

**Wayland Public Library Board of Library Trustees  
Meeting Minutes – January 18, 2012 – Town Building**

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

**Call to Order:** 8:10 a.m.

**Public Comment** -none

**Minutes of 12/14/2011** were unanimously approved.

**Financial/Statistical Reports** Dec. circulation statistics were up, with Overdrive seeing a significant increase. Our e-collection is not large enough to meet growing demand. We may want to consider earmarking additional dollars to augment the collection. Knight and Gennis will meet with our Finance Committee liaison, Paul Grasso tomorrow to further discuss library budget.

**Discussion of building improvements with Liz von Goeler** Specs on rotunda lighting fixture is expected next week. There was discussion of lighting in circulation area and showcase lighting for bookcase shelving in rotunda. Liz will explore possibilities with eye to function and aesthetics. Liz is working on furniture and layout for rotunda. The area rug has been installed. New shelving and the shifting of materials should be completed on Friday. A major clean out of WPL materials in the freight shed is underway.

**Draper and Hagenstein Gifts** The trustees voted unanimously and gratefully to accept the gift to the library of Marian Draper and the gift to the Millennium Endowment Fund of WPL from Perry Hagenstein and to authorize Director Knight to sign the appropriate paperwork regarding these gifts.

**Update on joint COA /Library feasibility study review** Joint meeting will take place Jan. 23 at 6 p.m. at the CoA. Turkington will moderate. The purpose of the meeting will be to agree on the scope of services and to identify representatives to participate in selecting the design team. The Trustees confirmed space and program needs as expressed in the Tappe Library Program Review and Recommendations. Library should have a strong physical presence on the first floor of the building. Joint building should not compromise space needs or program of either organization. Trustees were asked to review GMI information and functions chart (Knight will distribute electronically) in preparation for this meeting.

**Changes to parking lot entrance** Don Ouellette from the DPW has proposed a possible new entrance for our parking lot, moving it further away from the intersection. Upon discussion, it was decided that this is a discussion best deferred until after the intersection work is completed and impact can be assessed.

**Maximum fine revision** The trustees voted unanimously to raise the maximum fine for a total number of delinquent items from \$10 to \$15. This will put us more in line with other libraries

**Web Page:** Ann Knight plans to move the current website to an easier to maintain Content Management System. Funds from the Friends and State Aid will be used to cover the cost.

**Long Range Plan:** Ann Knight is investigating costs for consultant services to help manage the Long Range Planning process.

**Additional Meetings:** Gennis proposed possibly adding additional Trustee meetings when agenda items dictate more time is needed for discussion or follow-up.

Remaining agenda items were tabled.

**Adjournment** at 10:45 a.m.

Respectfully submitted by Lynne Lipcon and Sally Cartwright

**Referenced Documents:**

1. Agenda of Meeting, 1/18/12
2. Minutes of Meeting, 12/14/11
3. Circ stats through 11/11
4. Summary Reports as of 2012 01 13.xls
5. Director's Report
6. Alternate A Driveway Relocation Library Parking document

**Next Meetings:**

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