

**Wayland Public Library  
Board of Library Trustees  
Minutes of Meeting November 20, 2013  
Raytheon Room, Wayland Public Library**

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

**Call to Order:** 8:40 a.m.

### **Minutes of Previous Meeting(s)**

The minutes of the two Trustees' meeting on October 24, 2013, were approved unanimously (Mrs. Lipcon abstaining having been absent).

### **Financial and Circulation Reports**

Four months into the fiscal year, the Library's operating budget is on track, though Supplies expenditures have been disproportionately high. Mrs. Knight noted that the Library's Supplies line was increased from \$5,000 to \$7,500 several years ago but remains insufficient to cover expenses; later in the year, when the Town budget line is exhausted, supplies will be paid from the State Aid account, which also covers shortfalls for ebooks (in the Books and Materials line) and such unbudgeted items as shelving and furnishings. Mrs. Knight feels the Library's yearly State Aid (about \$13,000) is adequate to cover these needs.

October circulation was up over last year, with Overdrive (electronic) titles showing a big increase (60% over last year) and accounting for about 5.5% of the month's total circulation. Overall circulation continues to rise slowly at an annual rate of about 2.5 percent. Mrs. Knight reported that through our participation in the Minuteman Library Network the Library now has access to software that will give us more sophisticated analysis of circulation trends going forward. The software is "Decision Center," which runs on the Sierra Services Platform.

### **Library Reconfiguration and Furnishings**

Mrs. Knight reported that the recent reconfiguration of space in the Mezzanine has opened up several small gathering spaces. Small gathering spaces in the Library have historically been used for business appointments, college interviewing, and tutoring, and privacy has always been an issue. The new spaces are physically removed from the main Library area but, unfortunately, sound carries in the Mezzanine. Staff will monitor how patrons use those spaces before buying new furnishings. In any case, Mezzanine purchases will come after furnishing of the Rotunda and Teens and Tweens Area is complete.

### **FY2015 Budget and Budget Narrative**

After a brief discussion, the Trustees voted unanimously to approve the draft Budget and Budget Narrative presented, subject to confirmation of a transfer of items from the Library budget to the Information Technology budget, several small changes, and some copy edits. The motion was made by Mrs. Lipcon and seconded by Mr. Thompson. Many thanks to Mrs. Heller and Mrs. Jahnke for their help with these documents.

### **Community Relations Update**

Trustees agreed that the October brainstorming and visioning session was very useful for focusing our thinking on Library opportunities and concerns. Mrs. Cartwright reported on a recent Massachusetts Board of Library

Commissioners (MBLC) workshop at which she served as a panelist for a discussion of Library Staffs, Trustees, and Friends. Relations among these groups are often troubled, she said, but relations in Wayland have historically been excellent. Takeaways from other discussions included the importance of framing a strong Library “story” for your town, communicating the Library’s benefits to individual patrons (not just to the town or community as a whole), and enlisting donors as advocates.

### **Fundraising and Stewardship**

Mrs. Knight reported the recent fundraising success of Sudbury’s young Goodnow Library Foundation (a 501(c)3 charitable organization), noting that the Foundation employs a part-time staffer hired by the Trustees. She also announced that an MBLC “Trustees Focus” workshop on Foundations would be held on March 8, 2014. Mr. Thompson will see if he can attend it.

While discussing various kinds of fundraisers the Trustees or a Foundation might hold for the Library, questions were raised about the appropriateness of serving alcohol at the library and charging admission.

### **Old Business**

Mrs. Knight updated Trustees on the status of the Rotunda furnishings (ordered, but no delivery date yet); the Teens and Tweens space (all books have been moved up from the Children’s Room, laptops and software on order); the new 3-D printer (January workshops for staff and public are under consideration); and the Gossels Program (scheduled now for spring).

**The Meeting Was Adjourned** at 10:32 a.m.

### **Documents for This Meeting**

1. Agenda of Meeting 11/20/13
2. Minutes of Meeting 10/24/13, morning Trustees meeting
3. Minutes of Meeting 10/24/2013, evening brainstorming and visioning session
4. Financial Report 11/19/13
5. Circulation Report October 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. Draft FY2015 Budget Narrative with Attachment, “Major Priorities and Issues,” 9/19/13

### **Next Meeting**

- December 18, 2013, at 8:00 a.m. in the Raytheon Room, Wayland Public Library

Respectfully submitted by Nan Jahnke, Trustee, Board Secretary