

**Wayland Public Library  
Board of Library Trustees  
Minutes of Meeting August 28, 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:** 8:42 a.m.

**Public Comment and Visitors**

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

**Minutes of Previous Meeting(s)**

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

**Building and Drainage Issues**

Mr. Moynihan reported that funds for drainage work have been authorized by the Massachusetts Emergency Management Agency, and approvals are now in place, so the Town can go forward with work to correct drainage conditions that contributed to the flooding of the Library in 2010. Old underground pipes that formerly drained the site have not yet been located and may no longer be functional, so new pipes may have to be installed. The pipes, including some new perforated pipe to be laid around the base of the Library, would move groundwater and runoff away from the building to a collection area in the parking lot and then out under Routes 126/27 to a swale beyond The Depot. Mr. Moynihan expects to bid the job in late September or early October and to have prep work done by winter; if the road needs to be opened up, crews will do so in spring.

**Window Casements and Ivy**

Mr. Moynihan reported that replacing the six windows in the Rotunda will cost approximately \$50,000. The casements have rotted over the years and the building has been losing heat through the windows, which are original to the 1900 building. Mr. Moynihan said he could include a request for these funds in the Facilities Department's FY2014-2015 Capital Plan proposal. If that plan were to pass, the work would probably be done in spring 2015. Alternatively, funds might be found from other sources with different completion dates. In the meantime, the casements have been caulked shut.

Mr. Thompson reiterated his request that the ivy on the Library's exterior walls be carefully trimmed back in fall, neither pruning it hard nor cutting it to the ground. Mr. Moynihan said the work is on the Parks Department's list of things to do as time allows.

**Library Lighting**

Mrs. Knight mentioned that lighting in the stacks and in the 1987-1988 addition needs improvement; the original plan for the addition called for additional lights that have never been installed. Mr. Moynihan noted that there is no money in the Facilities budget for lighting changes and pointed out that any work other than changing out fixtures might require wiring upgrades and structural retrofits to meet current codes. The Trustees' earlier suggestion to change the lighting in the Circulation area (a separate concern) is currently on hold.

## **Facilities Audit**

Mr. Moynihan reported there has been no official response from any Town body to the Town Facilities Audit released in May 2013. The Finance Committee, which commissioned the report, has the audit under advisement and has requested some additional work from the firm DRA, the consulting architects. In the two “most viable options” listed by the consultants, the Library would move from the current Concord Road building to the municipal site at Town Center.

## **Library Design Grant**

With no action on the Facilities Audit, and many current concerns about wastewater and environmental issues at the Town Center site, Trustees decided not to pursue a design grant with the Massachusetts Board of Library Commissioners at this time. Passing up the design grant opportunity would not prevent the Library from seeking building funds in the future.

## **Library Tour**

Trustees took a brief tour of the Library to see how the stacks have recently been reconfigured 1) to move some popular titles downstairs from the mezzanine, 2) to create several small study areas, and 3) to begin to define a Young Adult area behind the Circulation Desk. Trustees also evaluated lighting in the stacks.

## **Financial and Circulation Reports**

The Trustees received the financial and circulation reports (attached) and noted that, one month into the new fiscal year, the Library is on track in all areas. Mrs. Gennis, who reviewed the Library’s invoices each week in August, turned over this revolving Trustee duty to Mrs. Jahnke, who will do the same in September and October. Mr. Thompson will review the invoices in November and December and Mrs. Lipcon in January and February.

## **Annual Report**

Mrs. Heller and Mrs. Jahnke agreed to review the draft of the Library’s Annual Report for Mrs. Knight before the next Trustees’ meeting.

## **Community Relations Update**

Mrs. Gennis reported that a student-run advertising collaborative at a local university might be interested in working with the Library on a community outreach campaign in the spring. The Trustees welcome the opportunity to explore some fresh ideas with the young professionals-in-training. Mrs. Knight reported some initial discussions with staff and volunteers to develop some interesting Library stories for local print and online news outlets.

## **Landscaping Work**

The Trustees agreed that the installation of a new path between the Staff Door and the Public Library Entrance on the Rotunda side of the building should be delayed until after all the drainage work is done next spring.

## **Termination of the Town Administrator**

The Trustees noted with surprise the sudden termination of Fred Turkington, the Town Administrator, by the Board of Selectmen on August 26 and wondered how his departure will affect the Library and Town functions going forward.

**The Meeting Adjourned** at 10:58 a.m.

### **Documents for This Meeting**

1. Agenda of Meeting 08/28/13
2. Minutes of Meeting 07/17/13
3. Director's Report 08/28/13
4. Financial Report, 08/27/13
5. Circulation Report, July 2013

### **Next Meetings**

- September 18, 2013, at 8:00 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

*\* Please note the 8 a.m. start on September 18, a departure from the Board's usual 8:30 meeting time, rescheduled to accommodate a late morning conflict for the Director.*

Respectfully submitted by Nan Jahnke, Trustee, Board Secretary