

**Wayland Public Library  
Board of Library Trustees  
Minutes of Meeting February 10, 2014  
Raytheon Room, Wayland Public Library**

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

**Call to Order:** 9:07 a.m.

### **Visitors and Public Comment**

Sarah Hubbell, President of the Friends of the Library, joined us for a portion of the meeting. There were no other visitors and no public comment.

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

The minutes of the January meeting were approved unanimously.

### **Financial and Circulation Reports**

Though some non-salary expenditures appear to be running high, Mrs. Knight assured Trustees that the budget is on track as these seemingly wayward expenditures are expected, one-time items or front-loaded service costs. Circulation remains strong.

### **ESOL Support**

Mrs. Hubbell made a presentation on behalf of the Friends requesting the Trustees' participation in payment for the work of Ginny Steel, the coordinator of the "English as a Second Language" (ESOL) program held at the Library. Mrs. Knight gave some background, noting that the Library had sponsored an ESOL program for at least 20 years, in accordance with the Massachusetts Board of Library Commissioners' promotion of such programs as part of the state libraries' literacy mission. In recent years, the Library has provided space and publicity for the program, and the Friends have covered some operating expenses, for example for materials, but the coordinator has not been paid for her work training tutors.

Mrs. Hubbell noted that neighboring towns do pay their ESOL coordinators for this work, sometimes from Town funds and sometimes from outside sources. After the Trustees reviewed several compensation schemes, Mrs. Lipcon made a motion, seconded by Mrs. Gennis, that the ESOL coordinator be paid \$800 per tutor training session, two to be held in 2014, with the cost to be split between the Friends and the Trustees. In discussion, Trustees suggested that payment not be made from State Aid but from the Millennium Fund or the Draper Fund. Mrs. Jahnke urged that the payments be limited to 2014, with the expense to be moved over to the Town budget in FY 2016 so that the Library's budget accurately reflects our program costs. Trustees also urged Mrs. Steel to develop a larger tutor corps, as there is currently a waitlist for tutors. After discussion, the motion passed unanimously.

### **Rotunda Furnishings**

Mrs. Knight reported that the estimated factory shipment date for the upholstered furniture for the Rotunda Reading Room is March 17, 2014.

## **Library Case Study with BU AdLab**

Mrs. Gennis reported on a meeting with a group from Boston University's AdLab, a student-run communications "incubator" that serves as a training ground for graduate students in the University's College of Communications. Mrs. Knight, Mrs. Heller, and several staff members also attended the meeting, at which an AdLab team agreed to take the Library on as a case study in nonprofit communications. The team will conduct research on the Library's communications needs over the spring semester and produce some public relations and marketing materials for us. There is a fee of \$200 to cover administrative costs of the program, and there may be some materials and services costs as well (paper, printing, etc.), all of which will be paid from the State Aid account.

Mrs. Gennis and Mrs. Knight will continue to explore the possibility of hiring part-time marketing, communications, and outreach help after the BU AdLab study is done.

## **Siting of Future Library Facility**

Mrs. Gennis reviewed the history of Library siting discussions over the last 10 years, including recent years' consideration of space at Town Center. Mrs. Knight reiterated her longstanding concern that Library programming continue to be held at the Library and not at an offsite location. She also suggested that the Library's building program be updated over the summer as the last formal program was done in 2003. Trustees continue to express a willingness to explore new sites for the Library, as well as a willingness for the Library to stand alone or share space with another Town program.

## **Staff Technology Training**

Library staff will begin training for use of the Library's new 3-D printer this month. Public information and training sessions will be offered once the staff is familiar with the technology and the machine's many uses.

**The Meeting Was Adjourned** at 11:38 a.m.

## **Documents for This Meeting**

1. Agenda of Meeting 02/10/14
2. Director's Report 02/10/14
3. Minutes of Meeting 01/15/14
4. Financial Report 02/07/14
5. Circulation Report January 2014
6. Email from Anne Heller to Ann Knight, no date, detailing a proposal from Ginny Steel to the Friends for payments to the ESOL coordinator for tutor training
7. Letter from Ginny Steel to the Friends of the Wayland Library, 01/17/14, requesting compensation for her work in the Wayland ESOL program, with an attached sample contract between Ginny Steel and the Needham Community Council for similar work in that town

## **Next Meetings**

- Wednesday, March 19, at 8:00 a.m., in the Raytheon Room, Wayland Public Library
- Wednesday, April 16, at 8:00 a.m., in the Raytheon Room, Wayland Public Library
- Monday, May 19, at 5:30 p.m., in the Raytheon Room, Wayland Public Library
- Wednesday, June 18, at 8:00 a.m., in the Raytheon Room, Wayland Public Library

Respectfully submitted by Nan Jahnke, Trustee, Board Secretary