

**Wayland Free Public Library  
Board of Library Trustees  
Minutes of Meeting October 15, 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, Thaddeus Thompson **Absent:** None

**Call to Order:** 8:15 a.m.

**Visitors and Public Comment**

There were no visitors and no public comment.

**Minutes of Previous Meeting**

The minutes of the meeting of September 15, 2014 were approved unanimously.

**Financial and Statistical Reports**

Three months into the fiscal year, expenses are on track. The Contractual Services line is spent down 84 percent due to expected upfront contract costs. The September Circulation Report was not available due to staff illness.

**Long-Range Planning Initiatives, Finance Committee and Others**

Mrs. Gennis reported that the Finance Committee continues its effort to foster inter-departmental information sharing on long-range planning issues, and that a second round of presentations is scheduled for this week. Mrs. Heller has already presented on the Library's recently completed Long-Range Plan, our current work on our Library Building Program, and our upcoming work on the 2015 Community Survey, a document that could help support any future application for construction funds from the Commonwealth. Mrs. Gennis continues to have conversations with 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 advised Trustees that a second planning group, called the Long Range Working Group for Town-Owned Parcels, is also working on longer-range planning issues, apparently in accordance with the Town's 2005 Master Plan. Individual trustees will attend its meetings whenever possible to follow developments.

**Annual Report**

Trustees reviewed the draft Annual Report prepared by Mrs. Knight and Mrs. Jahnke and made some changes. On a motion by Mrs. Gennis, seconded by Mrs. Cartwright, the Trustees voted unanimously to accept the Annual Report as edited in the meeting.

**FY2016 Budget and Interim Funding for Website Development and Community Survey**

Mrs. Knight presented the Finance Committee's guidelines for the FY2016 budget, noting that a level-service budget has been requested. After long discussion, and after noting that the Library has exercised exemplary budgetary restraint over the past five years, Trustees agreed it was time to restore the Library hours that were cut in FY2011 and to add a part-time staff position to help the Library keep up with digital services and community outreach.

Mrs. Knight presented evidence that most surrounding towns offer more evening hours and Sunday hours at their libraries than we do, and that patrons frequently ask for restoration of the evening hours lost in FY2011.

Mrs. Heller and Mrs. Gennis made the case for the part-time staff position, citing the need for expertise on staff for website management, social media networking, and other digital services to reach out to patrons and promote Library programs; the Library also needs help with traditional communications and public outreach, tasks that are currently overburdening the Director. A close examination of the Library's current staffing structure followed. Trustees also reviewed the current communications pilot program, under which a communications consultant, Emily Kristofek, has been hired to work 9 hours a week, and determined that the consultant's work has been mission-critical, productive, recurring in nature, and worthy of long-term support from the Town.

In the meantime, on a motion by Mrs. Gennis, seconded by Mrs. Lipcon, Trustees unanimously voted to set aside money from the Draper Fund, a recent bequest from a longtime Library supporter, to pay outside consultants for website development (maximum, \$20,000) and the 2015 Community Survey (maximum \$20,000).

As the agenda for this meeting was already quite full, Trustees agreed to postpone further discussion of the FY2016 budget to a special Trustees' meeting to be held on Monday, October 27, at 6:30 p.m. in the Director's Office, in the Library. Other items might appear on that agenda as well.

### **Library Building Program**

Tom Jewell, another outside consultant, has nearly completed his area-by-area description of Library space needs required for the update of the Library's Building Program. Mr. Jewell hopes to have a first draft of the Program completed by the end of November and will likely join the Trustees at their November or December meeting to present it. 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 might wish to apply for such a grant, which would pay approximately 45 percent of construction costs for a new or expanded Library facility.

### **Library Planning Committee**

The MPLCP also requires applicants to present well-considered community input into any proposed library construction plan; to help gather that input, Trustees are now forming a town-wide Library Planning Committee. Trustees discussed a second draft of the charge for that committee, made a few changes, and asked Mrs. Knight and Mrs. Jahnke to finalize it. Trustees then considered how to solicit members for the committee, which the MPLCP suggests might include elected officials, respected community leaders, Library patrons, one or two Trustees, and other interested parties. Trustees drew up a list of people to consider and also made plans for a public call for candidates through local media outlets.

### **Adjournment**

The hour being late, the meeting was adjourned at 10:56 a.m., with remaining agenda items postponed to the special meeting on October 27, 2014.

### **Documents for This Meeting**

1. Agenda of Meeting 10/15/14
2. Minutes of Meeting 09/15/2014
3. Financial Report 10/14/14
4. Memo, Brian Keveny, Finance Director, to All Department Heads, Boards, and Commissions, "FY 2016 Budget Guidelines"

5. Budgeting document, “Salary [and] Budget Possibilities FY16”
6. Draft, “Call to Form a Library Planning Committee”
7. Table, “Library Planning Committee—Potential Members”
8. Draft, “Board of Library Trustees Annual Report for FY2014” with attachment, “Summary of Library Statistics, Fiscal Years 2013 and 2014”

**Next Meetings**

- Monday, October 27, at 6:30 p.m., Director’s Office, Wayland Free Public Library
- Monday, November 17, 6:30 p.m., Town Building, Second Floor Conference Room
- Wednesday, December 17, 8 a.m., Raytheon Room, Wayland Free Public Library

Respectfully submitted by Nan Jahnke, Trustee, Board Secretary