

**Wayland Public Library
Board of Library Trustees
Minutes of Meeting September 18, 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: 8:16 a.m.

Visitors and Public Comment

There were no visitors and no public comment. Sandy Raymond, the Library's assistant director, joined us for the meeting, and Jim Zebrowski, the Library's administrative assistant, was consulted briefly on financial matters related to trust fund reporting.

Minutes of Previous Meeting(s)

On a motion by Mr. Thompson, seconded by Mrs. Lipcon, the minutes of the Trustees' meeting of August 28, 2013, were approved unanimously.

"Serving Teens and Tweens" Project

Library staff continues to carve out a space for teens and tweens on the main floor of the Library beyond the Circulation Desk. Young adult books are moving upstairs from the Children's Room, a computer is being purchased for the area, and a group of youth advisors is helping to decide how the small space will be organized and furnished. Four MacBook Pro computers, which are being purchased for general Library use, will be loaded with software for digital imaging and animation, which have been shown to be of special interest to teens. Our recently purchased 3-D printer will also be available to teens, and a group of teens will be trained as "trainers" to help others (teens and adults) learn how to use the machine. Staff needs to develop policies for use of the 3-D printer before it can be made available to the public.

Library Reconfiguration

The book-moving project undertaken in late summer has relocated some popular collections (e.g., cooking and arts) to the main level from the mezzanine. These books are now shelved by topic, not strictly in the old Dewey Decimal System order. New signs and maps will be provided to reflect the new classifications. Patrons have begun using the little study and tutoring areas carved out of the stacks area in the mezzanine. New furnishings (some tables and chairs) will come later, after the new furniture for the Rotunda is delivered and paid for.

Gossels Program

Mrs. Knight reported that the proposed date for the fall Gossels program proved unworkable for the presenters and a new date is being sought.

Annual Report

After reviewing a draft of the Library's Annual Report to the Town, Trustees corrected errors and added language explaining the occasional use of Library trust funds (from private donations and bequests) to enrich programs and pay expenses not supported by Town funds. Trustees asked Mr. Zebrowski to request a quarterly

report of funds' activity from Paul Keating, the Town's Treasurer.

Financial and Circulation Reports

The Trustees received the most recent financial and circulation reports (attached) and noted that, two months into the new fiscal year, the Library is on track in all areas. Mrs. Knight explained some peculiarities in the way Acquisitions are reported by Minuteman Library Network. Trustees were pleased to see that the performance results for the Millennium Fund for FY13 were better than in recent years, and delighted to learn that circulation of juvenile print materials had increased in FY13 (Wayland was one of only two libraries in the Minuteman Network to see such an increase).

Community Relations

Mrs. Gennis will try to set up another special meeting time for Trustees to meet with one or more town residents to help the Library develop more compelling communications.

Stewardship

Mrs. Gennis asked that Trustees come to next month's meeting prepared to discuss the State Ethics Commission's Opinion EC-COI-12-1 (July 20, 2012) and how it pertains to Trustees' interest in undertaking stewardship and fundraising activities in support of the Library trust funds.

MBLC Conference on Friends and Trustees

Mrs. Cartwright reported that she will serve as a panelist at a Massachusetts Board of Library Commissioners conference on relations between libraries' trustees and friends on November 2, 2013, in Worcester.

Topics Not Reasonably Anticipated by the Chair Before the Meeting

Mrs. Knight asked for help drafting a response to the Board of Selectmen's request of September 16 that each of the town's departments draw up "an assessment of major priorities" for the Board's information. The request was made after the Selectmen terminated the Town Administrator, in an effort to capture ongoing commitments and concerns. After discussion of an earlier list of "pertinent issues," also requested by the Board of Selectmen, Trustees agreed on a general outline of the document. Mrs. Jahnke will work with Mrs. Knight to finalize the assessment for the September 19 deadline.

Additional Trustees' Concerns

Trustees continue to express concern about the sudden termination of the Town Administrator in August, especially as it affects the long-range goal of finding new space for Library collections and programs.

The October board meeting date was changed from October 16 to October 24 to accommodate a conflict for the chair. Time and place to be determined after the meeting.

The Meeting Adjourned at 10:29 a.m.

Documents for This Meeting

1. Agenda of Meeting 09/18/13
2. Minutes of Meeting 08/28/13
3. Financial Report, 09/17/13
4. Circulation Report, August 2013

5. Board of Library Trustees Annual Report for Fiscal Year 2013, draft for approval
6. List of Library Priorities as requested by the Board of Selectmen on September 16, 2013, draft for discussion

Next Meetings

- October 24, 2013, at 8:00 a.m. in the School Committee Room, Town Building *
- October 24, 2013, at 6:00 p.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 that the morning meeting on October 24 is a departure from the Board's usual third-Wednesday meeting date, rescheduled to accommodate a conflict for the Chair. It also begins a half-hour earlier than usual.*

*** The evening meeting on October 24 is a special meeting to discuss Library communications.*

Respectfully submitted by Nan Jahnke, Trustee, Board Secretary