

**Wayland Public Library
Board of Library Trustees
Minutes of Meeting June 19, 2013
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: 8:47 a.m.

Public Comment and Visitors

Sarah Hubbell and Emily Weintraub, President and Vice President (respectively) of the Friends of the Library, joined us for a portion of the meeting. There were no other visitors and no public comment.

Minutes of Previous Meeting(s)

The draft minutes of the Trustees' meeting of May 15, 2013, were amended and then approved unanimously.

Financial and Circulation Reports

As the fiscal year comes to a close, financials are on track to finish on budget. The Supplies line will be tight, as always, and the Library has overspent a bit in Materials, but the overage can be made up with State Aid. Mrs. Knight expressed appreciation that the Town increased the Library's technology budget by \$3,000. The money is being used to purchase a 3-D printer and software for animation, film editing, design, graphics, and other project work.

Circulation was down a bit over April and against last May's total but remains ahead of last year's year-to-date totals by more than 2 percent. Mrs. Knight thinks the extended repaving construction work at the Route 20 intersection may be keeping patrons away.

Staff Hiring

Mrs. Knight reported that the position of Library Assistant for Circulation, which was vacant, had been offered to Nancy McMenemy-McColm (Grade L-1, Step 1).

Landscaping and Friends

The Trustees heard a report from the Friends on their recent meetings with the Department of Public Works (Parks and Trees) about Library grounds and landscaping. The Trustees approved plans for the Town to remove the overgrown yews that are encroaching on the path to the main entrance (on Concord Road) and return the area to grass. They also approved plans to install a paved path between the staff and patron entrance walkways in front of the parking lot, to be paid from State Aid funds. The Friends are seeking the advice of a volunteer landscape architect regarding paver materials and a plan for renovating the foundation bed at the main entrance. Many thanks to the Friends and to the Garden Club for all their hard work maintaining and improving the Library grounds.

Rotunda Furnishings

After reviewing quotes for furnishings for the Rotunda Reading Room from two state-approved vendors, Trustees selected a package from Peabody Office. The selection comprises two curved sofas, four leather reading chairs, and two ottomans – all upholstered – as well as a large central table at a total cost of \$39,534 delivered and installed; this cost is the lower quote (by more than \$12,000) for the preferred materials. Mrs. Lipcon made the motion, Mrs. Cartwright seconded, and the vote was unanimous. These furnishings will be paid for from

State Aid (50%), the Library's Millennium Fund (25%), and a recent bequest to the Library called the Draper Fund (25%).

Facilities Use Study

Mrs. Gennis reported that there has been no public response yet from the Finance Committee to the "Comprehensive Building/Program Audit for the Town of Wayland" which the architectural firm Drummey Rosane Anderson Inc. presented to the Town in May.

Communications

Mrs. Gennis reported that she, Mrs. Heller, and Mrs. Jahnke had met with two town residents with public relations backgrounds to discuss how to better promote Library activities and interests to the town at large. Initial ideas included (1) undertaking some comparative research of similarly sized community libraries' communications; (2) making the Library available to area business schools for a case study in nonprofit communications management; (3) engaging a library consultant to help us with communications; and (4) forming a citizen fundraising committee to support large projects when and if they arise.

Fundraising and Stewardship

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

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

After discussion, Trustees decided not to help defray the costs of custodial and security services incurred for the semi-annual Book Sale sponsored by the Friends of the Library, instead requiring the costs (approximately \$600) to be paid from the profits of the sale (approximately \$5,000).

The Meeting Adjourned at 11:05 a.m.

Documents for This Meeting

1. Agenda of Meeting 06/19/13
2. Minutes of Meeting 05/15/13
3. Director's Report 06/19/13
4. Financial Report, 06/18/13
5. Circulation Report, May 2013
6. Offer of employment from John Senchyshyn, HR Director, to Nancy McMenemy-McColm, June 3, 2013
7. Quote for Furnishings, Rotunda Reading Room, Peabody Office, 06/17/13
8. Quote for Furnishings, Rotunda Reading Room, Creative Office Pavilion, 06/03/13
9. Comparison of Furniture Quotations
10. "At the library, 3-D printing," Boston Globe, June 10, 2013

Next Meetings

- 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