

**WAYLAND FREE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES MEETING MINUTES
April 12, 2010 – 8:00 a.m. –Town Building**

Present: Library Director, A. Knight; Assistant Director, Kathy Powers; Trustees: Heller (Chair), Jahnke, Thompson, Cartwright, Lipcon. Town officials; J. Moynihan, Senchyshyn, Turkington.

Call to order: 8:04 a.m.

Public Comment: None.

Discussion of repair and reconstruction of library: Current status of library was reviewed. Removal of debris including damaged carpet, insulation and wood will begin. Ground floor furniture will need to be cleaned and stored. Reconstruction will begin as soon as possible. A damage assessment report was submitted to MEMA, and it appears that FEMA will be conducting a Public Damage Assessment in the next week or so to ascertain whether the Major Disaster Declaration for Individual Assistance will also include the Public Assistance (PA) program for the 7 counties affected by the floods. We hope to maximize options to recover the cost of repairs. DPW will work to minimize future risks.

Impact of building closure on operation and staff workflow: See attachment for a preliminary assessment of impact. Staff has much “behind the scenes work” which can be done upstairs and at other locations.

Discussion of scheduled repairs for main level: Certain repairs were scheduled for the upstairs prior to the floods. These repairs will be postponed.

Drafting of statement for release and Creation of FAQ for public: Director Knight, the trustees and town officials in attendance today will work together to keep the public informed.

Special thanks to all for their diligence in dealing with the flood and related fallout. It will be a long process to restore order.

Meeting Adjourned: 9:30 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 Lynne Lipcon

IMPACTS OF CLOSING LIBRARY for many weeks, Spring 2010

| WHO | IMPACT | NOTES |
|---------------------------|--|--|
| <i>Library Patrons</i> | ~~no materials ~~no study space ~~no internet computers ~~possibly no programs, lectures, book groups, story time, etc. | ~~Can use other MLN libraries ~~Inconvenience factor ~~May not come back to WPL |
| <i>Staff</i> | 13 union staff 1 director 14 other staff 5 pages | ~~Some staff working from home ~~Or working elsewhere [other libs or Central Site] ~~Disruptive |
| <i>Library Operations</i> | Circulation figures | ~~Decrease/large impact |
| <i>New materials</i> | Materials selection, ordering, receiving, processing New books, DVDs, CDs, audiobooks, reference (Children's & Adult) | ~~575-650 items added each month ~~fiscal yr ends Jun30, ordering needs to be done by Jun1 ~~if completely stopped, very difficult to catch up [won't have current materials, cannot process that many at once] ~~if ordering, need alternative delivery location ~~for ordering, need MLN connection ~~for processing, need MLN connection |
| <i>New equipment</i> | Selecting, ordering, receiving, preparing new electronic equipment | ~~fiscal yr ends Jun30, ordering needs to be done by Jun1 ~~unknown – state of the downstairs equipment |
| <i>Administrative</i> | Invoices/Payroll/Attendance XXXXXX [other things here?] | ~~need alternative location; access to MUNIS |
| <i>Magazines</i> | Magazine backlog already | ~~latest need to be processed for opening ~~if not processed soon, may be difficult to claim missing issues ~~to process need MLN connection |
| Current Disarray | CR collection is on the 2d floor | ~~needs to be transported downstairs ~~shelved/put in order |
| | LAN (local area network) is disconnected & computer equipment on 2d floor, including server & switches/router | ~~unknown – state of the equipment ~~need files from server/need access to server ~~router & switches can only be connected in our building (because of sync port in Verizon dmarc) |
| | Items returned in book drop not checked in | ~~still on patron's records; will go to Billed status |

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| | Items in delivery warehouse | ~~unavailable; will need to be checked in; some belong to other libraries – holds for our patrons |
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