

**Wayland Free Public Library
Board of Library Trustees
Minutes of Meeting April 16, 2014
Raytheon Room, Wayland Free Public Library**

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

Call to Order: 8:08 a.m.

Visitors and Public Comment

The following Town officials joined the meeting at the invitation of the Board to learn about the Commonwealth's Library Construction Grant Program: Carol Martin, Finance Committee liaison to the Board of Library Trustees; John Moynihan, Public Buildings Director; Joe Nolan, Board of Selectmen liaison to the Board of Library Trustees; Sarkis Sarkisian, Town Planner. The visitors participated freely in the discussion with the Chair's permission. There was no other public comment.

Minutes of Previous Meeting

The minutes of the March meeting were approved unanimously.

Circulation, Financial, and Statistical Reports

Nine months into the fiscal year, expenses are running a little ahead in the non-personnel lines of the Town budget, but salaries and overtime are on track. State Aid can cover any overruns in non-salary items. Circulation is holding steady, as is use of the building. During the first quarter, the Library recorded about 2,100 visitors a week on the people counter, and about 550 people a month used the Raytheon Room.

Massachusetts Library Construction Grant Program

Rosemary Waltos, a library building specialist with the Massachusetts Board of Library Commissioners, presented information on the Commonwealth's Library Construction Grant Program, which helps communities pay for library construction through the award of state grants. Support generally ranges from 40-50 percent of eligible costs for approved projects. There is currently no construction funding available, but a bill proposing a new \$150 million bond issue is now before the State Senate and is expected to pass by late June. If the bond bill passes, competition for grant money is expected to be strong; of the \$150 million in funds, \$54 million is already committed to library projects around the state.

In order to apply for a state library construction grant, a library must have a building site, a current Long Range Plan, a current Library Building Program, and a commitment from the library's city or town to fund the project, (for example, by a vote of Town Meeting). Ms. Waltos presented a typical timeline. Applications are due in January of each year there is funding available. Provisional awards are made in July. Successful applicants have another six months to obtain local matching funds, and typically accept the grant the following January. Construction must then begin within 12 months. Given political realities, Ms. Waltos anticipates that the first grants will not be awarded until July 2017, with construction projects beginning in 2019. If there are no delays, all dates could fall a year earlier.

Trustees and guests asked many questions about such things as size and parking guidelines, sharing space with other programs, means testing, design funds, and site preparation costs, which Ms. Waltos gladly answered. She also directed attention to the [State's library construction grant website](#). Trustees will take all this information

under advisement.

Discussion with Carol Martin, Finance Committee Liaison

Mrs. Martin mentioned that the previously discussed repair and/or replacement of the casements and windows in the Rotunda has not yet been listed in the Capital Plan for lack of estimates. There is some concern that because the windows are curved they may be difficult to repair. Asked about adding a Youth Librarian to the payroll, she explained that the position would go first to the Personnel Board and then to the Finance Committee for approval. Asked about restoring library hours that were lost in a budget cut in 2010, she suggested the Board survey other towns for their hours and consult patrons about their preferences, and then draw up a list of hours/seasons most needed for budget consideration in the fall.

Rotunda Furnishings

Mrs. Knight reported that the new upholstered furniture for the Rotunda will be delivered within the week, and computer tables will arrive sometime in May.

Library Building Program

Mrs. Knight presented the three proposals requested last month from outside consultants to update the Library's Building Program. (The last formal Building Program was done in 2003, though there have been updates since.) Trustees asked for more information from one of the consultants and postponed selection for two weeks, scheduling a special mid-month meeting on Wednesday, April 30, at 8 a.m. in the Raytheon Room to consider the matter in more detail.

Library Case Study with BU's AdLab

Mrs. Gennis updated the Trustees on collaboration with a student team from Boston University's AdLab, which is finishing a semester-long project to create an animated video, a new logo, and some newsletter designs for the Library. AdLab has asked whether the Library would like to pursue another semester's work with a different team. Trustees gave tentative approval, pending final results from this semester's work.

Other Communications Help

Trustees continued an earlier discussion of hiring a part-time professional to work 5-10 hours a week for perhaps six months to help the Library develop a communications plan, increase awareness of programs and services, update the newsletter format, develop email contact lists and social media, review the website, manage programming, help with stewardship campaigns and perform other communications functions that currently have no dedicated staff assigned to them. The position would be short-term, with funding probably coming from the Library's Millennium Fund. Trustees reviewed a list of tasks but, due to time constraints, postponed a vote on approving the tasks and funding until the April 30 meeting.

The Meeting Was Adjourned at 10:15 a.m.

Documents for This Meeting

1. Agenda of Meeting 04/16/14
2. Director's Report 04/16/14
3. Minutes of Meeting 03/19/14
4. Financial Report 04/16/14
5. Circulation Report March 2014
6. First quarter reports of Raytheon Room use and Library people counter
7. "Tentative Calendar for Next MPLCP Construction Grant Round," prepared for Wayland Library by Rosemary Waltos April 2014

8. Three quotations for preparation of an updated Library Building Program (Cheryl Bryan Consulting 03/20/14; Thomas N. Jewell, Consultant, 04/10/14; Vandermark Consulting 03/17/14)
9. Draft Communications Consultant job description, 04/15/14

Next Meetings

- Wednesday, April 30, 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 (*later changed to 5:00 p.m.*)
- Wednesday, June 18, at 8:00 a.m., in the Raytheon Room, Wayland Public Library

Respectfully submitted by Nan Jahnke, Trustee, Board Secretary