

**Wayland Free Public Library  
Board of Library Trustees  
Minutes of Meeting November 17, 2014  
Second Floor Conference Room, Wayland 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:** 6:35 p.m.

**Visitors and Public Comment**

There were no visitors and no public comment.

**Minutes of Previous Meeting(s)**

The minutes for the meetings of October 15, 2014 and October 27, 2014 were approved unanimously following a change made to the section on forming the Library Planning Committee.

**Financial and Statistical Reports**

Circulation was up over last year in both September and October. Four months into the fiscal year, expenditures are on track. Mrs. Jahnke expressed concern about the performance of the Library's trust funds in the third quarter. Trustees will reconsider those funds after seeing fourth-quarter results.

**Discussions with the Finance Committee**

Mrs. Gennis, Mrs. Heller, and Mrs. Knight continue to work with members of the Finance Committee on both the 2015-2016 Operating Budget and the Finance Committee's Long-Range Planning Initiative. Trustees have been encouraged to present a statistical case for the Library's request to restore some evening and weekend hours lost in FY2011, and to address the future of libraries during the Library's presentation at the upcoming public hearing on long-range planning. Mrs. Knight will prepare the statistical case for restoring hours, and Mrs. Jahnke and Mrs. Heller will redraft the long-range planning slides.

**Library Planning Committee**

Following three weeks of advertising for members in various public media, Trustees continue to consider candidates for the Library Planning Committee. Interested residents are being sent the charge for review; they may then send a letter explaining their interest or discuss the Committee's work with one or more Trustees.

Mrs. Knight reports that she has spoken to Doug Goddard, chair of the Permanent Municipal Building Committee, who suggests that his committee might participate in discussions after the Library Planning Committee has made its recommendations to the Library Trustees.

**Library Building Program**

Tom Jewell, the consultant who has been hired to update the Library Building Program, will have a draft ready for the Trustees to review in December in advance of a meeting with him in January.

**Long-Range Planning for Town-Owned Parcels**

Mrs. Lipcon reported on her attendance at recent meetings of the group considering what to do with Town-owned parcels. The current group is considering procedural matters; a later group will consider actual disposition of parcels. Trustees' discussion chiefly addressed the question of whether Town boards with interests in Town-owned parcels, like the Library Board of Trustees, should have a place on these committees.

## **Community Survey Update**

Mrs. Gennis reported that three research consulting firms are under consideration to undertake our 2015 Community Survey and we are close to final decision.

## **Website Update**

Mrs. Heller reported that the Library is close to selecting a design firm to update the Library's website.

## **Lighting**

Mrs. Knight continues to be concerned about lighting changes being contemplated for the Library without input from Library staff. While sympathetic with the goal of energy efficiency, Mrs. Knight notes that the Library's needs are particular to readers' tasks, the high ceilings in the Main Reading room, and stack conditions. She will continue to push for Library input into specifications with John Moynihan, the Facilities Department's special project manager in charge of lighting initiative, and Nan Balmer, the Town Administrator.

## **Library Communications Position**

Mrs. Knight is finalizing the Library's presentation to the Personnel Board asking that a part-time Communications Specialist be added to staff. The Personnel Board is scheduled to hear the presentation on November 24.

## **Wayland Reads**

Mrs. Cartwright reported on plans for this winter's Wayland Reads program and distributed a list of tentative events. This year's program centers on the collection of essays written by Marina Keegan titled "The Opposite of Loneliness." Trustees considered whether to present a Gossels Fund Lecture in conjunction with the Wayland Reads program.

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

Mrs. Gennis reported a recent query from a town resident who asked whether the Library would be interested in having a presence at either the River's Edge housing project or the proposed building for municipal use at the Town Center. While expressing support for outreach to elders and shut-ins, and expressing interest in exploring this further, the Trustees were disinclined to relocate any of the Library's collections outside the Library's walls.

**The Meeting Was Adjourned** at 8:53 p.m.

## **Documents for This Meeting**

1. Agenda of Meeting 11/17/14
2. Minutes of Meetings October 15, 2014 and October 27, 2014
3. October Circulation Report
4. Financial Report, "Summary Reports as of 2014.11.14"
5. Financial Report, "Trust Funds"
6. "Library Planning Committee—Potential Members Updated ~~10/28/14~~ 11/17/14"
7. "Long-term Communication Plan, Updated 10/26/14"
8. "For Trustees, Wayland Reads 2015, Events, as of November 17, 2014"

## **Next Meetings**

- Wednesday, December 17, 8 a.m., Raytheon Room, Wayland Free Public Library
- Wednesday, January 21, 8 a.m., Raytheon Room, Wayland Free Public Library

Respectfully submitted by Nan Jahnke, Trustee, Board Secretary