

**Wayland Public Library
Board of Library Trustees
Minutes of Meeting December 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: 8:34 a.m.

Public Comment and Visitors

There were no visitors and no public comment. John Moynihan, the town facilities director, joined the trustees for a portion of the meeting.

Minutes of November meeting

The minutes of the trustees' meeting of November 19, 2012, were made available to trustees but were not voted upon as time ran short.

Circulation and Financials

Five months into the fiscal year, financials are on track. Circulation is up from October and ahead of last year; circulation of electronic materials available through Overdrive (e.g., e-books) continues to climb.

Rotunda Furnishings and Lighting

Mrs. Knight and Mrs. Gennis reported that they had made a trip to Burlington to evaluate the Burton James sofa that the trustees are considering for the Rotunda Reading Room and found it satisfactory. Several chairs and ottomans from Hickory Leather Company's Signature Collection were then considered to complete the furnishings for that room; satisfactory styles include Saluda, Burke, and Cooper, representing chairs in both 32" and 35" widths. The fabrication of the hanging light fixture for the Rotunda has been delayed pending resolution of issues involving the ceiling-mounted electrical box and the steel support beams in the attic.

Operating Budget

A copy of the final operating budget proposal, incorporating some changes to account for state library requirements, was distributed to trustees. The Library's operating budget hearing will be held sometime the third week of January.

Capital Request, Proposed Library/COA Building Project, and the Facilities Use Study

Mrs. Gennis brought the trustees up to date on recent discussions among members of the Board, the COA, and the Finance Committee concerning the timing of a joint WPL/COA capital request for the design of a Library and Senior Center at Town Center. A placeholder for \$850,000 in the proposed FY 2014 capital budget, which the trustees approved in November, will likely to be moved to FY 2015, so the Town can consider the results of a Facilities Use Study before voting on the request. The Facilities Use Study has been commissioned, but will not be completed until just before Town Meeting (scheduled for April 4) – too late for consideration this year.

Trustees considered whether to ask, instead, for \$50,000 for an interim site analysis and schematic, to clarify such issues as potential flooding, conservation restrictions, siting and massing, parking and zoning limits, soil contamination, traffic, and construction costs. Such a request could be contingent on the findings of the Facilities Use Study. Trustees also considered asking for just \$5,000, to firm up the cost estimate, currently figured at \$340/square foot, or about \$14 million.

Mr. Moynihan joined the meeting and confirmed Mrs. Gennis's understanding of the current thinking about the capital budget. As facilities director, Mr. Moynihan will present the \$850,000 capital request at the capital budget hearing, which is currently scheduled for the second week in January. Mrs. Knight and several of the trustees expect to attend the meeting as well.

Mr. Moynihan explained that the Facilities Use Study will examine three buildings (Town Building, the Library, and Fire Station 2) with an eye to determining whether they meet their occupants' program requirements, whether they can be used differently and more efficiently, and what repairs and maintenance will be required in coming years. The scope of the study may be enlarged to include other sites, and/or to specifically consider the best use of the municipal pad at Town Center. In answer to a question, Mr. Moynihan stated that the municipal pad has been figured into the wastewater plan for Town Center.

Mr. Moynihan gave Mrs. Knight preliminary guidance on what information the Facilities Use team will need from the Library, including a current program statement, floor plans, and a history of repairs. He stated that the Library currently has 16,000 square feet of space, of which 12,500 square feet are usable for program purposes.

Fundraising

Mrs. Gennis reported that the Town Attorney, Mark Lanza, is willing to write a memo confirming the trustees' ability to make a fundraising appeal on behalf of the Library, which the trustees would like to do in conjunction with this year's Gossels Program. She will ask Fred Turkington for approval for this expenditure. In the meantime, Mr. Thompson and Mrs. Lipcon will finalize the Gossels arrangements.

Wayland Reads

Mrs. Cartwright distributed information about the program for the spring Wayland Reads event, and confirmed that Robert Pinsky, onetime Poet Laureate of the United States, will read at the kick-off event on March 24.

The Meeting Adjourned at 10:27 a.m. so members of the board could attend a service for Dan Brown, a great friend of the Library and husband of former Library Director Louise Brown, who died on Sunday, December 16.

Documents for This Meeting

1. Agenda of Meeting 12/19/12
2. Minutes of Meeting 11/19/12
3. Director's Report, 12/16/12
4. Financial Report, 12/18/12
5. Circulation Report, November 2012
6. "Operating Budget Documents and Recommendations for Fiscal Year 2014 Submitted to the Finance Committee by the Board of Library Trustees," Nov. 29, 2012, with cover letter, Nov. 26, 2012
7. Signature Collection furniture catalogue from Hickory Leather Company
8. Flier: Wayland Reads Poetry 2013 Event List, List of Anchor Poems, and Publicity Plan
9. Pamphlet: Anchor Poems for Wayland Reads Poetry

Next Meetings

- 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