

**Wayland Public Library
Board of Library Trustees
Minutes of Meeting July 17, 2013
Raytheon Room, Wayland Public Library**

Present: Library Director Ann Knight; Trustees Aida Gennis (chair, presiding), Sally Cartwright, Anne Heller, Nan Jahnke, Thaddeus Thompson. **Absent:** Lynne Lipcon

Call to Order: 8:43 a.m.

Public Comment and Visitors

There were no visitors and no public comment.

Minutes of Previous Meeting(s)

The draft minutes of the Trustees' meeting of June 19, 2013, were amended and then approved unanimously.

Financial and Circulation Reports

The Library closed out the Fiscal Year 2013 operating budget on target in all areas. Spending was slightly over budget in the Books, Materials, and Supplies lines; somewhat under budget in various Equipment (Computers) and Training lines; and about 1 percent under budget overall. Total spending was \$965,450.22.

Circulation rose 1.3 percent over Fiscal Year 2012, having reached a total of 243,788 items for the year. Programming remains strong, especially in the Children's Department, where staff has had to turn away visitors because programs have exceeded the Library's space limitations.

Rotunda Furnishings

The purchase requisition for the Rotunda furnishings approved at the last Trustees meeting has been caught up in an end-of-year paperwork delay but should make its way through shortly.

Rotunda Casements

The casements for some of the Rotunda windows have suffered water damage and have been caulked shut. Mrs. Heller wondered whether money might be available through the Community Preservation Act for repair and/or replacement of these historic windows. Mr. Thompson asked whether overgrown ivy might be contributing to the problem. His research suggests that a careful trimming project could be successfully undertaken in the fall. These questions will be put to the Town Facilities Director, John Moynihan, along with a request to know how long the Library might need to be closed for such repairs and maintenance.

Landscaping

The Trustees extend many thanks to the Wayland Garden Club and to Parks Superintendent Michael Lindeman for keeping the Library gardens and grounds lovely through a hot summer season.

Library Design Grant Opportunities and the Future of the Library

Mrs. Gennis, Mrs. Heller and Mrs. Knight reported on an upcoming grant opportunity through the Massachusetts Board of Library Commissioners to support library planning and design work. The Library could use such a grant to review our Library building program, which is now 10 years old (though the program has been revised once, it is not yet aligned with newly issued Public Library Standards). We could also use the grant to perform engineering studies at available building sites, and perhaps to revisit recent efforts to design a joint facility, with

the Council on Aging, at the municipal site at Town Center.

A letter of intent to pursue a grant would be due in September 2013; if awarded, grant funds would be disbursed in 2015. A local contribution of funds is a condition of this grant, as is approval at Town Meeting, and total funds cannot exceed \$50,000.

Trustees noted much recent uncertainty about the future of the Library and Town Center site, including the mixed recommendations of the Town's recent Comprehensive Building/Program Audit as well as concerns about wastewater and environmental issues at the Town Center site. The provisional consensus is to file a letter of intent in September, with the idea of updating the building program at a minimum, and then proceed from there. Trustees agreed to invite Mr. Moynihan and Fred Turkington, the Town Administrator, to our August meeting for further discussion of these matters.

Trustees also agreed that we should begin a new round of visits to new libraries, to see what examples and inspirations are out there.

Communications

Mrs. Gennis reported that there was mild interest from a couple of area colleges to help the Library develop some new communications materials to promote Library offerings and the importance of libraries in public life. Trustees reviewed some communications vehicles including websites, mission statements, branding, logos, newspaper articles, brochures, and letters to the editor.

Approval of OverDrive as Sole Source Provider of Certain Digital Services

On a motion by Mrs. Gennis, seconded by Mrs. Cartwright, the Trustees approved payments for Fiscal Year 2014 in an amount up to \$15,000, to OverDrive Inc., of Cleveland, Ohio, as a sole-source provider of certain digital materials and services that allow the Library to lend downloadable ebooks, audiobooks, and other content through the Minuteman Library Network's online catalog and through the Library's website. The vote was unanimous (5-0).

Gossels Program

Trustees agreed with Mrs. Knight's proposal that the Fall Gossels Fund for Human Dignity Program be given over to a screening of the film "Who Takes Away the Sins," by Boston College's John and Susan Michalczyk, about the clergy sexual abuse scandal in Boston.

Book Moving

Books are being moved between the mezzanine and first floor to increase access to popular titles and to carve out some more individual study, reading, and tutoring spaces on both floors. The spaces will need chairs, which Mrs. Knight will purchase in the Fall using funds from State Aid; new signs will also be paid from State Aid.

Tweens and Teens Grant

Mrs. Knight announced that the Library has won a \$15,000 "Serving Tweens and Teens" grant, supported by federal funds made available through the Library Services and Technology Act. The Library hopes to work with graduate students at Simmons College's Graduate School of Library and Information Science who are specializing in Youth Services to move our youth programs forward.

Fundraising and Stewardship

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

The Meeting Adjourned at 10:57 a.m.

Documents for This Meeting

1. Agenda of Meeting 07/17/13
2. Minutes of Meeting 06/19/13
3. Director's Report 07/17/13
4. Financial Report, Fiscal Year 2013 Summary Report
5. Circulation Report, June 2013
6. Letter to Ann Knight, Director, Wayland Free Public Library from Diane L. Carty, Acting Director, Massachusetts Board of Library Commissioners, announcing award of a provisional Serving Tweens and Teens grant in the amount of \$15,000, dated July 12, 2013
7. Notice of Trustee approval of payments to OverDrive, Inc. as a sole source procurement for certain digital materials and services

Next Meetings

- 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