

Wayland Public Library
Board of Library Trustees
Minutes of Meeting April 30, 2014
Raytheon Room, Wayland Public Library

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

Call to Order: 8:00 a.m.

No Public Comment

Updating WPL Building Program

Three Library Building Program consultant proposals were reviewed and discussed, including additional material supplied by consultant Thomas Jewell since the last Trustee meeting. Each of the consultants is experienced and capable of doing a good job. Mr. Jewell's hourly rate for developing a building program was the lowest. He has a great deal of experience and building programs that he has consulted on have resulted in good results in the MBLC Library Construction application rounds. After thorough discussion of the pros and cons of each proposal, a motion was made by Mrs. Gennis to engage Tom Jewell to revise and update the WPL Building Program. Motion was seconded by Mrs. Lipcon. Vote to accept was unanimous.

Director Knight will follow up with Mr. Jewell with a contract to be signed by the Chair. She will also thank Ms. Bryan and Ms. Vandermark for their proposals.

Library Communications Consultant

Mrs. Knight and Assistant Town Manager/HR Director, John Senchyshyn, have discussed the Trustees' wish to hire a consultant to assist with library communications and help promote the Millennium Endowment Fund. The Trustees reviewed a description of this position written by Mrs. Gennis and Mrs. Heller. Mrs. Gennis made a motion to accept the Communication Consultant job description to be paid by the Millennium Endowment Fund. Mrs. Heller seconded the motion. Vote to accept was unanimous. A consultant in this position would be an at will, part-time professional, for less than 10 hours per week. Salary will be paid from the Millennium Endowment Fund with the understanding that it is a one year pilot program to be evaluated after 12 months as stated in the position description approved by the Trustees.

Meeting adjourned: 8:48 a.m.

Documents for this Meeting:

1. Agenda of Meeting 04/30/2014
2. Wayland Public Library Development of New Building Program Proposal from Thomas Jewell
3. Proposal for Services to Wayland Free Public Library from Cheryl Bryan
4. Library Building Program Proposal for Wayland Free Public Library from Sondra Vandermark.
5. Communications Consultant Job Description

Next Meetings:

- Monday, May 19, at 5:00 p.m., in the Raytheon Room, WPL
- Wednesday, June 18, at 8:00 a.m. in the Raytheon Room, WPL

Respectfully submitted by Sally Cartwright,
May 12, 2014