

**Wayland Public Library
Board of Library Trustees
Minutes of Meeting September 19, 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.

Public Comment and Visitors

There was no public comment. Ms. Rosemary Waltos, a building specialist with the Massachusetts Board of Library Commissioners, joined the trustees for a portion of the meeting, as did the Library's volunteer design consultant, Liz von Goeler, Town Facilities Director John Moynihan, and Town Administrator Fred Turkington.

The Minutes of Meetings in August 2012

The minutes of last month's trustees' meeting (August 15) were approved unanimously, as were the minutes of the Trustees appearance before the Board of Selectmen on August 20.

Financial and Circulation Reports

Two months into the new fiscal year, the Library's financials and circulation are on track.

Interior Renovations: Rotunda Lighting and Furnishings

Mrs. Von Goeler reported that work on the new light for the Rotunda reading room is moving forward after revisions to the shop drawings. Mrs. Knight reported that her assistant Jim Zebrowski will attend the vendor showcase of the Massachusetts Higher Education Consortium (MHEC) later this month. After discussion of a new plan for the central seating area of the Rotunda reading room, a review of chair styles and prices, and a consideration of coverings, the trustees chose seating and upholstery for the room. A decision on the purchase of side tables for laptop computers was set aside, pending a search for a vendor on a state or MHEC contract. Mrs. Gennis and Mrs. Knight will work with Mr. Moynihan to produce the proper bid and purchasing documents. The lighting will be purchased from Town funds; the furniture will be purchased through the Draper Fund. Delivery of the lighting and furnishings is now anticipated to be in late fall (lighting) and winter (furnishings).

Review of Opportunities for State Library Construction Grants

Ms. Waltos presented information on three Massachusetts towns whose libraries share space with town programs for seniors, as has been proposed in Wayland. The towns are Townshend, Mansfield, and Hanson. These joint-use arrangements have had mixed results, with problems sometimes arising over parking, storage areas, restrooms, and expansion space. The Board of Library Commissioners generally advocates for stand-alone library buildings.

Ms. Waltos also presented information on state library construction grants, which are available to towns periodically, after passage of bonds by the state legislature for the Massachusetts Public Library Construction Program. Towns may apply for construction grants for joint-use projects, as has been discussed for the Library and the Council on Aging in Wayland; in such cases funding is awarded on the portion of the building dedicated to library use as well as on a proportion of the space shared with the co-tenant(s). On average, library construction grants cover about 50% of eligible costs for the library space; community wealth is a factor in calculating the award amount.

There is no money available now for library construction. The Commonwealth is currently winding up funding under the last bond issue, which was in 2008; after that money is expended, there will be 11 approved projects still in the pipeline waiting for funding under the next bond issue, which Ms. Waltos said could be requested in FY2013. If that money is appropriated, new applicants, like Wayland – if approved – might expect planning and design funding (approximately \$40,000) in January 2015; construction funds might become available in June 2019 or July 2020, depending on the town’s position on the priority list. Ms. Waltos provided a provisional timetable, which is attached.

The trustees were discouraged by the timetable and the contingencies it reflects. The Town has already completed a feasibility study for a new Library and Senior Center at Town Center, and the Library and Council on Aging have encouraged the Board of Selectmen to move forward on it. By Mr. Turkington’s calculation, a state grant might cover \$3 million in construction costs, but seven or eight years seems a long time to wait, and there are costs associated with waiting. Ms. Waltos agreed to send further information for the trustees’ consideration, including a list of requirements for state-funded library buildings, a list of exclusions from eligible costs (e.g., paving, landscaping, furnishings, fixtures, and equipment), and a list of factors used to rank projects for funding.

On an encouraging note, Ms. Waltos reported that new library buildings have a salutary effect on library services. According to studies, patron visits and circulation increase an average of 30% after a new library building is opened, and program attendance increases 90% (and that is after the expected “honeymoon” period).

Update on Proposed Library/Senior Center at Town Center

Mr. Turkington, Mr. Moynihan, Mrs. Gennis, Mrs. Heller, Mrs. Knight, Ms. Betsy Soule, Mrs. Julie Secord, and Mr. Bill Sterling will meet with Andy Irwin, chair of the Conservation Commission on September 24 to discuss any initial thoughts the Conservation Commission might have about the proposal to build a joint Library and Senior Center at Town Center.

