

**Wayland Public Library
Board of Library Trustees
Minutes of Meeting October 24, 2012
Director's Office, 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: 8:34 a.m.

Public Comment and Visitors

There was no public comment. Ms. Carol Martin, the Finance Committee's liaison to the Library, joined the trustees for the budget portion of the meeting.

Minutes of Meeting September 19, 2012

The minutes of the trustees' meeting of September 19, 2012, were approved unanimously after several small corrections were made to the draft.

Financial and Circulation Reports

One quarter into the fiscal year, the Library's financials and circulation are on track.

Interior Renovations: Rotunda Furnishings

After having chosen furniture and upholstery fabrics for the Library Rotunda at the September meeting, the trustees were disappointed to learn that the final quote from the manufacturer, Bright Chair Company, was much higher than expected, nearly double the initial quote. A possible substitute line of furnishings, available from the Massachusetts Higher Education Consortium (MHEC), was considered without great enthusiasm. Liz von Goeler, the Library's volunteer design consultant, has agreed to keep looking. Delivery of furnishings is now anticipated no earlier than spring 2014.

Computer Use Policies

On a motion by Mrs. Gennis, seconded by Mrs. Cartwright, the trustees unanimously approved the draft "Chromebook Use Agreement" as submitted. The agreement governs patrons' use of the Library's notebook computers. A decision on the updated "Computer and Internet Use Policy," a broader document, was postponed pending further discussion of patron privacy issues.

Update on Proposed Library/Senior Center at Town Center

Mrs. Gennis reported on two recent meetings affecting the proposal to build a joint Library and Senior Center at Town Center.

- At an informal meeting on September 24, 2012, representatives from the Library and the Council on Aging (COA) met with representatives of the Conservation Commission to discuss how various conservation guidelines and restrictions might affect the proposed project. Of special concern were floodplain designations, river frontages, protection of wetlands, location of paved surfaces, and the potential for flooding at the municipal pad (i.e., the plot of land offered by the developer to the Town for the construction of a municipal building).

- At a meeting of the Council on Aging on October 23, 2012, the COA considered making a limited capital request to the Town for a revision of the existing schematic design for a shared Library and Senior Center at Town Center to address siting and conservation concerns.

After discussion, the trustees took the Conservation Commission's concerns and the COA's consideration under advisement.

FY 2014 Budget

Ms. Martin, who is new to the Finance Committee, introduced herself to the trustees. She then gave a brief budget forecast, noting that if all Town operations are level-service funded for FY2014 and revenues remain as projected, the Town will see a \$4 million shortfall. That deficit can be rectified either through a 10 percent tax increase or through cuts to the budget.

Hoping to avoid a tax increase, the Finance Committee has asked all Town departments to prepare two budget scenarios: a level-service budget and a budget reflecting a 10 percent cut, along with a list of prioritized cuts.

Mrs. Knight presented a draft of five different budget configurations for the Library in FY2014, representing a level-service budget at \$1,000,378, and four budgets with increasing cuts to 10 percent (at \$900,000). Among the prioritized cuts in these budget scenarios are reductions in staffing, programming, materials (from 16 % to 15%, still within state guidelines), supplies and computers, library publicity, reference and circulation services, morning hours, Sunday hours, and summer Saturday hours. In the 10 percent cut scenario, the Library would lose 2 FTE library clerks and all programming, and would need to close one weekday morning, all Sundays, and Saturdays in summer. The trustees will review the draft budget and vote on a final version at the November meeting.

Fundraising and Stewardship

Mrs. Gennis reported that the State Ethics Commission recently issued a formal advisory opinion that permits boards of trustees like ours to fundraise for their organizations. Certain guidelines apply, including a requirement to keep records of the names of all people solicited. Mrs. Gennis will discuss the opinion again with Town Counsel before the Board plans any fundraising events or issues any solicitations.

Wayland Reads

Mrs. Cartwright reported that Robert Pinsky, the poetry editor of *Slate* and onetime Poet Laureate of the United States, has agreed to be the featured presenter at the kickoff event for Wayland Reads on March 24, 2014. She thanked Art Jahnke for his help asking Mr. Pinsky to join us. Mrs. Cartwright noted that Wayland Reads is fortunate to have two poets working on its planning committee.

Tabled Topics

A discussion of the Freading and Freegal programs was tabled to a later meeting because of time constraints, as was a discussion of funding for the Library's popular employment workshops.

Unanticipated Topics

It was noted that the property next door to the Library at 11 Concord Road is on the market at a reduced selling price. Trustees revisited the conclusions of a feasibility study, completed in 2004, that found that wetlands present at that location would greatly limit any expansion on that lot unless the house were removed, and that the lot was problematic for other reasons as well.

Mrs. Gennis directed the trustees' attention to the Massachusetts Library Trustees Association, which offers

resources for trustees statewide, including an online discussion board, and invited them consider joining it.

The Meeting Adjourned at 11:00 a.m.

Documents for This Meeting

1. Agenda of Meeting 10/24/12
2. Minutes of Meeting 09/19/12
3. Financial Report, 10/22/12
4. Circulation Report, September 2012
5. Furnishings quote titled "Wayland Public Library," Bright Chair Company, New York, dated 9/27/2012
6. Floor plan of proposed Rotunda seating titled "Hickory Leather Brevard"
7. Draft "Chromebook Use Agreement," undated, and updated "Computer and Internet Use Policy," 08/24/12
8. Site plan, Wayland Library/Senior Center, SK-1, DeVellis Zrein Inc., 6/20/12
9. Memorandum, Finance Committee to All Department Heads, titled "FY2014 Budget Guidelines, dated 10/04/12
10. "Draft WPL 2014 Budget Request," file dated 12[10]-24-12
11. Newspaper article, "Starting Budget Discussions Now," by Wayland Finance Committee, Wayland Town Crier, 10/18/12

Next Meetings

- 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 note that the November 14 meeting, the Board's next regular monthly meeting, is an exception to the usual third-Wednesday meeting schedule.

Respectfully submitted by Nan Jahnke, Trustee, Board Secretary