

Wayland Public Library Board of Library Trustees
Meeting Minutes – September 21, 2011 – Library

Present: Library Director, A. Knight; Trustees: A. Gennis (chair), N. Jahnke, T. Thompson, S. Cartwright, A. Heller.

Call to Order: 8:35 a.m.

Public Comment: Trustees thanked Lipcon and Thompson for their enthusiasm, creativity, and good humor in participating in the Council on Aging Iron Chef Cake Decorating competition on Sunday, Sept. 18th. This event was well attended by a wide variety of the community and was a great venue for promoting good public relations for the library.

Minutes of August 17, 2011: Approved.

Review Statistics: Circulation reflects period of closure during August while the upstairs library was re-carpeted, repaired, and painted. DVD circulation is down. This may reflect a trend for on-line streaming media. Print circulation is up. There are many industry-wide issues still to be sorted out with library distribution of electronic books. Wayland's ebook circulation is very strong and more licenses are purchased to help limit patron wait time for popular titles.

Annual Report: Trustees reviewed the write up for the Town of Wayland Annual Report FY 2011. Knight will edit and submit.

Recap of Repairs & Renovations: The old carpet from the rotunda will be used as a template for a new carpet. Knight will obtain carpet bids. The painting company was very good at handling the complex paint job. Shelving, lighting, furniture, and rotunda carpet are still to be completed. Elizabeth vonGoeler will continue to donate her time to consult on lighting, furniture, and carpet. Trustees reviewed some lighting possibilities. Gennis will follow up with Ms. vonGoeler.

Cost for renovations, beyond what was planned for in the facilities budget, will be covered by the Draper Gift to the library and the Friends of the Library.

Building Exterior: The Friends of the Library has been working with Jean Milburn and the Wayland Garden Club to maintain and renew the side entrance garden. Landscaper, Mike Kennedy, has agreed to donate labor to plant a perennial bed and move some of the boxwoods. He may also be able to trim the bushes in front of the rotunda. A permanent sign thanking the Friends and Kennedy Landscaping will be investigated.

Thompson discussed the condition of the masonry under the ivy with mason John Cappellucci. He determined that the masonry was in very good shape. The ivy should only be trimmed around the gutters, louvers, window frames, and where it is dead. Mr. Cappellucci is willing to check on the condition of the masonry periodically. The actual trimming of the ivy will go through the Facilities Department. Thompson will provide guidance.

State of the Town Forum – October 19: The library has been asked to participate in a public discussion on prioritizing capital projects, including a possible joint Council on Aging/Library facility. Gennis will work on points to highlight the library's essential role in the community and its requirements to fulfill that role. Cartwright will provide Trustees with a summary of the 2004 Feasibility Study.

Trustees Reports and Concerns: Gennis reported a new sidewalk will be built along route 27 from The Depot to the new housing development.

The Freight Shed will be painted historically accurate colors of yellow ochre with brick red trim. Painting will not start until carpentry on the shed is completed, most likely in the spring of 2012.

Knight reported Matt Amory has been hired as computer specialist/reference librarian to replace Sandy Raymond, who is now Assistant Library Director.

Old Business: Trustees will continue to pursue meeting with the Council on Aging to investigate a possible joint CoA/Library facility. Trustees would like to know of successful joint programs in the country.

Stewardship: Thompson presented a draft letter to be sent to all Millennium Endowment contributors. The letter was well received with some minor edits suggested. Letter will be sent in late October and include a donation slip. Gennis will provide her signature for electronic reproduction. Thompson would also like to expand the possible donor list to include the Friends of the Wayland Library or a town-wide mailing to all households. Heller and Thompson will work on the database. An invitation to a Gossels' Fund program will not be included in this mailing.

Adjournment: 10:45 a.m.

Referenced Documents:

- Agenda of Meeting, 9/21/11
- Minutes of Meeting, 8/17/11
- Draft Annual Report
- Draft Stewardship Letter
- Summary Reports
- Town of Wayland Job Offer Letter to M. Amory

Respectfully submitted September 27, 2011 by Sally Cartwright