

**Wayland Free Public Library  
Board of Library Trustees  
Minutes of Meeting October 27, 2014  
Director's Office, 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:** 6:45 p.m.

### **Visitors and Public Comment**

There were no visitors and no public comment.

### **Planning Initiatives**

Mrs. Heller and Mrs. Lipcon have attended meetings of a working group created to review the Town's long-range planning and the disposition of Town-owned land. The group is currently concerned with procedural matters that will lay the groundwork for a later review of parcels that might be of interest for Library construction.

### **FY2016 Budget Planning**

Mrs. Knight presented five budget scenarios for FY2016, including two level-service scenarios (#1 and #2), one scenario restoring four evening hours lost to budget cuts in FY2011 (#3), one adding a part-time Digital Services and Communications Specialist position (#4), and a final scenario reflecting customary level-service increases, plus the evening hours, plus the coordinator position (#5).

Discussion centered on public demand for evening hours, the hours of surrounding public libraries, the need for expertise in digital services and public outreach on staff, as well as on the Trustees' budgetary restraint and forbearance in recent years. On a motion by Mrs. Lipcon, seconded by Mrs. Cartwright, the Trustees voted unanimously to present the fifth budget scenario to the Finance Committee. The Trustees directed Mrs. Knight to prepare the final budget and budget narrative in accordance with the Trustees' discussion, with the help of Mrs. Gennis and Mrs. Jahnke.

### **Digital Services and Communications Specialist Position**

Trustees discussed the draft job description for the proposed Digital Services and Communications Specialist position, a document that will be needed when the Library presents the position for review by the Personnel Board on November 24. Trustees agreed that the new hire would report to Mrs. Knight but be available to the Board of Library Trustees for special projects as needed. Trustees asked Mrs. Knight, Mrs. Gennis, and Mrs. Heller to finalize the draft.

### **Library Planning Committee**

Trustees continued their discussion of how best to advertise the formation of its Library Planning Committee, a town-wide working committee composed of 10-20 residents that will be convened in January. The work of the committee, which is anticipated to take about 18 months' time, is to review the Library's space needs and to make recommendations to the Board of Trustees about whether to apply to the Massachusetts Public Library Construction Program for funding to renovate our current building on Concord Road or build a new library on a different site.

Mrs. Gennis announced plans to place calls for candidates in local media outlets, and the Trustees will continue to contact people from different demographic groups. Mrs. Knight will send the final version of the charge after she and Mrs. Jahnke make final edits to the timeline. Mrs. Knight has asked Douglas Goddard, Chair of the Permanent Municipal Building Committee, whether it would be appropriate for one of its members to participate in the Planning Committee's work, and if so, how and at what time. Mr. Goddard will take it up with his committee.

Discussion of our consultant Tom Jewell's continuing work on the Library's Building Program was postponed to another meeting for lack of time, as was discussion of the Community Survey to be conducted in 2015. Both of those documents would help an application to the Commonwealth for library construction funds.

### **Rotunda Windows**

After receiving several widely ranging estimates for work on the Rotunda windows, the Trustees decided not to pursue funding from the Community Preservation Committee during the upcoming grant cycle. Instead, the Trustees will leave it to the incoming Public Buildings Director, Ben Keefe, to sort out the scope of work and determine a reasonable estimate for repairs.

### **Library Communications**

The Library's communications consultant continues to produce good work, most recently in benchmarking our Library's communications against those in surrounding towns, creating newspaper stories, and updating the website.

**The Meeting Was Adjourned** at 9:01 p.m.

### **Documents for This Meeting**

1. Agenda of Meeting 10/27/14
2. Draft materials for budget filing to the Finance Committee, including
  - a. Cover Letter from Aida Gennis, Chair, Board of Library Trustees to Tom Greenaway, Chair, Finance Committee, provisionally dated October 30, 2014
  - b. Table, "Possible FY2016 Budget Scenarios," undated
  - c. Draft Budget Narrative, undated
3. Draft, "Job Description, Digital Services/Community Outreach Coordinator," undated

### **Next Meetings**

- 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