

**Wayland Public Library Board of Library Trustees  
Meeting Minutes – Dec. 14, 2011 – Raytheon Room**

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

**Call to Order:** 8:40 a.m.

**Public Comment** The High School Madrigals sang in the rotunda for the Holiday Open House. Acoustics and setting were wonderful.

**Minutes of 11/16/2011** were unanimously approved.

**Financial/Statistical Reports** November's circulation statistics were down. Work on the shed, in the parking lot and in the intersection made library access more difficult. Our stats do not capture other uses of the library such as reference questions, searches, etc. Gennis and Knight will be meeting with town counsel, Lanza, to discuss library funds, fundraising and the use of those monies.

**Interior/Exterior building improvements** Lighting is still be explored. DVD's are ready to be moved to new location.

**Update on joint COA-Library feasibility study review** Trustees would like to have joint meetings with CoA and a facilitator. We would like someone to be in the role of big picture /visionary. It is important that the Selectmen have more first hand knowledge of the proposed co-tenancy.

Fred Turkington joined the meeting to discuss town center and the possible presence of the library. The municipal pad has not yet been deeded to town. Road layout is done and will not be altered. The following steps are necessary:

- Confirm space needs of COA and WPL and that sharing space works
- Determine what a shared building would look like on a virgin site
- Confirm that such can be adjusted to fit the pad. If not, determine what accommodations can be made to the program and the land

If the cost for services for a building project exceeds \$10,000, must go out for bid. Ensuing discussion centered on possible steps to follow these services which could include design level drawings for specific site (estimated cost \$175,000). Trustees do not feel that there is sufficient information that would suggest we are ready to request such funds at this time.

Turkington will set up a meeting of the COA, WPL Trustees and himself for January. Turkington was asked to clarify who has responsibility for determining future use of the existing library building should we relocate. Response: It is the Town's responsibility.

**Gossels Fund program for 2012** – discussion tabled until next meeting.

**Trustees' Reports and Concerns** The need for additional usable library parking was discussed. Knight will see if DPW can level and fill the lot behind the train shed. Gennis

reported that she has met with a member of the Hopkinton Board of Library Trustees to share ideas re. building issues.

**Topics not reasonably anticipated by the chair 48 hours in advance of the meeting, if any.**  
None

**Old business** □

**Millennium Fund Stewardship** Some additional funds have come into the Millennium Fund. Gennis and Knight will be discussing this fund at their aforementioned meeting with Lanza.

Appraisals for library clocks have come back. Their value necessitates a rider on insurance policy.

**Head of Youth Services**, April Mazza has submitted her Letter of Resignation. She has been our treasured children's librarian for 10 years and will be missed. Knight is in the process of hiring Mazza's replacement.

**Adjournment** at 11:45 a.m.

Respectfully submitted by Lynne Lipcon

**Referenced Documents:**

1. Agenda of Meeting, 12/14/11
2. Minutes of Meeting, 11/16/11
3. Circ stats through 11/11
4. Summary Reports as of 2011 12 13.xls
5. Director's Report
6. Letter of Resignation from Head of Youth Services, April Mazza
7. MGP clock appraisal

**Next Meetings:**

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  
April 18 at 8:30 a.m. in Raytheon Room, WPL  
May 16 at 8:30 a.m. in Raytheon Room, WPL