

**Wayland Free Public Library
Board of Library Trustees
Minutes of Meeting August 20, 2014
Raytheon Room, Wayland Free Public Library**

Present: Library Director Ann Knight, Trustees Aida Gennis (chair, presiding), Sally Cartwright, Anne Heller, Nan Jahnke, Lynne Lipcon; **Absent:** Thaddeus Thompson. Mrs. Jahnke, secretary, had to leave the meeting at 10 a.m.; Mrs. Lipcon took minutes for the remainder of the meeting.

Call to Order: 8:07 a.m.

Visitors and Public Comment

There were no visitors and no public comment.

Minutes of Previous Meeting(s)

The minutes of the July 23, 2014, meeting were not yet ready for vote and will be voted on in September.

Financial and Statistical Reports

Seven weeks into the fiscal year, expenses are on track. Circulation is down, but attendance at Library programs remains high and continues to pose some traffic problems outside the Library as well as overcrowding in the Raytheon Room.

Library Building Program and Massachusetts Library Construction Requirements

Tom Jewell, our outside consultant, continues to evaluate our space needs as he updates the Library's Building Program.

Mrs. Knight reported on a Massachusetts Public Library Construction Program workshop held in August for libraries considering construction projects over the next several years. She reported that a capital bond bill totaling \$151.2 million was signed by the governor on August 5; she also detailed the timetable for various project milestones under grants awarded from these bond funds. Under that timetable, libraries are advised to have (1) an updated Library Building Program in hand by February 2015; Mr. Jewell's work puts us on target to meet that deadline should the Town wish to apply for a construction grant. Looking farther down the road, the Massachusetts Public Library Construction Program also requires (2) well-considered community input into any proposed library construction plan, as well as (3) the selection of a project manager and (4) schematic designs for at least *two* library sites, including one one-site expansion, *before* a grant application is submitted.

Trustees discussed how community input could be gotten and proposed the formation of a working committee, perhaps called the Library Planning Committee, which would serve as a feasibility study group charged with such tasks as (a) assisting the Trustees in their upcoming survey of public opinion about Library needs and locations; (b) evaluating Mr. Jewell's Library Building Program; and (c) making recommendations to the Trustees for ways to go forward to best serve the needs of the Library program and the Town. The Massachusetts Board of Library Commissioners suggests that such a committee might include local elected officials, respected community leaders, Library patrons, other interested parties, and perhaps two Trustees.

Mrs. Gennis asked Trustees think more about forming such a Library Planning Committee and to forward suggestions to her about how to recruit members and how, specifically, to formulate the charge. Those suggestions will be discussed at our meeting in September.

Library Communications

Our Communications Consultant continues to work with Mrs. Knight to develop a scope of work for a new Library website and logo. That document should be ready in mid-September, and we can begin to solicit quotes. She has also submitted a draft yearlong Library Communications Plan (October 2014-October 2015) for the Trustees' consideration. The consultant is also working with Mrs. Heller to identify firms that could help us with our community survey. When those tasks are wrapped up, the consultant will work on benchmarking the Library's materials and practices against neighboring and peer communities; invigorating the Library newsletter; and creating new communications materials, perhaps including some video clips. The Trustees approved up to \$15,000 for this work from trust funds last year. This pilot program on library communications will help determine whether a communications specialist is needed on staff.

Mrs. Gennis confirmed that the Library will again work with Boston University's AdLab program this year. AdLab is a student-run communications "lab" that serves as a training ground for graduate students in the University's College of Communications. The Trustees recommended a spring semester project (rather than fall), and suggested that we ask to work with an experienced team that has already successfully completed one AdLab project.

Finance Committee Planning Process

Mrs. Gennis confirmed that the Library will be making its presentation to the Finance Committee's Long-Range Planning meeting on September 10. We will present work on our recently completed Long-Range Plan, current work on our Library Building Program, and upcoming work on our community survey. In advance of the meeting, Mrs. Gennis and Mrs. Knight we will reach out, as requested, to three community partners with whom the Library might share planning interests: the Schools Committee; the Council on Aging; and the Wayland Business Association.

Update on Facilities and Drainage

A visit by an engineer from Ameresco led staff to understand that the Library's furnace would be replaced with a new gas furnace in the fall, but Mrs. Knight has no direct information about this. She has asked John Moynihan, the Town's Public Buildings Director, for more information so staff can make any necessary accommodations in terms of Library access and programming. Mrs. Knight pointed out that by law the Library must close if the building temperature falls below 58 degrees for more than one hour.

FEMA-approved mitigation work on drainage at the Library is on hold awaiting a permit from the Conservation Commission. The Children's Room has flooded three times this year -- twice in one week -- and has had to close for half a day so that wet rugs could be shampooed and dried. The current drain, located outside the egress door, is inadequate to its task and readily fills with debris, thus decreasing capacity. On several occasions, staff has stood by in storms, clearing the drain. The repeated flooding raises concerns about smell and mold. One proposal is to install a long drain across the egress. Mrs. Knight will follow up with Patrick Morris, the Town's Facilities Manager, about this and other solutions.

Rotunda

Mrs. Jahnke will approach Olde Bostonian, the window preservation firm doing work on the windows at the historic First Parish Unitarian Universalist Church in Wayland, about assessing the condition of the windows in the Library's Rotunda. The estimate for fabricating four pillows for the new upholstered chairs in the Rotunda is \$247. Trustees agreed to go forward with this purchase. Battery-operated LED floor lamps have arrived for the Rotunda. The pillows and lamps will be paid from State Aid or the Millennium Fund, or a combination of both.

Budget Planning

As budget season approaches, Trustees agreed to request two increases for the Library's FY2015-2016 budget (1) to restore four evening hours cut in 2010 (i.e., to close at 9 p.m., not 6 p.m., on Thursdays and at 6 p.m., not 5 p.m., on Fridays) and (2) to fund a part-time Young Adults Librarian position. The cost of these changes will be worked out over the next several months.

People Counter

Mrs. Knight reported that the purchase of a new people counter has been postponed pending a technology upgrade next year that will give the Library a more robust wireless network. When that upgrade is complete, the Library can move forward with consideration of a wireless people counter.

Trustees' Reports and Concerns

Mrs. Jahnke will review the Library's weekly warrants (the invoices submitted to the Town for payment) in September and October; Mrs. Cartwright will review them in November and December; Mrs. Lipcon in January and February; Mr. Thompson in March and April. Thanks to Mrs. Gennis, who reviewed the warrants in July and August.

The Meeting Was Adjourned at 10:35 a.m.

Documents for This Meeting

1. Agenda of Meeting 08/20/14
2. Financial Report 08/19/14
3. Circulation Report, July 2014
4. Long-term Library Communications Plan, October 2014-October 2015, draft

Next Meetings

- Monday, September 15, at 6:30 p.m., 2nd Floor Small Conference Room, Town Building
- 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, with thanks to Mrs. Lipcon for taking minutes for the second half of the meeting.