

**Wayland Public Library Board of Library Trustees**  
**Meeting Minutes – Oct. 19, 2011 – Library**

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

**Call to Order:** 8:42 a.m. There was no public comment.  
**Minutes of 9/21/11** were unanimously approved.

**Financial/Statistical Reports** Circulation was in line with expectations given operation was restricted to ground level due to upstairs renovations. Heller suggested that circulation and people counter statistics reports include notes regarding unusual circumstances (closures, road work) that might impact numbers.  
Financials are on track.

**FY13 Budget Discussion** Preliminary passes of budget are complete. Draft will be ready shortly. Board will finalize at next meeting. A narrative must accompany our budget. Grasso (our Fin. Comm. liaison) will be informed of how the recent renovations were funded and of the important role of The Friends and Millennium donors who augment and enhance programming, but do not support basic library services.

**State-of-the-Town meeting** was postponed.

**Joint COA-Library Feasibility Study** Knight and Gennis met with CoA's Sterling and Soule. Reduction of our program space needs to the GMI level is not workable. A letter to Turkington and Moynihan is being drafted indicating that neither The CoA nor WPL is satisfied with GMI schematics and that peer review should be sought. There are sufficient funds remaining in feasibility study budget to cover this.

**OverDrive purchasing statement** OverDrive is a sole source provider with a contract for \$15,000. The town requires that multiple bids go out for contracts in this range. The trustees unanimously voted to send a letter to the selectmen explaining that there is no competitor from whom to solicit a bid.

**Continued library renovations/improvements** John Moynihan will be invited to next WPL meeting. It is possible that the bulk of Mike Kennedy's landscaping work ought to be delayed until spring due to weather.  
Trustees proposed funding for the new rug for the rotunda: \$3500 from The Friends, the remaining \$6500 to \$7000 from the Draper Fund. Knight will send memo to Selectmen asking them to sign off on this. Discussion of lighting for rotunda focused on how to meld form with function. Liz von Goeler will be asked to go back to the lighting designer to get additional feedback about lighting this space, especially concerning how the best ambient and task lighting can be achieved. While the bowl style fixture was favored, there was concern about its large size. Furnishing will likely be in the spring. Trustees voted unanimously to pay for moving expenses and new shelving for DVD collection from state aid.

**Trustees' Reports and Concerns** The Rt. 20/ 27 roadwork will take place over 5 working days and impact WPL. A detail person will be assigned to direct access. Trucks and equipment will not be stationed in WPL lot.

**Topics not reasonably anticipated by the chair 48 hours in advance of the meeting, if any.** Vicki LaFarge has offered to help us hone a future PR message.

**Millennium Fund Stewardship** 10/18/11 meeting of Gennis and Lanza to discuss the scope and boundaries of fundraising for the library was postponed. Trustees hope to go forward with fundraising following the rescheduling of this meeting.

Thompson has looked into several fundraising software programs. Donor Perfect, GiftWorks and E-Tapestry get expensive when you go for a fairly robust system. Salesforce Foundation may make such a system affordable to non-profits. Thompson will investigate further.

**Gossels Program** Lipcon will resend information regarding possible program options for an early 2012 event.

**Adjourned** at 11:17 a.m.

**Referenced Documents:**

1. Agenda of Meeting, 10/19/11
2. Minutes of Meeting, 9/21/11
3. Circ stats through 9/11
4. Summary Reports as of 2011 10 18.xls
5. Director's Report
6. OverDrive purchasing statement
7. Carpet quotes
8. Shelving quote
9. Lighting diagrams

**Next Meetings:**

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

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

Jan. 18 at **8:00 a.m.** in Raytheon Room, WPL

Feb. 15 at 8:30 a.m. in Raytheon Room, WPL

March 21 at 8:30 a.m. in Raytheon Room, WPL

Respectfully submitted by Lynne Lipcon