

**Wayland Public Library
Board of Library Trustees
Minutes of Meeting July 18, 2012
Raytheon Room, Wayland Public Library**

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

Call to Order: 8:09 a.m.

Public Comment and Visitors

There was no public comment. Mr. John Moynihan, the Town Facilities Director, and Mr. Fred Turkington, Town Administrator joined the trustees for a portion of the meeting.

The Minutes of June 20, 2012

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

Financial and Statistical Reports

It was noted that FY2012 is now over and FY2013 has begun; excess payroll has been returned to the Town. Our FY2013 budget includes \$5,000 more than last year for supplies and small equipment, as recommended by the Town Treasurer. The board was pleased to note that Library circulation is up.

Interior Renovations: Rotunda Lighting and Furnishings

Mrs. Knight reported that Mr. Moynihan has ordered the chosen light fixture for the Rotunda from the low-bid vendor, Crenshaw Lighting. A modification to the "Greek key" design, involving a cut-out, will give the desired "two-ring" effect. The Town will assume the cost of the fixture under scheduled improvements; the cost will be around \$14,000.

A small group of trustees and staff made a visit to the Boston Design Center and other showrooms with our interior design consultant, Ms. von Goeler, during the month to look at furnishings under consideration for the Rotunda. One sofa group was deemed not comfortable enough for casual reading; chair heights and depths also received attention. Ms. von Goeler is now investigating new furniture.

Mrs. Knight reported that the magazine collection will be moved into the Rotunda in the fall. Modifications to the existing built-in shelving will have to be made first. A local cabinetmaker will come to look at the job toward the end of summer.

Update on COA/Library Feasibility Study Review

Mrs. Gennis and Mrs. Knight reported on a presentation on July 3, 2012, from Kang Associates, architects, to the joint Library and Council on Aging (COA) task force that is exploring the feasibility of sharing space in a new building at Town Center. Mr. Moynihan, and later Mr. Turkington, also joined the discussion. The task force reviewed floor plans for a two-story building, along with a site map indicating setbacks and parking configurations, which Mrs. Gennis distributed to the trustees for further study.

A brief consideration of the plans revealed a design that affords a good amount of first-floor space for both the Library and the COA, both dedicated and shared spaces on both floors, and 130 parking spaces available to both programs. The imagined design has a footprint somewhat larger than the 20,000-square-foot pad the Town Center developer has proposed to make available to the town; it might also be somewhat taller than is currently

allowed under the Master Special Permit for the site. These issues, and others, would have to be addressed if plans are to go forward.

The task force has nearly completed its work. The next step is for the boards of the Library and the COA to decide whether to ask the Selectmen to proceed with investigating the hurdles that would have to be cleared in order to construct a municipal building at Town Center that would house both the Library and the Council on Aging. Mrs. Gennis proposed that the trustees review the provided materials and meet twice more before our next regularly scheduled meeting to deliberate. The board agreed, and the meeting dates were scheduled for July 20 and July 30, 2012. A report from the task force, along with the two boards' recommendations, would then be made to the Selectmen on August 20, 2012.

Update on Long-Range Planning

Results of the public survey conducted as part of the Long-Range Planning Process are now available. Our planning consultant, Sondra Vandermark, is working on a draft of the plan. The planning process is going smoothly and we are ahead of schedule.

Chromebook User Policy

The board discussed the wording of a new User's Agreement for patrons checking out one of the Library's new Chromebooks for in-library use. Chromebooks are a type of portable personal computer. The regulations primarily concern length of loan (2-hour increments) and assumption of financial responsibility. The policy currently restricts usage to patrons 18 and older; staff will track requests from younger patrons to determine whether the age limit should be revised downward

Phone Answering System

Mrs. Gennis reported that she has asked Mr. Turkington about customizing the Town's new automated phone answering system so that Library patrons can reach a staff member quickly.

Wayland Reads

There was nothing new to report about Wayland Reads, which will be presented next spring on a poetry theme.

Fundraising

A discussion of fundraising, which was scheduled under "Old Business" for this meeting, was tabled as time ran short.

Trustees' Concerns

There were no additional trustees' concerns.

Meeting Adjourned at 10:32 a.m.

Documents

1. Agenda of Meeting 07/18/12
2. Minutes of Meeting 06/20/12
3. Financial Reports, Summary Report FY2012
4. Circulation Statistics, June 2012
5. Floor plans, First Floor and Second Floor, Library/Senior Center, Kang Associates, 6/26/12
6. Site plan, Wayland Library/Senior Center, SK-1, DeVellis Zrein Inc., 6/20/12
7. Chromebook Use Agreement, Draft

Next Meetings

- July 20, 2012, at 3:00 p.m. in the Raytheon Room, WPL
- July 30, 2012, at 4:15 p.m. in the Raytheon Room, WPL
- August 15, 2012, at 8:30 a.m. in the Raytheon Room, WPL

Respectfully submitted by Nan Jahnke, Trustee, Board Secretary