

## **Wayland Public Library Trustees Meeting**

Wednesday, August 17, 2011

Town Building

**Present:** Library Director, Knight; Trustees: Gennis (chair), Jahnke, Thompson, Heller, Lipcon.

**Call to order:** 8:35 a.m.

**Public Comment:** Those who attended the visit to the joint senior center/library in Canton, CT shared some impressions of the outing.

**Approved minutes of** 7/20/11

**Statistics** Circulation numbers, summary reports as of 8/16/11 were distributed.

**Discussion of August repairs/renovations** Paint colors for rotunda were checked for accuracy and OK'd. Carpet samples were viewed and discussed. Trustees unanimously voted to authorizing final approval of the carpet selection to be made by trustee Gennis. Expect main room carpet to be installed the week of 8/23. Exploring solutions for DVD storage– shelf inserts vs. rolling metal shelving. Further research needed. Furniture decisions will follow the cosmetic work. The trustees thank the staff for their patience and hard work during this renovation period.

**Discussion of future interior improvements** Elizabeth von Goeler continues to be immensely helpful with the rotunda project. She is currently focusing on lighting and blinds for the rotunda windows. She will be looking into furniture.

**Building exterior: landscaping/garden/ivy** Mason, John Cappellucci, will consult on impact of ivy on brick exterior. Sarah Hubbell (Friends VP) has talked with landscaper Mike Kennedy. He is willing to do an 8' x 3' perennial bed and move 2 boxwoods for estimated budget of \$1000 and is offering to donate cost above this figure. Heller will ask Don Ouellette if a sign thanking The Friends of WPL and Kennedy Landscaping for their gift may be displayed in the garden. Landscape project will follow completion of renovation/removal of dumpsters.

**Update on Town Center progress including traffic light installation** Jim Zebrowski attended Town Center Pre-Construction Meeting and reported that work inside the buildings will start this Monday (salvaging, etc.). The next 2 weeks, they'll be doing permits and paperwork, then knock down the building and take the slab out. They plan to get the pads in this year and start building next spring. The 27/126 work is to be done this year, starting in October. Traffic box at 27/126 will take away 1 parking space in our lot. Might DPW fill ruts in back lot to compensate for this loss? They need to shut down work by November 15 due to weather. Rt. 20 work will be next year.

**Consideration of Sandra Raymond for the Assistant Director position** The trustees voted unanimously and enthusiastically to approve the hiring of Sandra Raymond as Assistant Director. Kathy Powers will retire from that position Sept. 16, 2011. She will be missed. Knight has begun the process of finding a replacement for Sandy's current position as Computer Specialist/Reference Librarian.

**Topics not reasonably anticipated by the chair 48 hours in advance of meeting** Gennis will contact Mr. Poisson to ask for a written estimate for purpose of insuring antique clocks. Trustees are interested in exploring model senior centers/libraries elsewhere in the country. Parking needs to be primary focus. Each needs a least one dedicated large meeting room with singular

control of that space. Both have high need for first floor space. Possible one to look at in Granby, CT.

**Trustees' Reports and Concerns** Would like to have a WPL insert in the town wide tax mailing.

**Old business:**

**Stewardship** Thompson is working on a draft development letter. He is also preparing a presentation on a database that might facilitate fundraising. Possible stewardship/fundraising event was discussed. One such might be a book signing with multiple authors.

**Retention of documents** Nan Jahnke will work on this issue this fall.

**Adjournment:** 10:34 a.m.

**Referenced Documents:**

1. Agenda of Meeting, 8/17/11
2. Minutes of Meeting, 7/20/11
3. Summary Reports as of
4. Director's Report
5. Town Center Pre-Construction Meeting Notes (Jim Zebrowski)

**Next Meetings:**

**Sept. 21 at 8:00 a.m. in Raytheon Room, WPL (note early start)**

Oct. 19 at 8:30 a.m. in Raytheon Room, WPL

Nov. 16 at 8:30 a.m. in Raytheon Room, WPL

Dec. 14 at 8:30 a.m. in Raytheon Room, WPL

Respectfully submitted by Lynne Lipcon