

**Wayland Free Public Library  
Board of Library Trustees  
Minutes of Meeting September 15, 2014  
Small Conference Room, 2<sup>nd</sup> Floor, Town Building**

**Present:** Library Director Ann Knight, Trustees Aida Gennis (chair, presiding), Sally Cartwright, Anne Heller, Nan Jahnke, Lynne Lipcon, Thaddeus Thompson **Absent:** None

**Call to Order:** 6:30 p.m.

**Visitors and Public Comment**

There were no visitors and no public comment.

**Minutes of Previous Meeting(s)**

The minutes of the meetings of July 23, 2014 and August 20, 2014 were approved unanimously as amended (to reflect a correction to a job title).

**Financial and Statistical Reports**

Two months into the fiscal year, expenses are on track. Circulation is down somewhat, but according to figures from the Minuteman Library Network that Mrs. Knight distributed at the meeting, Wayland's circulation strength ranks third of 36 eastern Massachusetts cities and towns over the last fiscal year (and the two higher-ranking towns had recently opened new buildings and/or had reporting anomalies). Attendance at Library programs remains high, and patron visits, averaging more than 2,100 a week, are up over last year. Also, our circulation of e-books, not included in the presented chart, is strong and growing.

**Finance Committee: Long-Range Planning Meeting and FY2015 Budget**

Mrs. Heller reported that she presented three Library planning initiatives to the Finance Committee on September 10: our recently completed Long-Range Plan, our current work on our Library Building Program, and our upcoming work on a community survey. Before the meeting, Mrs. Gennis and Mrs. Knight had reached out to several community partners with whom the Library might share planning interests: the School Committee, the Council on Aging, the Planning Board, and the Parks and Recreation Department. Mrs. Gennis learned that the Council on Aging, with whom the Library explored a possible facility-sharing plan that foundered last year over site constraints, is now exploring a partnership with the Department of Parks and Recreation to share space at Town Center. Trustees expressed support and best wishes for their undertaking.

Mrs. Knight reported that the Finance Committee has not yet issued any special guidelines for developing the FY2015 budget. Guidelines should be issued the first week of October. Trustees agreed that we would ask that the Town restore the Library hours that were cut as a cost-saving measure in 2010 and perhaps also ask for funds for a part-time librarian for teens and 'tweens.

**Rotunda Windows**

A proposal for repair and restoration of the Rotunda window casements has been received from Olde Bostonian, a Boston preservation firm, with an estimated cost of \$15,000. The casements are broken and rotted in spots and the windows have been caulked shut. The historic glass panes, which are curved, do not appear to require restoration at this time. As the estimated project falls below the \$25,000 minimum for capital funding, Trustees urge the Town to include repair of the Rotunda window casements as a line item in the FY2015 Facilities budget.

## **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. A draft of that report is expected in November. A current, approved Library Building Program is required from towns making an application to the Commonwealth for a Massachusetts Public Library Construction Program (MPLCP) grant. Wayland may wish to apply for such a grant, which would pay approximately 45 percent of construction costs for a new or expanded Library facility.

The MPLCP also requires applicants to present well-considered community input into any proposed library construction plan; the Trustees are now forming a working committee of perhaps 12-14 members, to be called the Library Planning Committee, to elicit that comment. Trustees proposed some candidates for that committee, including elected officials, respected community leaders, Library patrons, one or two Trustees, and other interested parties, as suggested by the MPLCP; candidates might also put themselves forward for inclusion on the committee. Mrs. Knight stressed that committee members must be available to visit other libraries.

Trustees reviewed a draft charge for such a committee. Mrs. Jahnke will edit the charge, taking the Director and Trustees' thoughts into account, and Mrs. Gennis will present it for vote at the next meeting. In the meantime, Trustees may propose other candidates to Mrs. Knight.

## **Energy Initiatives: Heating and Lighting**

Trustees seek more clarity on the impacts of energy initiatives passed at Town Meeting last year, especially as regards lighting in the Library. Library lighting needs are particular to its work and study areas and also to the stacks and reading room, which have high ceilings and specialized fixtures. Installation of a new gas furnace is expected, perhaps now in spring 2015.

## **Flooding and Drainage Issues**

Mrs. Knight reported that John Moynihan, the Town's Acting Public Buildings Director, has had some discussions with the environmental engineering firm Tighe and Bond to resolve recurring flooding problems in the lower-level Children's Room. The Children's Room was recently closed for a day while the cleanup firm Service Master shampooed and dried the carpets after a water intrusion; the cleaners had to return to resolve problems with a lingering musty odor. Mr. Moynihan believes a solution might entail digging a trench outside Children's Room door and routing water flow to an underground basin.

## **Other Building News**

Fabric is on order for pillows for the new furniture in the Rotunda. Library staff are rearranging work and seating areas again, this time moving computer stations to accommodate English language tutoring and other needs. Mrs. Knight again points out the need for more private work spaces for individual Library patrons and small groups.

## **Annual Report**

Mrs. Knight will draft the Library's Annual Report for FY2014, Mrs. Jahnke will edit it, and Trustees will vote on it at the next meeting.

## **Wayland Reads**

Mrs. Cartwright reported that planning for the 2015 Wayland Reads program is on track for a late winter start date (February or March). The program will focus on a collection of essays by Marina Keegan titled *The Opposite of Loneliness*, which she wrote while she was a student at Yale. Ms. Keegan, who grew up in Wayland, died in a car accident shortly after her graduation.

## **Library Communications**

Trustees have reviewed samples of work presented by our Communications Consultant, including program fliers and collection signage. The consultant has also worked with Mrs. Knight to prepare specifications for website development.

## **Topics Not Reasonable Anticipated by the Chair in Advance of Meeting**

Mrs. Knight reported the donation of an art print to the Library by Alexandra Moses, a former resident, which the Trustees gratefully received.

**The Meeting Was Adjourned** at 8:33 p.m.

## **Documents for This Meeting**

1. Agenda of Meeting 09/15/14
2. Minutes of Meeting 07/23/2014
3. Minutes of Meeting 08/20/2014
4. Director's Report, August/September 2014
5. Financial Report 09/12/14
6. Circulation Report, August 2014
7. Monthly People Counter Summary, May 2000 through June 2014
8. Raytheon Room Attendance at Programs, January through June 2014
9. Draft charge for a Library Facility Planning Committee
10. Proposal for work on Rotunda windows, with estimate, Olde Bostonian Architectural Antiques, 09/13/2014
11. Comparison of 36 cities and towns' circulation figures [FY14], marked "Sheet 2" and "Sheet 3"
12. Samples of work produced by Communications Consultant

## **Next Meetings**

- Wednesday, October 15, at 8 a.m., Raytheon Room, Wayland Free Public Library
- Monday, November 17, 6:30 p.m., Town Building, Second Floor Small Conference Room
- Wednesday, December 17, 8 a.m., Raytheon Room, Wayland Free Public Library

Respectfully submitted by Nan Jahnke, Trustee, Board Secretary