

**Wayland Public Library  
Board of Library Trustees  
Minutes of Meeting Dec. 18, 2013  
Raytheon Room, Wayland Public Library**

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

**Call to Order:** 8:15 a.m.

There was no **public comment**.

The **minutes** of the Trustees' meeting of Nov. 20, 2013 will be approved in January.

**Financial/Statistical Reports**

A discussion of trust funds resulted in a decision to report funds from "Library/Swain" line as 2 separate lines: 1. Swain Fund 2. Small Trust Funds. Further discussion centered on whether or not the smaller funds could be combined with the Millennium Fund. Gennis will discuss this with the Commissioner of Trust Funds. Digitized records would make researching history of these funds easier. Might CPC fund this project? WHS yearbooks have been digitized. Knight will make the Alumni Association aware of this as it might interest reuning classes.

**Update on delayed furniture order**

Furniture was to be delivered 2 to 3 months from order date. Eleven weeks out, it came to light that the order had not been placed with the manufacturer. Now expected to arrive mid Feb. to mid March. Supplier is most embarrassed by this slip up and has offered a \$2000 rebate.

**Rotunda Window Repair in 2014**

At this time we do not have cost estimates from Mr. Moynihan. As soon as we have that information, we can approach the Community Preservation Committee for funds for restoration. CPC funding must go before Town Meeting. We are too late for spring deadline. Library's heating system will be changed from oil to gas sometime this summer. Will need to remove underground oil tank. Further landscaping plans will be put off until that is complete. There has been no action on ivy trimming. Thompson will follow up with memo to appropriate people, cc Carol Martin (Fin. Comm./courtesy), Don Ouelette (DPW), Mike Lindeman (DPW/Parks), Knight and Gennis.

Interior Book Drop— Staff is working to reconfigure the self-checkout area to accommodate a dual drop (media, books) indoor book return. The trustees voted to allocate up to \$4000 from state aid to cover the costs of installing box and cart.

**COA-library joint facility update and options**

Informal discussions continue among Bill Sterling (COA), Sarkis Sarkisian (Planning Dept.), Aida Gennis and others. It appears that there is not sufficient space to build a joint COA/ WPL on the municipal pad. There is some speculation about other alternatives for COA and for WPL. Trustees would like an update from Sarkisian and Planning Board Chair, Kent Greenawalt, who will attend our January meeting. Before the meeting, we will send Mr. Greenawalt a background statement to read and forward to his board in order to provide the Planning Board with some information about current library services as well as some of the issues facing the library.

**Discussion of fundraising & stewardship –Millennium Fund**

A job description for the Goodnow Library Foundation development assistant was distributed prior to today's meeting. Trustees are interested in learning more and exploring the benefit of similar position to WPL. Gennis and other trustees (TBD) will arrange to meet with the Goodnow Foundation President, Barbara Pryor. Trustees are very interested in finding an energetic PR person to promote the library, to tell our story and to work with us as we evaluate and implement

various PR recommendations. Ann Knight will talk with Personnel to see how we might proceed with hiring a part time consultant.

**Opinion from Town Counsel, Mark Lanza:** As long as we follow the State Ethics Commission Formal Advisory Opinion on Fundraising by Municipalities, trustees may raise money for the Millennium Fund.

Alcohol may be served at a WPL event held in the library, but must comply with various regulations. It is more complex than one might imagine.

**Future meeting schedule—all meetings held at the library. (Note: 2 evening meetings will be on Mondays)**

Jan 15<sup>th</sup> (Wednesday) 2014 at 8:00 a.m.

Feb. 10<sup>th</sup> (**Monday**) at **5:30 p.m.**

March 19 (Wednesday) at 8:00 a.m.

April 16<sup>th</sup> (Wednesday) at 8:00 a.m.

May 19 (**Monday**) at **5:30 p.m.**

June 18<sup>th</sup> (Wednesday) at 8:00 a.m.

There were no reports or concerns from the trustees, no old business and no topics not reasonably anticipated by the chair 48 hours in advance of the meeting.

**The meeting was adjourned** at 10:16 a.m.

#### **Documents for This Meeting**

1. Agenda of Meeting 12/18/13
2. Director's Report 12/18/13
3. Financial Report 12/18/13
4. Trustees Stats FY 12-14.xls
5. Job description for the Goodnow Library Foundation development assistant

Respectfully submitted by Lynne Lipcon.