

**Wayland Public Library  
Board of Library Trustees  
Minutes of Meeting June 20, 2012  
Raytheon Room, Wayland Public Library**

**Present:** Library Director Ann Knight; Trustees Aida Gennis (chair, presiding), Sally Cartwright, Anne Heller, Nan Jahnke, Lynne Lipcon, Thaddeus Thompson

**Call to Order:** 8:38 a.m.

There was no public comment. Our interior design consultant, Elizabeth von Goeler, joined us for the meeting.

**The minutes of May 16, 2012**

The minutes of last month's trustees' meeting were approved.

**Financial and Statistical Reports**

Financials and statistical measures are on track.

**Review of Invoices**

The board agreed that it is not necessary that the library's invoices be available for trustees to review at each monthly board meeting. Rather, the invoices will be available at all times for trustees' inspection in the Administrative Assistant's office, and one trustee will check them before they are sent to the town treasurer for payment.

**Interior Improvements: Rotunda Lighting**

Ms. von Goeler presented three bids for a new central lighting fixture for the Rotunda to be manufactured to the Library's specifications. The bids were from Crenshaw Lighting of Floyd, Virginia, Custom Metalcraft of Boston, and ReflexLighting of Boston. The bids ranged from about \$11,000 to more than \$34,000 depending on finishes (paint vs. metal) and the number of rings of lights (one or two). After reviewing the drawbacks of using an off-the-shelf fixture, which would cost about \$10,000, the board decided that a single-ring, painted fixture would be both cost effective and aesthetically pleasing. Mrs. Cartwright made a motion, seconded by Mrs. Heller, to pursue the lowest-bid option, subject to final calculations of shipping, sales tax, etc.; the motion was approved unanimously.

**Interior Improvements: Furniture and Upholstery**

Ms. von Goeler presented more information on available furniture styles and fabrics for the sofas, chairs, coffee table, and laptop tables that will be purchased for the Rotunda, along with estimated costs. After a lengthy discussion of fabrics, chair shapes, arm caps, heights, clearances, finishes, cost, and so on, the trustees felt they had enough information to send a few trustees, along with some library staff representatives, to see samples of selected furnishings at the Boston Design Center. That trip was tentatively scheduled for June 28. Mrs. Lipcon made a motion, seconded by Mrs. Cartwright, that the trustees approve an expenditure of up to \$30,000 from the Draper Fund for the Rotunda furnishings; the motion was approved unanimously.

**Update on COA/Library Feasibility Study Review**

Mrs. Gennis reported that work continues to go forward on a joint review by the Library and the Council on Aging of a plan to move both programs to a new building to be built for them at the new Town Center. Recent architectural drawings show some promising uses of dedicated and shared space. However, the Conservation Commission has expressed concerns about locating a building of the imagined size on the current site given its proximity to the Sudbury River and wetlands. The architect and civil engineer are now looking closely at how to maximize setbacks.

### **Update on Long-Range Planning**

Mrs. Knight reported that all public meetings for the Long-Range Plan have been held, and the public survey is scheduled to close by the end of the month. Our planning consultant, Sondra Vandermark, will summarize the results of those activities in a report in July, and will meet with the staff and trustee task force as drafting continues. The final plan will be finished by October 1, 2012.

### **Wayland Reads**

Mrs. Cartwright reported that planning for Wayland Reads 2013 kicked off with a brainstorming meeting on June 11. The event, which will be held in spring 2013, will have a poetry theme.

### **Trustees Concerns: Stewardship and Communication**

Mr. Thompson reported that he is drafting a letter of appreciation for donors and friends on behalf of the Trustees. The letter will review recent events and improvements to the library and invite people to come see the refurbished reading area in the Rotunda when it is completed. Mrs. Heller suggested that the letter be part of a wider communications effort to let the community know of library resources and events. Trustees agreed to begin with a letter to the Town Crier thanking residents who took part in the public meetings for the Long Rang Plan, as well as those who took the Long-Range Plan survey.

### **Topics Not Reasonably Anticipated by the Chair 48 hours in Advance of the Meeting**

- Mrs. Knight announced that Joe Nolan has been appointed to serve as the Board of Select-man's liaison to the Library.
- Mrs. Knight reported that a new town-wide automated phone answering system is in the works. After she expressed concern about losing the "live voice" when patrons call, the Trustees agreed that she and Mrs. Gennis would investigate how best to personalize the system for Library use.

**Meeting Adjourned** at 11:31 a.m.

### **Documents**

1. Agenda of Meeting 06/20/12
2. Minutes of Meeting 05/16/12
3. Director's Report, 06/20/12
4. Financial Reports, 06/19/12
5. Circulation Statistics, May 2012
6. Three Bids for Central Lighting Fixture
  - a. Crenshaw Lighting, 05/16/12
  - b. Custom Metalcraft, 05/03/12
  - c. ReflexLighting, 06/14/12
7. Table: Rotunda Light Fixture Quote Summary, provided by Ms. von Goeler
8. Table: Proposed Costs and Rough Estimates for Rotunda Area Furniture, with a floor plan of the proposed arrangement, provided by Ms. von Goeler
9. Rotunda Furniture Proposal Schemes B and D, provided by Ms. von Goeler
10. Working plans of a joint Library and COA building for Town Center, Kang Associates, 06/18/12

### **Next Meetings**

- July 18, 2012, at **8:00 a.m.** in the Raytheon Room, WPL
- August 15, 2012, at 8:30 a.m. in the Raytheon Room, WPL

Respectfully submitted by Nan Jahnke, secretary