

**Wayland Free Public Library
Board of Library Trustees
Minutes of Meeting December 17, 2014
Raytheon Room, Wayland Free Public Library**

Present: Library Director Ann Knight, Trustees Aida Gennis (chair, presiding for the second part of the meeting), Sally Cartwright (vice chair, presiding for the first part of meeting), Anne Heller, Nan Jahnke, Lynne Lipcon, Thaddeus Thompson **Absent:** None

Call to Order: 8:05 a.m.

Visitors and Public Comment

Public Buildings Director Kenneth “Ben” Keefe joined the Trustees for a portion of the meeting. There were no other visitors and no public comment.

Minutes of Previous Meeting(s)

The minutes for the meeting of November 17, 2014 were approved unanimously.

Financial and Statistical Reports

Circulation was up in November compared to the last two years, and electronic circulation in the Over-Drive collection is at an all-time high. Five months into the fiscal year, expenditures are on track.

Library Building and Grounds

Mr. Keefe, the Town’s new Public Buildings Director, discussed with Trustees several facilities matters that concern the Library, including energy-efficient lighting for the Main level, heating and cooling issues throughout the building, site drainage, repair of the Rotunda windows, and care of the ivy on the Library’s façade.

Mr. Keefe presented lighting and fixture specifications for the Library that were suggested by Ameresco, the energy consulting firm that is implementing a town-wide energy efficiency upgrade; the upgrade was spearheaded by the Energy Initiatives Advisory Committee and approved by Town Meeting last year. The recommendation includes replacing 16 overhead fixtures in the Circulation area, Reference area, Main Reading Room, and stacks on the Main Level. While Trustees supported an upgrade to quiet, dimmable, LED lighting, they found the recommended fixtures to be too “industrial looking” for an historic library building. Mr. Keefe will inquire whether different fixtures can be substituted.

Mrs. Knight asked Mr. Keefe for help with air circulation in the Raytheon Room, which has no windows. She also asked for advance warning when it comes time to replace the current oil burner with a gas furnace, in case staff need to close off part or all of the building for the work.

Mr. Keefe said site drainage work approved under a \$350,000 state and federal grant is proceeding slowly as the Town’s consulting engineers and Department of Public Works team continue to identify existing structures and solutions. The grant, awarded by the Federal Emergency Management Agency and its state counterpart the Massachusetts Emergency Management Agency, was awarded after flooding in 2010 closed the Library for five months. Work is expected to be finished in 2015 or 2016. Mrs. Knight reiterated that, in the meantime, the Children’s Room continues to flood at the emergency exit

door in stormy weather despite ad hoc efforts to divert water and keep the drains clear.

Mrs. Gennis asked if Mr. Keefe could help resolve a discrepancy between two appraisals and estimates the Library has received for work to repair the windows in the Rotunda, and he agreed to do so. Trustees also mentioned the continuing need for care of the ivy on the Library's brick façade.

Revised Operating Budget Request

After internal review and discussion with our Finance Committee liaison, Bill Steinberg, Trustees revised the Library's FY2015-2016 budget request to delineate three separate scenarios: a "Level Service Budget," a "Restoration of Service Budget" (which restores evening and weekend hours cut in FY2011), and the "Requested Budget" (which includes an additional \$24,000 to support a part-time, unbenefited, Digital Services and Communications Specialist). The Library is scheduled to present its budget request in January.

Personnel Board Review of Requested Staff Change

Mrs. Knight reported that the Personnel Board has recommended against the Trustees' request for a 17-hour-a-week Digital Services and Communications Specialist after hearing the Library's case in November. The Personnel Board noted that the described duties involve "non-traditional librarian work" and questioned whether avenues for using volunteer and/or intern labor had been adequately explored.

Finance Committee Planning Series

In December, Mrs. Knight and Mrs. Heller made a short presentation to the Finance Committee on the Library's anticipated long-range capital projects and answered questions about construction schedules should the Library receive a Massachusetts Public Library Construction Program grant for renovation or new construction. Other departments have made similar presentations about their capital requirements, in an effort to get a better view of needs to guide the Finance Committee's long-range planning.

Long-Range Planning for Town-Owned Parcels

Mrs. Lipcon reported on a meeting of the group considering what to do with Town-owned parcels. The current group, which is considering procedural matters, will finish its work soon and report to the Board of Selectmen in January, handing off work to a new group that will consider the actual disposition of parcels. Town boards with interests in Town-owned parcels, like the Library Board of Trustees, are not expected to have seats on the new committee, which will make its recommendations to the Planning Board.

Library Planning Committee Composition

Trustees are working to fill the remaining seats on the Library Planning Committee, which is scheduled to have its first meeting in early 2015. Mr. Thompson and Mrs. Jahnke will contact two candidates who might represent young families in the community. Once the committee is complete, Trustees will send out letters of appointment.

Library Building Program

Trustees have received the draft Library Building Program, a 97-page document prepared by our consultant Tom Jewell, for review. Mrs. Knight requested edits and comments by Christmas if possible, or in early January, before Mr. Jewell meets with Trustees at their January meeting.

Community Survey Update

Mrs. Gennis reported that the University of Massachusetts Donahue Institute will conduct our 2015 Community Survey at a cost of \$12,800 not including print and mailing.

Website and Logo Update

Mrs. Heller reported that Stirling Technologies will redesign our website and Library logo at a cost of about \$14,000. Trustees gave input on design elements for the logo.

Wayland Reads

Mrs. Cartwright reported that plans for this winter's Wayland Reads program are on track and distributed a bookmark publicizing the reading selection: "The Opposite of Loneliness," a collection of essays by Marina Keegan. Trustees agreed that while a Gossels Lecture would be welcome in 2015, it should be kept separate from the Wayland Reads programming.

The Meeting Was Adjourned at 10:47 a.m.

Documents for This Meeting

1. Agenda of Meeting 12/17/14 [erroneously dated "Wednesday, November 17, 2014"]
2. Minutes of Meeting November 17, 2014
3. November Circulation Report
4. Financial Report, "Summary Reports as of 2014.12.16"
5. Two PowerPoint slides for presentation to the Finance Committee for planning purposes
6. Proposed FY2016 Library operating budget titled "(Revised) Wayland Free Public Library Proposed Operating Budget & Narrative for Fiscal Year 2016," dated December 5, 2014.
7. Memo from the Personnel Board to Finance Committee and Nan Balmer, Town Administrator, "FY 15 Staffing Requests," December 9, 2014
8. "Wayland Public Library Building Program," draft, by [Library consultant] Thomas N. Jewell dated December 2014
9. "Library Planning Committee—Potential members, Updated 12/16/14"
10. Email, Jan DeMeo to Ann Knight, report of patrons registered for Library's OverDrive electronic media access, by year, 2009-2014
11. Stirling Technologies, online worksheet for logo design, "Logo Design Starter Kit," <http://www.stboston.com/logo-design/>
12. Email, Emily Kristofek to Aida Gennis, "Logo meeting—notes for Trustees," summary of staff discussion of new Library logo elements
13. Specification sheet for Corelite Stellar 12" suspended fluorescent light fixtures under consideration for Library table area and stacks
14. Bookmark, "Wayland Reads ... March 2015, Join the Discussion"

Next Meeting

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

Respectfully submitted by Nan Jahnke, Trustee, Board Secretary