhibit Space: Director Knight would like to use the foyer exhibit space to promote library events and services. The space is currently used by Arts Wayland and is booked through December 2010. In the meantime, the staff will try using the bulletin board at the top of the stairs for library information and the downstairs bulletin boards for community announcements. The trustees discussed other possible displays spaces.

New Business: The Wayland – Sudbury Libraries “A Celebration of the Arts” flyers have been created to promote the joint concert series. One of the organizers, Ron Hurston, has generously donated funds to cover the cost of one of the performers. Donations designated for the two library Friends groups will be solicited at the concerts.

Thanks to Florisvaldo Goncalves: The Trustees will express their thanks to Valdo for his work above and beyond to keep the library dry during the recent flooding by giving him a Friends library mug, a gift certificate to Finagle a Bagel, and nice note expressing our gratitude from the entire Board of Library Trustees.

Meeting Adjourned: 10:30 a.m.

Next Meetings:

Wednesday, April, 21, 8:30 a.m. – School Committee Room, Town Bldg

Wednesday, May 19, 8:30 a.m.

Wednesday, June 16, 8:30 a.m.

Respectfully submitted by Sally Cartwright
March 23, 2010