

**Wayland Free Public Library  
Board of Library Trustees  
Minutes of Meeting June 18, 2014  
Raytheon Room, Wayland Free Public Library**

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

**Call to Order:** 8:12 a.m.

### **Visitors and Public Comment**

Tom Jewell, former director of the Waltham Public Library and our Library Building Program consultant, attended a portion of the meeting at the Trustee's request. John Flaherty, a town resident, observed the meeting. There was no public comment.

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

The minutes of the May 19, 2014, meeting were approved unanimously, as were the minutes of the April 16, 2014, meeting, which were not voted at the May meeting due to an oversight.

### **Financial and Statistical Reports**

As the fiscal year draws to a close, the budget is a little tight in non-personnel lines (those expenses are on track), but State Aid can cover. Circulation remains steady.

### **Library Communication**

Mrs. Knight, Mrs. Gennis, and Mrs. Heller reported that the spring work with the graduate students at Boston University's AdLab had finished up with a nice promotional video for the Library. The Library will work with another AdLab team in the fall.

The pilot position of "Communications Consultant" has been filled by a former Library volunteer and current part-time, at-will employee who will help Mrs. Knight and the Trustees develop a communications plan for the Library's different media and messages. The consultant begins work at 5 hours a week and will be paid from the Millennium Fund. Current plans are for the consultant to work no more than 10 hours a week on designated tasks, reporting both to Mrs. Knight and to the Trustees for the pilot period of 6-12 months. The Trustees will then evaluate the need for such a staff position going forward.

### **Digital Archives**

Mrs. Knight briefly presented opportunities to participate in the Digital Commonwealth project, which is coordinating efforts to digitize historical collections from Massachusetts libraries, museums, and archives. The Town is already digitizing some Town records under a Community Preservation Committee grant. Mrs. Knight will explore a partnership with the Town Clerk, the Historical Society, and the curator of the Sudbury archives to preserve local documents and make them more accessible to the public online.

### **End-Cap Shelving**

The Trustees approved the purchase of seven end-cap shelving units to increase holdings and display space in the stack area of the Main Room, subject to compliance with the fire code for aisle clearance. The seven units will be paid from State Aid as there is no line item for Library furnishings in the Town budget.

## **Wayland Reads**

Mrs. Cartwright reported that the Wayland Reads Committee has made its selection for the 2015 Wayland Reads program: *The Opposite of Loneliness*, a collection of essays by Marina Keegan, a promising young writer and Wayland resident who perished in a car accident in 2012.

## **Library Building Program**

Mrs. Knight introduced Tom Jewell, the consultant that the Trustees have hired to revise the Library Building Program. The last formal Building Program was written by staff in 2003. Much has changed since then, and a current Building Program is required of all libraries seeking state building funds. Mr. Jewell said he will be taking a fresh look at the Library's needs, based on expectations for 21<sup>st</sup>-century library collections and the provisions set forth in the Wisconsin Standards (2010), the national benchmark for library building programs. Mr. Jewell praised the Library's recently completed Long Range Plan, which will help guide his work, and said he would keep us apprised of his progress.

## **Old Business: Rotunda Windows**

Window repair in the Rotunda is still on hold pending estimates and help from a new Facilities Director. Mrs. Heller will speak with Gretchen Schuler, the chair of the Community Preservation Committee (CPC), about applying for a CPC grant for that work.

## **Old Business: Bills Review**

Mrs. Knight reminded Trustees that the deadline for the weekly Trustee review of Library bills is now Tuesday at noon.

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

## **Documents for This Meeting**

1. Agenda of Meeting 06/18/14
2. Minutes of Meeting 04/16/14
3. Minutes of Meeting 05/19/14
4. Director's Report 06/18/14
5. Financial Report 06/17/14
6. Circulation Report, May 2014

## **Next Meetings**

- Wednesday, July 23, at 8:00 a.m., School Committee Room, Town Building
- Wednesday, August 20 (tentative)
- Wednesday, September 17, room to be announced

Respectfully submitted by Nan Jahnke, Trustee, Board Secretary