

**Wayland Public Library
Board of Library Trustees
Minutes of Meeting May 15, 2013
Raytheon Room, Wayland Public Library**

Present: Library Director Ann Knight; Trustees Aida Gennis (chair, presiding), Sally Cartwright, Anne Heller, Nan Jahnke, Lynne Lipcon. **Absent:** Thaddeus Thompson. Mrs. Knight had to leave the meeting just before 11.

Call to Order: 8:40 a.m.

Public Comment and Visitors

There were no visitors and no public comment. John Moynihan, the Town's Facilities Director, joined us for a portion of the meeting.

Minutes of Previous Meeting(s)

The minutes of the Trustees' meeting of April 17, 2013, were approved unanimously.

Election of Officers

Mrs. Lipcon moved a slate of candidates for Board officers as follows: Chair, Aida Gennis; Vice Chair, Sally Cartwright; Secretary, Nan Jahnke. Mrs. Heller seconded the motion and the slate passed unanimously.

Financial and Circulation Reports

Ten months through the fiscal year, financials are on track. Circulation was down a bit in April from March but ahead of last April's totals. Year-to-date totals are up about 2.9 percent over last year.

Rotunda Furnishings and Lighting

The selections for furnishings for the Rotunda Reading Room are being sent out for quotes to three state-approved vendors. Mrs. Gennis will inquire whether Liz von Goeler, our volunteer design consultant, might be available to review options for overhead lighting in the Circulation and Reference areas.

Drainage Issues

Mr. Moynihan reported on ongoing efforts to investigate and improve drainage at the Library in hopes of preventing another flood like the one the Library experienced in 2010. Current plans are to pipe water to a pump chamber to be located in the space between the Library's upper and lower parking lots, with discharge well away from the building. Mr. Moynihan hopes to have the necessary excavation work done this summer. Funds for the work have been made available from the Federal Emergency Management Agency, the Massachusetts Emergency Management Agency, and the Town's capital budget.

Facilities Use Study and COA Collaboration

Trustees noted the release on May 10 of the "Comprehensive Building/Program Audit for the Town of Wayland," prepared by Drummey Rosane Anderson Inc. for the Finance Committee. The report outlines five options for using four Town facilities: the Library, Fire Station 2 (in Cochituate), Town Building (including the School Department and the Council on Aging programs), and the as-yet-undeveloped municipal site at Town Center. In the two "most viable options" identified in the report, the Library program would move to a new building at Town Center. Trustees agreed to take up the report at a future Board meeting.

There was nothing new to report on the Library's own exploration with the Council on Aging of sharing space in a new building at Town Center.

Fundraising and Stewardship

Mrs. Gennis continues to work with the Town's attorney, Mark Lanza, to define appropriate fundraising roles for Trustees.

Communications

Mrs. Gennis suggested that a small group of Trustees meet with two town residents with public relations backgrounds to discuss how best to inform more townspeople about Library events and planning. Mrs. Heller and Mrs. Jahnke agreed to join Mrs. Gennis in this effort. Mrs. Gennis will set up a meeting for the interested parties.

Wayland Reads Program

Mrs. Cartwright gave a wrap-up of the Wayland Reads Poetry event and was roundly applauded for her efforts. Expenses for the program (totaling about \$2,800 for honoraria, bookmarks, banners, and so on) were paid from funds provided by the Friends of the Library, the Wayland Cultural Council, and State Aid. Mrs. Cartwright will inquire whether the high school art display in the Raytheon Room, which accompanied the Wayland Reads Poetry event, might return as an annual event (as indeed it was in the past).

Friends' Book Sale

Mrs. Heller reported that the Friends' semi-annual Book Sale brought in about \$5,000, from which \$600 will be paid in fees to the Town for custodial and security services at Town Building. Trustees discussed ways to defray this expense and Mrs. Knight will investigate further.

Staff Vacancy

Mrs. Knight reported that Human Resources Director John Senchyshyn has received in the neighborhood of 50 applications for a recently advertised position made available by the coming retirement of Natalie Stoller.

Trustees' Reports and Concerns

Mrs. Heller has invited representatives from the Friends of the Library to join the Trustees at the Board's meeting in June for updates and thanks. Carol Martin, the Finance Committee's liaison to the Board, might also join us in June for updates, and Joe Nolan, our Selectman liaison, will be invited to one of the Board's summer meetings.

Mrs. Gennis reported that she and Mrs. Jahnke had attended a Massachusetts Library System "Trustee Focus" workshop in April on the hiring and evaluation of library directors and came away with some useful information. Mrs. Knight has expressed a willingness to help develop a good evaluation process in advance of her eventual retirement.

Mrs. Gennis asked that Trustees each take a turn signing off on Library invoices beginning in June (sign-offs to occur weekly before Thursday), and so a schedule was devised through the end of the year.

The Meeting Adjourned at 11:18 a.m.

Documents for This Meeting

1. Agenda of Meeting 05/15/13
2. Minutes of Meeting 04/17/13
3. Financial Report, 05/14/13
4. Circulation Report, April 2013
5. "Comprehensive Building/Program Audit for the Town of Wayland," Drummey Rosane Anderson Inc, May 10, 2013

Next Meetings

- June 19, 2013, at 8:30 a.m. in the Raytheon Room, Wayland Public Library
- July 17, 2013, at 8:30 a.m. in the Raytheon Room, Wayland Public Library
- August 28, 2013,* at 8:30 a.m. in the Raytheon Room, Wayland Public Library
- September 18, 2013, at 8:30 a.m. in the Raytheon Room, Wayland Public Library
- October 16, 2013, at 8:30 a.m. in the Raytheon Room, Wayland Public Library
- November 20, 2013, at 8:30 a.m. in the Raytheon Room, Wayland Public Library
- December 18, 2013, at 8:30 a.m. in the Raytheon Room, Wayland Public Library

**Note: The August meeting date, the fourth Wednesday of that month, is an exception to the Board's usual third-Wednesday meeting schedule.*

Respectfully submitted by Nan Jahnke, Trustee, Board Secretary ,