

**Wayland Public Library
Board of Library Trustees
Minutes of Meeting November 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: 8:10 a.m.

Public Comment and Visitors

There was no public comment and we had no visitors.

Minutes of Recent Meetings

The minutes of the regular trustees' meeting of October 24, 2012, were approved unanimously, as were the minutes of special meetings held November 7 and November 9, 2012.

Circulation and Financials

Four months into the fiscal year, financials are on track. Circulation, while down slightly in October, **when the Library was closed for three days because of a hurricane power outage, is well ahead of last year and** is approaching levels seen before the Library flood of Spring 2010.

Rotunda Furnishings and Lighting

The trustees reviewed a sofa manufactured by Burton James and chairs manufactured by Hickory that might be suitable for the Rotunda Reading Room. A small delegation will go to an apartment complex in Burlington in December to see the sofa firsthand. The Hickory chairs are available through the Mass Higher Education Consortium under a state contract. Preliminary quotes on the furnishings using fabrics previously chosen by the trustees seem to be reasonable. The lighting fixture ordered earlier is **moving forward** after questions about the ceiling medallion, the hang height, and circuitry were all settled satisfactorily.

Operating Budget

Mrs. Gennis, Mrs. Heller, and Mrs. Jahnke presented a draft of the FY2014 Library Operating Budget for discussion. The draft presented both a level-service budget and a 10 percent reduction scenario, as requested by the Finance Committee, along with reduction scenarios at 2.5 percent, 5 percent, and 7.5 percent. Trustees expressed concern about the loss of programming outlined in the reduction scenarios, and about threats to state aid if certain funding levels are not maintained. The draft was edited to reflect those concern and to correct errors. On a motion by Mr. Thompson, seconded by Mrs. Cartwright, the trustees voted unanimously to accept the budget as edited.

Capital Request and a Proposed Library/COA Building Project at Town Center

Mrs. Gennis reported that she relayed the board's decision to go forward with an \$850,000 capital request for the design of a joint Library and Senior Center at Town Center to Fred Turkington, the Town Administrator. She also reported that she has not heard back from Council on Aging about the capital request, nor whether the COA wishes to go forward with an independent cost estimate for the proposed joint building project at this time, so the matter seems still to be unsettled.

The board again reviewed alternative sites for a new or expanded Library, with special attention to the idea of

expanding on our current site or on a site enlarged by the acquisition of the lot next door (11 Concord Road), which is currently for sale. Flooding problems, wetland expansion, **traffic, parking**, and difficulties incorporating the house on that lot would seem to preclude such an alternative.

The trustees expressed concern that any capital request for design work be strictly drawn up in “phases,” with a clear budget and payout schedule and built-in review points and walk-away points.

Wayland Reads

Plans are proceeding for Wayland Reads, which has a poetry theme this year. Mrs. Knight agreed to take the lead for the Favorite Poem project.

The Meeting Adjourned at 11 a.m.

Documents for This Meeting

1. Agenda of Meeting 11/19/12
2. Minutes of Meeting 10/24/12
3. Minutes of Meeting 11/07/12
4. Minutes of Meeting 11/09/12
5. Financial Report, 11/13/12
6. Circulation Report, October 2012

Next Meetings

- 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

Respectfully submitted by Nan Jahnke, Trustee, Board Secretary