

Wayland Public Library Trustees Meeting

Wednesday, April 20, 2011

WPL Raytheon Room

Present: Library Director, Knight; Trustees: Gennis (chair), Jahnke, Cartwright, Thompson, Heller Lipcon. Guest: J. Moynihan

Call to order: 9:35 a.m.

Public Comment: none

Approved minutes of 3/23/11

Building repairs/ Main Floor reconfiguration Moynihan welcomed. Repairs to main floor will go forward this summer as planned. Funds for capital improvements are available as allocated. Bids on labor are in process. Need to finalize color and carpeting choices. Can hire consultant for decorating without going to bid if less than \$5000. Furniture for library needs to be California rated 117 and tagged as such. If cost is between \$5000 and \$10,000, 3 phone quotes are needed. If between \$10,000 and \$25,000, 3 written quotes are required. Will weigh cost versus historic value of repairing versus replacing rotunda rug. Lipcon will investigate. Jahnke Thompson and Gennis will explore decorating options. DeMeo and Moore are interested in chair design.

Children's Room—Riser area of room does not fit current programming needs. Staff is rethinking the use of this area. It is anticipated that the risers will be removed and the area reconfigured at the same time as other repairs this summer.

Election of Officers The following slate of officers was unanimously elected: Chair, Gennis; Vice Chair, Cartwright; Secretary, Lipcon.

Review statistics Kathy Powers gave a comprehensive presentation of circulation statistics. As the economy improves, circulation shows a decrease. 80% of WPL circulation is checked out by Wayland patrons. Approximately 26% of circulation is in children's books, 21% in adult books and 21% in movies. There is a need to capture the number of people who use the library, but may not check out items. Trustees would like to get comparative circ numbers for Young Adult collections in neighboring towns.

Long Range Planning We need to do a Long Range Plan with Activities Update for the current and upcoming fiscal year. LRP must be up to date in order to maintain eligibility for state grants, including construction grants. Knight will provide current plan and we will review at next meeting. Gennis will sit on LRP committee.

Bulletin Board Policy Current policy was distributed for review. Knight will have an updated version for review and approval at next meeting.

Old business Cartwright reported that the cost of Wayland Reads was \$2000 this year (funds: combination of Friends, Gossels, MCC and other grants).

Jahnke is investigating the preservation of Wayland documents—what's in the cage that ought to be preserved? Might funds be available through Historical Commission?

Draper money is expected. Have not yet been notified of disbursement.

Town is planning 375th celebration in 2013. Cartwright will be mindful of this in planning the next Wayland Reads.

Council on Aging—collaborative feasibility meetings will be posted as open meetings. Knight, Heller and Gennis will attend—first meeting May 26th at 6:30 p.m.

List of invoices were made available to trustees.

Adjournment: 12:10 p.m.

Referenced Documents:

1. Agenda of Meeting, 4/20/11
2. Minutes of Meeting, 3/23/11
3. Summary Reports as of 4/19/11
4. Director's Report 4/20/11
5. Statistics Gathering April 2011
6. Policy on Distributing, Soliciting and Posting
7. List of invoices

Next Meetings:

May 18 at 8:30 a.m., Raytheon Room, Wayland Public Library
June 15 at 8:30 a.m., Raytheon Room, Wayland Public Library
July 20 at 8:30 a.m., Raytheon Room, Wayland Public Library
August 17 at 8:30 a.m., Raytheon Room, Wayland Public Library

Respectfully submitted by Lynne Lipcon