

**WAYLAND BOARD OF LIBRARY TRUSTEES**  
**Meeting Minutes – May 16, 2012**  
**8:30 a.m. – Raytheon Room, Wayland Public Library**

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

**Public Comment:** None.

**Minutes of April 18, 2012 Meeting** were approved.

**Financial/Statistical Reports:** Budget is on track year-to-date. New town requirements for budget reporting are being met.

**Election of Officers for 2012-2013:** Voted unanimously.

Aida Gennis: Chairman

Sally Cartwright: Vice-chairman

Nan Jahnke: Secretary

Trustee Lipcon was recognized and thanked for her excellent job as secretary.

**Sole Source Provider:** The Trustees unanimously voted to reauthorize Overdrive Media, Inc. as sole source provider for audiobooks and ebook content for FY13. A request for approval will be sent to the town procurement manager, John Moynihan.

**Update on Council on Aging/Library Feasibility Study Review:** Architect, Kaffee Kang, toured the library with Director Knight to become familiar with the library's needs and priorities in a shared facility.

**Long Range Plan and Survey:** The Library will be closed on Monday, May 21, from 9 to 6, for staff to participate in the Long Range Planning process with consultant Sondra Vandermark. It will open for usual evening hours at 6 p.m. Lunch will be provided for the staff participants.

The "20 Questions" survey was reviewed and will be disseminated in as many media venues and locations as possible. Selectman and Town Board members will be specifically asked to complete the survey. There will be an on-line version and a very similar print version. The Wayland High School librarian will be asked to encourage the students to participate. Director Knight will investigate a pop-up request for the survey on the Library's webpage.

**Wayland Reads Poetry 2013:** Trustee Cartwright reported planning committee members are being gathered and the first meeting is scheduled for June 11 at 7 p.m. The Library's Poetry Group will be represented on the committee and is very enthusiastic about the poetry theme.

**Summer Art Workshops:** Director Knight would like to offer adult and teen art workshops over the summer. Instructors may include the Wayland High School art teacher, Janet Armantano, and Cecilia Sharma. Trustees voted unanimously to approve up to \$1600 from the Millennium Fund to support these programs.

**Update on Rotunda:** Bids for the new lighting are in process. Locations to see and sit in furniture possibilities will be investigated. Assistant Director Raymond explained plans for displaying periodicals in the rotunda. Trustees preferred the periodicals be displayed on the existing built-in shelving over adding stand alone display racks to the space. It was understood that the periodical collection would have to be trimmed in order to fit the space constraints. Raymond would like to reconfigure the current periodical space to a Young Adult area with comfortable seating and appropriate materials nearby.

### **Trustee Reports and Concerns:**

**Gossels Fund Program:** Trustee Lipcon's previously offered possibilities for programs were discussed. Storyteller Valerie Tutson's program, "The Right to Liberty" was appealing. This program should be planned for the fall and help showcase the new rotunda space. Trustee Thompson suggested more contemporary topics could be explored for future programs.

**Friends Garden:** Trustees Heller and Gennis are working with the Friends' Sarah Hubbell and the Wayland Garden Club to do spring clean up of the area. The Wayland Garden Club will provide on-going maintenance of the garden, as specified in the club's by-laws.

**Freight Shed:** The Wayland Historic Commission is investigating adding a porch platform to the shed for historical accuracy.

**New Selectmen:** Trustee Gennis will invite newly elected Selectman to tour the Library and inquire about the new Library liaison on the Board.

**Friends of the Library Representative:** There has been an informal tradition of a member of the Board of Library Trustees attending the Friends' Steering Committee meetings as a liaison between the groups. A formal change to the Friends' by-laws will be voted at the next Friends Steering Committee meeting in June. This formalization of the relationship between the Board of Library Trustees and the Friends of the Library will more easily allow for matching gifts from corporations. Trustee Cartwright was appointed to serve as representative on the Friends Steering Committee, pending approval of the by-law change.

### **Old Business:**

**Ivy:** Trustee Thompson will remind facilities manager, John Moynihan, about the need to trim the ivy around the gutters and window frames.

**Fundraising:** Trustee Thompson reported on a meeting with Town Council, Mark Lanza, concerning direct fundraising by Trustees. Trustees may serve on a separate fundraising committee but cannot directly fundraise as a group. The Millennium Fund stewardship letter may be sent without the direct request for donations to the fund.

Thompson continues to investigate possible donor database software. Donor Action is a new product we may be able to test for minimal cost.

**Other:** Trustee Gennis was very appreciative of books purchased in honor of her father.

Meeting Adjourned: 11:42 a.m.

Respectfully submitted by Sally Cartwright, May 26, 2012.

References Documents:        Agenda of Meeting, May 16, 2012.  
   Minutes of Meeting of April 18, 2012.  
   Circulation Statistics  
   Summary of Reports  
   Director's Report  
   Request for Approval of Overdrive Media, Inc.  
   Revision of Friends of the Wayland Public Library By-laws  
   Long Range Plan Print Survey  
   WFPL Long Range Planning for 2012-2017 information packet for  
Community Committee.

Next Meetings:                June 20, 8:30 a.m., Raytheon Room, WPL  
   July 18, 8:30 a.m., Raytheon Room, WPL  
   August 15, 8:30 a.m., Raytheon Room, WPL