

**Wayland Public Library
Board of Library Trustees
Minutes of Meeting October 24, 2013
Raytheon Room, Wayland Public Library**

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

Call to Order: 8:10 a.m.

Visitors and Public Comment

Carol Martin, the Finance Committee's liaison to the Library, joined the Trustees for a portion of the meeting to assist with the upcoming Budget Request and other financial and facilities matters. There were no other visitors and no public comment.

Minutes of Previous Meeting(s)

The minutes of the Trustees' meeting of September 18, 2013, were approved unanimously.

Monthly and Quarterly Reports

Three months into the fiscal year, the operating budget is on track and trust funds are showing a 2.89% annual yield. Circulation continues to rise slowly, and Library visits average more than 2,200 visits a week.

FY2015 Draft Budget, Capital Requests, and IT Changes

Trustees discussed a draft budget for FY2015 prepared by Mrs. Knight. The budget conforms to guidelines from the Finance Committee, which has asked that FY2015 requests be funded at FY2014 levels except for Salaries (which must reflect contracted increases) and Utilities (which are not part of the Library budget in any case).

In fact, Mrs. Knight's proposed FY2015 budget is \$17,078 less than the FY2014 budget, due to personnel changes and a transfer of \$9,600 in computer-related costs to the Town, which will begin absorbing most of the Library's Information Technology (IT) purchasing and some server support in 2014. Mrs. Knight expressed satisfaction with this new arrangement, noting that the Library does not have the necessary IT expertise on staff to manage the server and has had to contract out for server support over the last several years. Day-to-day computer maintenance of all staff and public computers will remain with onsite Library staff to ensure speedy resolution of problems.

Mrs. Martin explained that a request for a new Library server, which would have appeared in the Library's operating budget in FY2015, will now come from the IT department. Similarly, any capital planning for a new Library facility will be submitted by the Facilities department.

Mrs. Martin relayed the Finance Committee's request for an enumeration of sources of Library income outside the Town budget, e.g. State Aid, Book Sale proceeds, and trust income, which Mrs. Knight will provide this week.

Mrs. Heller and Mrs. Jahnke agreed to help Mrs. Knight prepare a "Budget Narrative" to accompany the Budget Request, which the Finance Committee has requested from all departments with budgets over \$500,000. A vote on the FY2015 Budget Request will be taken at the November Trustees meeting.

Town Facilities Audit and New Library Construction

Mrs. Martin was asked about the status of the Town's facilities audit, which was performed at the request of the Finance Committee earlier this year and released in May. That study's two "most viable options" for future facilities configurations would put a new Library at Town Center, and the Town's current (FY2014) Capital Plan envisions planning and design expenditures for new Library construction beginning in FY2015, with a much larger outlay for construction in FY2016.

Mrs. Martin reported that the study, which she characterized as a planning tool for use in evaluating proposals brought to the Finance Committee, had been sent back to the architects, Drummey Rosane Anderson Inc., for revisions. When asked about the feasibility of using the municipal parcel at Town Center for a new Library, she noted ongoing concerns about wastewater treatment, parcel ownership, the shape of the parcel, and conservation restrictions at the site. She also noted other capital projects under discussion in Town, including a new DPW building, some new recreation fields, and energy conservation work.

On another facilities matter, Mrs. Martin mentioned removing the ivy from the Library building as an upcoming expense. The Trustees reiterated their strong and longstanding position that the ivy should not be removed, but rather trimmed back. Mr. Thompson, who researched this question two years ago, will send Mrs. Martin his report on ivy maintenance and forward it again to John Moynihan, the Public Buildings Director.

Stewardship

The expected discussion about stewardship and fundraising was tabled to next month's meeting due to time constraints.

Additional Trustees' Concerns

Mrs. Heller encouraged the Trustees to attend the Library Book Sale.

The Meeting Adjourned at 10:13 a.m.

Documents for This Meeting

1. Agenda of Meeting 10/24/13
2. Minutes of Meeting 09/18/13
3. Director's Report 10/24/13
4. Financial Report 10/23/13
5. Circulation Report September 2013
6. Quarterly Report of Town of Wayland Trust Funds (from Bartholomew & Co.)
7. Quarterly Reports for Library Visits and Raytheon Room Attendance
8. Draft FY2015 Level-Service Library Budget
9. State Ethics Commission's Advisory Opinion EC-COI-12-1 (July 20, 2012) regarding municipal employees ability to solicit donations for a municipal trust funds.

Next Meetings

- 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

Respectfully submitted by Nan Jahnke, Trustee, Board Secretary