

**Wayland Public Library
Board of Library Trustees
Minutes of Meeting March 19, 2014
Raytheon Room, Wayland Public Library**

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

Call to Order: 9:09 a.m.

Visitors and Public Comment

Phil Schneider, a Wayland resident and member of the Personnel Board, attended the meeting and joined in the discussion at times with the chair's permission. In answer to a specific question about revenue streams from the Library, Mrs. Gennis explained that the Library generates money only from fines, which go to the Town's general fund; any direct fees would contradict our mission as a Free Public Library. On the other hand, Mrs. Cartwright explained, our Friends group does raise money through donations, the Book and Bake Sale, and the sale of miscellaneous merchandise, and individual citizens sometimes make private donations and bequests to the Library.

Minutes of Previous Meeting(s)

The minutes of the February meeting were approved unanimously.

Circulation and Financial Reports

Circulation was down slightly in February, but the year-to-date totals are ahead of the last two years.

Eight months into the fiscal year, we have exhausted the Supplies line of the budget. While this is not unusual, and we are able to cover additional supplies with funds from State Aid, Mrs. Jahnke asked that we increase our budget request for Supplies in Fiscal Year 2016 to reflect our actual costs. Our appropriation for Small Equipment (Computers) has also been fully spent. Otherwise, the budget is on track.

Mrs. Knight reported that the Library had hired an intern to help with the Teens & Tweens grant work; the intern will be paid from grant funds. Mrs. Knight and Mrs. Heller continue to explore whether the Trustees might fund a part-time, intern-like position from the Millennium Fund to help with program planning, fundraising, and community outreach. John Senschyshyn, the Assistant Town Administrator and Human Resources Director, has indicated that such an arrangement would be permissible so long as the hours were no more than 10 a week.

MBLC Forum Update

Mrs. Lipcon reported on a forum presented by the Massachusetts Board of Library Commissioners on March 8 on fundraising and foundations. She reported it was a good general run-down of the issues, with no new take-aways for the Wayland Library.

Siting of a Future Library Facility

Mrs. Gennis again reviewed the discussions over the past 10 years about where to site a new Library, including recent considerations of space at Town Center.

Regarding the "municipal pad" near the entrance from Route 20, Mrs. Gennis reported her understanding that the pad cannot accommodate a shared building for the Library and Council on Aging, as the Trustees had once considered, because of parking issues, space requirements, and wetland restrictions. Trustees wondered

whether other space might be available for building at Town Center, and Mrs. Gennis agreed to look into this possibility.

A third possible site for a new Library, at the current DPW site near the Middle School, might serve better, putting the Library closer to the population center of town, providing a less constrained site, and offering the opportunity to expand the Library's children's and young adult programming. Mrs. Jahnke asked whether moving the Library to a more southerly location might lose some north-town patrons to neighboring towns. Mrs. Knight thought we would lose some patrons, mostly to Weston Library, but would gain more users overall. Others questioned whether the site might require cleanup after years of use by DPW, and whether the site might also be under consideration for new playing fields. Trustees agreed to keep the site in mind discussions about a new Library and other town facilities move forward.

Trustees continue to be concerned about the fate of the current Library building at 5 Concord Road should the Library move to new quarters. The Library is owned by the Town.

State Aid for Library Construction

Mrs. Knight reported that a bond bill for library construction has passed the Massachusetts House of Representatives and there is optimism for passage by the Senate as well. In order to apply for state funds to help defray the cost of a new library, we would need a building site and an updated Library Building Program. Mrs. Knight has requested quotations from three consultants to update the Library's Building Program, last done formally in 2003. Not all the quotes were available in time for the meeting, so discussion was moved to the April meeting. Mrs. Knight will invite Rosemary Waltos, the MBLC's Library Building Consultant, to join the Trustees at that meeting along with representatives of some of the Town boards.

Rotunda Furnishings

There is no news to report on the delivery of the Rotunda furnishing, though shipment is expected soon. Mrs. Knight reiterated that the balance The current furnishings will be deployed to less public areas of the Library, and one sofa will be disposed of.

Library Case Study with BU's AdLab

Mrs. Gennis updated the Trustees on work in progress 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. The AdLab team agreed to take the Library on as a case study in nonprofit communications. The semester-long project may result in a short text-based animated video for the Library, as well as a new Library logo and redesign of the Library newsletter for our consideration. The \$200 fee to cover administrative costs of the program will be paid from the Millennium Fund.

Staff In-Service Programs

The Library will be closed from 9 am to 1 pm on Thursday, April 17, for a staff in-service training on serving teens and tweens. The training will be paid from grant funds. On a motion by Mrs. Lipcon, seconded by Gennis, Trustees voted to pay for breakfast bagels and lunch from the Millennium Fund, with thanks to the staff for their good service. There will be a second in-service training in the fall. Two recent trainings for Library and Schools staff on the use of the Library's new 3-D printer were reported to be well received. Mr. Thompson reminded Trustees that we will need to formulate policies for use of that equipment, which requires monitoring.

The Meeting Was Adjourned at 10:18 a.m.

Documents for This Meeting

1. Agenda of Meeting 03/19/14
2. Director's Report 03/19/14
3. Minutes of Meeting 02/10/14
4. Financial Report 03/18/14
5. Circulation Report February 2014
6. Letter from Sondra Vandermark, Vandermark Consulting, to Ann Knight, Library Director, 03/17/14, covering an enclosure titled "Library Building Program Proposal for Wayland Free Public Library," proposing to update the Library's Building Program over a period of seven months in 2014 for a fee of \$7,619.
7. Sample community survey titled "Goodnow Library Community Survey 2005"

Next Meetings

- 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