

Board of Library Trustees
Meeting Minutes – June 15, 2011
Raytheon Room – Wayland Public Library

Present: Library Director, Knight; Trustees: Gennis (chair), Thompson, Heller, Lipcon, Cartwright. Guests: J. Moynihan, J. Zebrowski, K. Powers.

Call to Order: 8:33 a.m.

Public Comment: None.

Approved Minutes of May 18, 2011.

Discussion of August Building Repairs/Renovations with John Moynihan, Facilities

Director: Contractors for painting and carpeting have been hired to re-plaster, paint, and re-carpet the upstairs library. Work will begin August 13 and continue for 14 days. The upstairs library will be closed during repairs. Care will be taken to protect all electronics and materials from plaster dust. Assistant Library Director, Kathy Powers, will work on planning the temporary move of equipment and service materials downstairs. This may mean the library will close on Friday, August 12th, to prepare for the repair work. Carpet selection must be made by the end of the week (June 17) to ensure delivery by work date. A new rotunda lighting fixture may be ordered. The floor in the rotunda will be refinished.

Trustees discussed paint and carpet colors extensively. The historically appropriate Greek Revival selection of designer Elizabeth von Goeler were chosen, with a tweak of the ceiling blue.

Moynihan estimated it would cost \$5,000 to dismantle and refinish the tiered area of the children's room. The ivy outside the building needs to be cut back. John will contact the Park Department. Staff lockers will not fit in the available space.

Library drainage issues will most likely be addressed with a dry well, and pumping when necessary. The town is waiting for grant money to do the work.

Statistics: Budget is on track year-to-date. Electronic book circulation continues to grow and audio books are quite popular.

Gossels Program: Discussed timing for program. It would be nice to highlight the repairs and the reconfigured rotunda/reading room. Having the program on the same day as the Community Holiday Open House in December may make parking too difficult and discourage attendance. Reconfiguring work may not be done in time for a fall program. The trustees thought a performance program would be most popular and Lipcon will make some suggestions.

Stewardship Outreach Letter: Thompson suggested a return mailer for donations and a calendar of events be included in the Millennium Fund outreach letter. A separate invitation to the Gossels Program could be sent at a later date. Planned giving options and the Draper gift should also be mentioned in the letter. Thompson suggested an on-line software program to manage the database. Knight may be able to access new families to town, and new names of potential donors, not already on the Millennium list, should also be added.

Thompson will draft a letter with suggestions for enclosures in the fall.

Trustees Reports and Concerns:

No news on the Council on Aging building plan.

Gennis will write a condolence letter from the Trustees for Jon Strong who was very helpful in forming the Millennium Fund instrument.

Gennis will pursue insurance for the antique clocks.

The Friends for the Council on Aging Iron Chef fundraiser will be September 18. Lipcon and Thompson will represent the library in the cake decorating contest.

Adjourned: 11:10 a.m.

Referenced Documents:

1. Agenda of Meeting June 15, 2011
2. Minutes of Meeting, May 18, 2011
3. Summary Reports as of June 15, 2011
4. Director's Report June 15, 2011
5. List of Invoices
6. Draft of Millennium outreach letter
7. Copy of 1900 article on history of Wayland Public Library

Next Meetings:

July 20, 8:30 a.m., Raytheon Room, WPL

August 17, 8:30 a.m., location TBD

September 21, 8:30 a.m., Raytheon Room, WPL

Respectfully submitted by Sally Cartwright, June 21, 2011