

**Wayland Public Library
Board of Library Trustees
Minutes of Meeting August 15, 2012
Raytheon Room, Wayland Public Library**

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

Call to Order: 8:36 a.m.

Public Comment and Visitors

There was no public comment. Mr. Joe Nolan, the Board of Selectmen's liaison to the Board of Library Trustees, joined the trustees for a portion of the meeting. Mr. Doug Leard and Mr. Ed Collins, who were elected to the Board of Selectmen in the spring, are expected to tour the Library in the coming weeks.

The Minutes of July 2012

The minutes of last month's trustees' meetings (July 18, July 20, and July 30, 2012) were approved unanimously.

Financial and Circulation Reports

A month into the new fiscal year, the Library's financials are on track. The board was pleased to note that Library circulation is up over last year and that circulation of digital materials through OverDrive has doubled in that time.

Interior Renovations: Rotunda Lighting and Furnishings

Mrs. Gennis reviewed recent renovations with Mr. Nolan, explaining that after repairs and rehabilitations were undertaken following the flood in 2010, the Library undertook some previously scheduled facilities maintenance. This has already included painting, carpeting, and plastering, and we are now in the process of refurbishing the Rotunda area as a reading room. The lighting fixture has been ordered from the vendor; because of its large diameter (7 feet) it will have to be partially assembled on site. Cost estimates for some chairs and sofas that had seemed appropriate for the room came in higher than hoped. Mrs. Gennis will ask Liz von Goeler, our design consultant, to keep looking. Mrs. Knight noted that the Library is eligible to participate in the Massachusetts Higher Education Consortium, a purchasing consortium that is sponsoring a vendor showcase in September; perhaps suitable furnishings can be located there. Mrs. Knight pointed out that the current furniture was last upholstered 25 years ago. The trustees agreed the Library has gotten its money's worth, and would like to see new furniture in place by the end of the year.

Mrs. Knight confirmed that Bob Thomason of Strictly Custom Woodworking, a local cabinetmaker who has done nice work for the Library in the past, has agreed to retrofit six of the curved display shelves in the Rotunda to hold magazines, at a cost of approximately \$2,940. The Friends of the Library will pay the 50 percent deposit and the balance will be paid from State Aid. The new shelves will be made of solid wood with an oak veneer, and will be stained to match the current shelving, in keeping with the historic features of the room. After the cabinet-work is done, most of the Library's current-issue magazines will be moved to the Rotunda, in keeping with its new reading room function.

Update on COA/Library Feasibility Study Review

The trustees reviewed with Mr. Nolan the idea of the Library sharing space with the Council on Aging in a proposed new building at Town Center. The trustees wanted to hear Mr. Nolan's thoughts in advance of the next

Board of Selectman's meeting, scheduled for August 20, when the Library and the Council on Aging will present their support for such an idea following their joint review of a feasibility study done by Kang Associates, Architects.

In the wide-ranging discussion, particular attention was paid to the following issues: the need for a new Library space; the complementarity of the Library and COA programs; the opportunities afforded by the collaboration (including maximizing building usage and attracting a wide range of visitors to Town Center); building size limitations imposed by the Master Special Permit; the unlikelihood of state reimbursement of construction costs; flooding potential; alternate uses for the preschool building currently occupying the site at Town Center; and alternate uses for the current Library building.

Mr. Nolan expressed support for the idea of a shared building at Town Center, along with concern about the timing of such a project, considering the need for discussion with the developer, approvals from Town boards, the Town's tax rate and outstanding bonds, and interest in other capital projects.

In regard to state reimbursements, Mrs. Knight explained that the state will not open another round of construction grants until 2016 at the earliest. In any case, the state would most likely reimburse only about 40 percent of the cost of building of the Library's own, dedicated space in any shared building. Current schematics suggest such space would comprise about 40 percent of the total square footage; therefore any state reimbursement would be limited to about 40 percent of 40 percent of the total construction cost.

Mrs. Gennis will present the Library's case for shared space to the Selectmen on August 20, along with Betsy Soule, Chairman of the Board of the Council on Aging. Mrs. Gennis will ask for the Selectmen's endorsement of the concept, as well as their understanding of next steps to go forward.

Update on Long-Range Planning

The trustees brought Mr. Nolan up to date on our Long-Range Planning process. Community meetings are finished, survey results are in, and a draft is in progress. Our planning consultant, Sondra Vandermark, will meet again with the Staff and Trustee Task Force before formulating her final report. The Long-Range Planning Process is undertaken every five years both as good institutional practice and as a requirement for receiving state aid.

Wayland Reads

Mrs. Cartwright reported that the Wayland Reads Planning Committee will meet September 10. The program will be presented next spring and will have a poetry theme.

Trustees' Concerns

There were no additional trustees' concerns.

Unanticipated Topics

Mrs. Knight reported that she recently met Carl Hobert, a town resident and the founder of the Axis of Hope Center for International Conflict Prevention, based in Boston. She thinks Mr. Hobert might be a good candidate for a Gossels Fund program in winter. Mr. Thompson, who had also recently met Mr. Hobert, agreed. Mrs. Knight will send the trustees some information about the Center's work.

Old Business

The trustees returned to a discussion of stewardship that was first raised several months ago. Mr. Thompson is finalizing a letter to benefactors and friends updating them on recent Library renovations and upcoming programs. He is also exploring the utility of a new software called "Donor Action." Mrs. Heller is working on mailing lists. Mrs. Knight wondered if there would be interest in hosting a benefit concert for the Friends at the Library,

perhaps showcasing the a cappella group Bella Cappella. Mrs. Cartwright agreed to take the idea to the Friends. It was also agreed that Sarah Hubbell and Emily Weintraub, Chair and Vice Chair of the Friends, would be invited to our next trustee meeting.

The Meeting Adjourned at 11: 27 a.m.

Documents

1. Agenda of Meeting 08/15/12
2. Director's Report, 08/15/12
3. Financial Report, 08/14/12
4. Circulation Report, July 2012
5. Minutes of Meetings 07/18/12, 07/20/12, 0730/12
6. Proposal for Magazine Display, Strictly Custom Woodworking, 08/12/2012
7. Cost estimates for sofas and chairs, Bright Group, provided by Elizabeth von Goeler
8. Floor plans, First Floor and Second Floor, Library/Senior Center, Kang Associates, 6/26/12

Next Meetings

- September 19, 2012, at 8:30 a.m. in the Raytheon Room, Wayland Public Library
- October 17, 2012, at 8:30 a.m. in the Raytheon Room, Wayland Public Library
- November 14, 2012, at 8:30 a.m. in the Raytheon Room, Wayland Public Library
- December 19, 2012, at 8:30 a.m. in the Raytheon Room, Wayland Public Library

Note that some of the fall meeting times may be changed to 8 a.m. at a later time. Please also note that the November meeting is the second Wednesday of the month, an exception to the Board's usual third-Wednesday meeting schedule.

Respectfully submitted by Nan Jahnke, Trustee, Board Secretary