

WAYLAND BOARD OF LIBRARY TRUSTEES

Meeting Minutes: March 21, 2012, 8:30 a.m. Town Building

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

Public Comment: None

Minutes of Meetings of February 15 and February 29, 2012 were unanimously approved.

Lighting and Furniture: Design consultant, Liz von Goeler was unable to attend. Lamping specifications have been finalized and bid documents are being prepared for the lighting by Ms. Von Goeler.

Community Preservation Act: Jerry Heller, chair of the Community Preservation Committee, explained points in opposition to warrant article 6 proposing reduction of the CPA tax surcharge from 1.5% to 0.1%. The CPC is visiting all town boards and commissions to raise support in opposition to the article. The Trustees voted 4-0 to support keeping the current level of CPA funding.

Freight Shed: The restoration contractor will return in April to finish the work on the Freight Shed and paint the building in historically accurate colors. There was discussion of returning locks to the doors and possibly improving the steps.

Council on Aging/Library Feasibility Study Review: Trustees Heller and Gennis participated in the interviews of the finalists for completing the CoA/Library Feasibility Study on March 12th, along with representatives of the CoA, Town Manager, F. Turkington, and Facilities Director, J. Moynihan. It is believed a finalist was chosen and a contract will be offered. It is very important to the Trustees that library representatives have a chance to meet with the architect during the study process.

Employment Series: Director Knight has scheduled a series of four employment workshops. Trustees approved spending Millennium Endowment Funds to pay for the series, about \$800.

Long Range Plan: The selection of members for the Community Committee is nearly complete with youth members still to be recruited. Director Knight will post a notice to solicit any general public participants. Trustees will send Director Knight all contact information for the members they recruited for follow-up communications. Cartwright and Gennis will work on a draft letter to send to Community Committee members to thank them for their commitment, remind them of the meetings, and explain the process. Trustees Gennis and Cartwright will serve on the Long Range Plan task force. There was extensive discussion of surveys and what questions should be included, format, and distribution. Surveys will be finalized by the Task Force with guidance from the LRP consultant, Sondra Vandermark.

Website: Conversion to an easier to manage platform where more staff can maintain the site is being planned.

Financial/Statistical Reports: Circulation is up. Budget is on track year to date.

Old Business:

Stewardship: Trustees Thompson and Gennis, and Director Knight will schedule a meeting with Town Council to clarify the role of Trustees in fundraising for the library. Thompson is investigating software database programs that might be best for the Millennium Fund management of donors. He believes it should be web-based so it is accessible to multiple managers. It could also possibly integrate the Friends membership list.

Meeting adjourned: 10:50 a.m.

Respectfully submitted by Sally Cartwright, March 28, 2012

Referenced Documents:

1. Agenda of Meeting, 3/21/12
2. Minutes of Meetings, 2/15/12 and 2/29/12
3. Circulation Statistics
4. Summary of Reports
5. Director's Report
6. Points in Opposition to Warrant Article 6 Proposing Reduction of the CPA Tax Surcharge From 1.5% to 0.5%- CPA document.