

**Wayland Public Library
Board of Library Trustees
Minutes of Meeting January 16, 2013
Raytheon Room, 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: 8:45 a.m.

Public Comment and Visitors

There were no visitors and no public comment.

Minutes of November and December Meetings

The minutes of the trustees' meeting of November 19, 2012, and December 19, 2012, were approved unanimously.

Financials

Halfway through the fiscal year, financials are in good shape. "Contracts" spending may appear to be high, but should still come in on budget. The "Spent" figure (\$38,344.12/92.17%) includes the anticipated annual fee for participation in the Minuteman Library Network, which happens to come early in the fiscal year, and this cost was expected; however it also includes some unexpected computer costs incurred recently when our servers failed. Mrs. Knight will keep an eye on that budget line.

Trustees did not discuss circulation figures, but a distributed report indicates that December circulation was down slightly compared to December 2011 but ahead of the fall months. Moreover, total circulation for Fiscal Year 2013 is well ahead of last year.

Rotunda Furnishings and Lighting

Mrs. Gennis reported that after considering the trustees' input into furnishings for the renovated Reading Room in the Rotunda, our volunteer design consultant, Liz von Goeler, has recommended styles for two sofas, four chairs, and two ottomans at an estimated cost of about \$20,000, including upholstery in fabrics previously chosen. Pending the Board's approval, Mrs. von Goeler will firm up the proposal and Mrs. Knight will work with the Town's Facilities Director, John Moynihan, secure bids and a vendor. The furniture would be paid for from the Library's Draper Fund. The board agreed that Mrs. von Goeler should go forward.

The fabrication of the hanging light fixture for the Rotunda is still on hold pending resolution of issues involving the ceiling-mounted electrical box and the steel support beams in the attic.

Budget Matters

After submitting the Library's proposed FY2014 operating budget and capital request to the Finance Committee earlier in January, the Board now awaits the decision of the Finance Committee, which will submit an omnibus budget for vote at Town Meeting in April.

It is expected that the \$850,000 capital request for the design of a joint Library/Senior Center at Town Center will be pushed out to FY2015 in order to consider the results of a Feasibility Use Study, now in progress. Given the change in timeline for a new Library, the Board will look again at the availability of state construction funds.

Mrs. Knight reiterated the following points about the operating budget, which she made to the Finance Committee chair, Bill Steinberg, in an email dated January 15, after the Board's appearance before that committee:

1. *The Library is one of very few departments to take a significant budget cut in the last few years (4% in FY2011).*
2. *Library circulation has been up every year, including about 9% last year.*
3. *The Library is heavily used by Wayland residents of all ages, including preschoolers and their parents, the middle-aged, and the very elderly.*
4. *Any substantial cut to the Library budget could lead to decertification by the Massachusetts Board of Library Commissioners, which would render us ineligible for State Aid and ineligible to apply for state library grants, including construction grants. Certification, once lost, is not easily regained.*
5. *We will be extremely disappointed if another department budget is augmented at the expense of the library budget next year. I believe that the Board of Library Trustees would perceive this to be very unfair and question the appropriateness of adding staff or services in such a tight budget year.*

Mrs. Gennis seconded the concern that the Library not suffer cuts in order for the Town to pay for new Town positions or to expand services in other departments. She also expressed concern that no capital projects come between the new DPW building, now proposed to begin construction in FY2014, and a new Library/Senior Center. She stressed the central role of the Library as the Town's center for education, enrichment, and community connection, second only to the schools.

Gossels Program

Mrs. Lipcon reported that Carl Hobert will give the Gossels Program Lecture on Sunday, February 24. The lecture, titled "Raising Global IQ: Preparing our Students for a Shrinking Planet," will consider five ways to help American schoolchildren develop better skills of cross-cultural engagement. Mr. Hobert, an instructor at Boston University's School of Education and founder of Axis of Hope, a nonprofit organization dedicated to promoting nonviolent approaches to conflict resolution, is a Wayland resident.

On a motion by Mrs. Gennis, seconded by Mrs. Jahnke, the Trustees voted unanimously to offer Mr. Hobert an honorarium in the amount of \$400 to be paid for from the Gossels Fund. Mrs. Lipcon will look into the feasibility of videotaping the lecture for Wayland teachers.

Book Moving

On a motion by Mr. Thompson, seconded by Mrs. Jahnke, the Board voted unanimously to allow Mrs. Knight to expend up to \$5,000 in State Aid to hire professionals to move books to new locations in the Library this spring, in accordance with an earlier approved plan to relocate several major collections for easier patron use. The Library will need to close for one day to accomplish the move safely.

Website Redesign and Other Technology Needs

Mrs. Knight reported that after eight years the Library website needs to be redesigned along "mobile-first" principles to accommodate the increasing number of viewers who access the site through mobile devices; it might also benefit from a move to a Content Management System. The Library does not have the necessary expertise on staff. Mrs. Knight expects to draw up a request for proposals for that work soon, and reported it could cost \$10,000 – \$12,000. On a motion by Mrs. Gennis, seconded by Mrs. Cartwright, the Board voted unanimously to authorize the use of up to \$15,000 in State Aid for the website redesign. A Website Design Committee will be formed soon. Mrs. Lipcon suggested that we seek input from the student editors and faculty advisors of WSPN at the high school.

Mrs. Knight also reported that our aging projector, used a couple of times a week for Library meetings and programs, does not support HDMI without an adaptor. She will consider replacing it if funds are available at the end of the fiscal year.

Wayland Reads

Mrs. Cartwright brought the Board up to date on plans for the "Wayland Reads Poetry!" event, which will include presentations by poets Janet Wong, Gail Mazur, and David Ferry in addition to the keynote poet, Robert Pinsky, who will read on March 24. Among the events planned is one at the Winter Farmers' Market at Russell's on March 9. On a motion by Mr. Thompson, seconded by Mrs. Jahnke, the Board unanimously approved an expenditure of up to \$1,000 from State Aid for publicity and other support for the Wayland Reads program.

Other Matters

It appears that none of the Trustees is available to attend this year's local State Legislative Breakfast for Libraries, which is scheduled for Friday, February 22, in Acton.

Mrs. Cartwright reminded Trustees of the need to complete the online training for municipal employees on issues of conflict of interest soon, and to return the acknowledgment of receipt of notice immediately.

The Meeting Adjourned at 10:30 a.m.

Documents for This Meeting

1. Agenda of Meeting 01/16/13
2. Minutes of Meeting 11/19/12
3. Minutes of Meeting 12/19/12
4. Director's Report, 12/16/13
5. Financial Report, 01/15/13
6. Circulation Report, December 2012
7. Design Sheets for Burton James Sofa GFR6 Malibu and Burton James Chair and Ottoman 383

Next Meetings

- 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