In a related discussion about flooding concerns, Mr. Turkington explained that while early feasibility studies have included some preliminary civil engineering work at the site of the municipal pad at Town Center, further work would be part of the design phase of the project, if it goes forward. It is also possible to request a separate appropriation for civil engineering work before moving on to the design phase.

Trustees’ Annual Report

On a motion by Mrs. Cartwright, seconded by Mr. Thompson, the Annual Report of the Board of Library Trustees for Fiscal Year 2012 was approved unanimously, as edited and amended at the meeting.

Long-Range Plan

On a motion by Mrs. Lipcon, seconded by Mrs. Cartwright, the Wayland Free Public Library Long Range/Strategic Plan FY2013-FY2018 was approved unanimously, as edited and amended at the meeting. It was suggested that the director report to the trustees on progress under the plan twice a year, and that online community surveys to gauge community satisfaction be done at the midpoint and end of the five-year plan period.

In reviewing the results of the community survey (which was conducted as part of the Long Range Planning process), trustees were struck by how often respondents expressed unfamiliarity with collections, programs, and services already offered at the Library. It was suggested that a “Did You Know?” communications campaign be undertaken to address this issue. On a related matter, Mrs. Jahnke offered to go through the survey results to pull community comments on building a new library for the trustees to review.

Wayland Reads

Mrs. Cartwright reported that the Wayland Reads Planning Committee has met a couple of times and that the project is coming along well. The Committee will present a town-wide poetry program in April.

Tabled Topics

A discussion of the Freeding and Freegal programs was tabled to a later meeting because of time constraints, as was a discussion of new and revised library computer policies.

Unanticipated Topics

Mrs. Gennis reported that there may soon be a change in the state's guidance on when and how library trustees can solicit funds for their libraries. She will keep the trustees advised.

The Meeting Adjourned at 11:52 a.m.

Documents for This Meeting

1. Agenda of Meeting 09/19/12
2. Financial Report, 09/18/12
3. Circulation Report, August 2012
4. List of Proposed Dates for WPL Trustees Meetings, 2012-2013
5. Minutes of Meetings 08/15/12 and 08/20/12
6. "Possible P[lanning] & D[esign] & Const[ruction] [Rounds] Schedule," Massachusetts Board of Library Commissioners, from Rosemary Waltos
7. "Fireplace Seating Area Options," 09/19/12, showing possible furnishings and upholstery, along with sketches of seating arrangements and seating dimensions, from Liz von Goeler
8. "Rotunda Area Furniture, Proposed Costs, Rough Estimates, 9/19/12. From Liz von Goeler
9. Annual Report of the Board of Library Trustees for Fiscal Year 2012
10. Wayland Free Public Library Long Range/Strategic Plan FY2013-2018 with Appendices A-C
11. Floor plans, First Floor and Second Floor, Library/Senior Center, Kang Associates, 6/26/12
12. Site plan, Wayland Library/Senior Center, SK-1, DeVellis Zrein Inc., 6/20/12
13. Plan, Phase 1 Site Development, Wayland Town Center, RJ O'Connell & Associates

Next Meetings

- October 24, 2012, at 8:30 a.m. in the Selectmen's Meeting Room, Wayland Town Building
- 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
- January 16, 2013, at 8:30 a.m. in the Raytheon Room, Wayland Public Library
- February 20, 2013, at 8:30 a.m. in the Raytheon Room, Wayland Public Library
- March 20, 2013, at 8:30 a.m. in the Raytheon Room, Wayland Public Library
- April 17, 2013, at 8:30 a.m. in the Raytheon Room, Wayland Public Library
- May 15, 2013, at 8:30 a.m. in the Raytheon Room, Wayland Public Library

Please also note that the October and November meetings are exceptions to the Board's usual third-Wednesday meeting schedule. The October meeting date was changed at this meeting because of a conflict for the chair.

Respectfully submitted by Nan Jahnke, Trustee, Board Secretary