

**Wayland Free Public Library  
Board of Library Trustees  
Minutes of Meeting July 23, 2014  
School Committee Room, Wayland Town Building**

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

**Call to Order:** 8:05 a.m.

### **Visitors and Public Comment**

There were no visitors and no public comment at this meeting, but Trustees agreed to provide a sign-in sheet for future visitors.

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

The minutes of the June 18, 2014, meeting were approved.

### **Financial and Statistical Reports**

At the end of the fiscal year, circulation remained steady and all expenses were covered either by the Town budget, trust funds, or State Aid. Mrs. Knight reported that the Library will purchase a new “people counter” later this year to keep better track of patron traffic. She reported that attendance has been especially high at children’s events recently, resulting in difficulty parking and traffic problems on Route 126. Trustees discussed holding some future larger-attendance programs in the Large Hearing Room at the Town Building; staffing might be difficult according to Mrs. Knight.

### **Young Adult Librarian**

Trustees continued to discuss plans to add a Young Adult librarian to Library staff, agreeing to request funding for a position in the next budget cycle (i.e. for FY 2015-2016). The new position would consolidate the program development accomplished under the Library’s federal “Teens and Tweens” grant over the last two years.

### **Library Building Program**

Tom Jewell, our outside consultant, continues his work updating the Library’s Building Program. He reports that the Library probably meets the “Basic” standard in all nationally benchmarked areas except seating, where we fall short; shelving and public areas also probably fall below average for peer communities, but our collection size and staffing level appear to be acceptable. The final Library Building Program should be ready by the end of the year.

### **Election of Officers**

On a motion by Mrs. Heller, seconded by Mrs. Lipcon, the slate of officers for 2014-2015 was unanimously approved and then elected as submitted: Aida Gennis, Chair; Sally Cartwright, Vice Chair; Nan Jahnke, Secretary.

### **Library Communications**

Our Communications Consultant is working with the Children’s Librarian to develop fliers and with Mrs. Knight to develop a Scope of Work for a new Library website and logo. When those tasks are completed, the consultant will work on the Library newsletter and new communications materials. She is benchmarking the Library’s materials and practices against neighboring and peer communities. The Trustees approved up to \$15,000 for this

work from trust funds last year; the work will determine whether a communications specialist is needed on staff.

### **FinCom Long-Range Planning Public Forum**

Mrs. Knight, Mrs. Gennis, and Mrs. Heller reported on a discussion of the Long-Range Capital Plan sponsored by the Finance Committee, which they attended earlier in the month. The FinCom is looking to promote more informed, intentional capital planning and more effective partnerships among Town entities. The Library, along with many other Town departments, will present some of its long-range program goals at a series of public sessions in the fall. Trustees agreed the Library's message should center around three efforts: our recently completed Long-Range Plan, or current work on the Library Building Program, and an upcoming community survey. Mrs. Heller said she would look into firms capable of doing the survey.

### **Wayland Reads**

Wayland Reads, which will present a community program organized around Marina Keegan's book "The Opposite of Loneliness" in the spring, is on hiatus for the summer. Mrs. Cartwright is co-chairing the event with the Library's Assistant Director Sandy Raymond.

### **Trustees Reports and Concerns**

Mrs. Gennis reported that she had spoken with the new chair of the Community Preservation Committee about the process for applying for CPA funds to help the Library repair and restore the windows in the Rotunda. Several estimates will be required, and a new application form will be available in September. Mrs. Jahnke will contact the firm working on the windows at First Parish church, a CPA grant recipient, for an estimate.

**The Meeting Was Adjourned** at 10:13 a.m.

### **Documents for This Meeting**

1. Agenda of Meeting 07/23/14
2. Minutes of Meeting 06/18/14
3. Summary Financial Report for 2013-2014
4. Circulation Report, June 2014
5. Monthly "people counter" numbers, May 2000-June 2014
6. "Raytheon Room Attendance 2014"

### **Next Meetings**

- Wednesday, August 20, at 8:00 a.m., Raytheon Room, Wayland Public Library
- Monday, September 15, at 6:30 p.m., Room to Be Announced
- Wednesday, October 15, at 8 a.m., Room to Be Announced
- Monday, November 17, 6:30 p.m., Room to Be Announced
- Wednesday, December 17, 8 a.m., Room to Be Announced

Respectfully submitted by Nan Jahnke, Trustee, Board Secretary