

Wayland Free Public Library
Board of Library Trustees
Minutes of Meeting January 21, 2015
Raytheon Room, Wayland Free Public Library

Present: Library Director Ann Knight, Trustees Aida Gennis (chair, presiding), Sally Cartwright, Nan Jahnke, Lynne Lipcon **Absent:** Anne Heller, Thaddeus Thompson

Call to Order: 8:13 a.m.

Visitors and Public Comment

Ben Keefe, the Town's Public Buildings Director, joined the Trustees for a portion of the meeting, as did Library consultant Thomas Jewell. There were no other visitors and no public comment.

Minutes of Previous Meeting(s)

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

Financial and Statistical Reports

Circulation was up again in December compared to the last two years, and electronic circulation in the OverDrive collection again posted an all-time high, but year-to-date circulation trails last year's totals by a little. Trustees asked that the Circulation Report be reformatted to better show monthly and year-to-date comparisons and to highlight any trends.

Library visits recorded by the Library's "people counter" declined slightly (about 1%) in 2014 compared to the year before, but still averaged 2,119 visits per week. Monthly attendance at events in the Raytheon Room climbed steadily throughout the fall, peaking at 672 attendees in December.

Halfway through the fiscal year, expenditures are on track with budgeted amounts.

Retirement of Pam Sway

Mrs. Knight announced that Pam Sway, our Assistant Youth Services Librarian, will retire on March 20, 2015 after many years of service. Trustees agreed on a retirement gift, to be paid from Trustees' personal funds.

Library Planning Committee

On a motion by Mrs. Lipcon, seconded by Mrs. Cartwright, Trustees approved a list of 17 prospective members for the Library Planning Committee. Mrs. Gennis will send out letters of appointment the week of January 26. In the meantime, Mrs. Jahnke and Mr. Thompson will seek 2-3 additional members to represent young families in the community, working from recommendations from the Children's Librarian and through lists provided by the Wayland Children and Parents Association. The committee is scheduled to have its first meeting on January 29.

Library Building and Grounds

Trustees reviewed two lighting fixtures for the Library's Main Level proposed by Mr. Keefe as alternatives to fixtures originally suggested by Ameresco, the energy consulting firm that is implementing a

town-wide energy efficiency upgrade. The Trustees had asked to see alternative designs that might be more consistent with the architectural style of our historical building.

Trustees preferred the bowl-shaped design to the chandelier design offered, and specified the bronze-like paint finish. Mr. Keefe will determine any cost differential or changes to the original work schedule, but he expects the new fixtures to come in near budget and in reasonable time. Mrs. Gennis asked that Mr. Keefe confirm that the chosen fixtures will deliver the same light levels specified by the Library's earlier lighting consultant, who worked with the Trustee's volunteer designer, Elizabeth von Goeler, in 2012, and he said he would look into it.

Mr. Keefe reported that the new gas-fired boiler will be installed after the heating season. In answer to a question from Mrs. Knight, Mr. Keefe reported that he is now seeking certification as an Owner's Project Manager and as a certified Purchasing Agent, standings that could be helpful if the Town undertakes a project under the Massachusetts Public Library Construction Program.

Community Survey Update

The Trustees' 2015 Community Survey is now being developed by the University of Massachusetts Donahue Institute. Mrs. Knight will circulate the first draft of the survey to Trustees for comment by Friday, January 23. The purpose of the survey is (1) to identify the community's needs and priorities both for Library services and for the Library building itself, (2) to guide the work of the Library Planning Committee, and (3) to satisfy requirements of the Massachusetts Board of Library Commissioners in the event the Town should apply for a state library construction grant.

Operating Budget Request

Mrs. Gennis and Mrs. Knight presented the Trustees' Operating Budget Request to the Finance Committee on January 20 and were cordially received.

Website and Logo Update

Work has begun on the redesign of the Library website and Library logo.

Wastewater Treatment Connection

Mrs. Knight explained that there has been discussion between the Board of Selectmen and the Wastewater Management District Commission of a possible Town Meeting article that would reserve additional wastewater capacity for town-owned buildings, including perhaps the Library; such an article and its possible sponsors are still under discussion. On a motion by Mrs. Lipcon, seconded by Mrs. Cartwright, Trustees voted to support the article at Town Meeting if requested to do so.

Wayland Reads

Mrs. Cartwright reported that plans for this winter's Wayland Reads program are on track.

Library Building Program

Mr. Jewell presented his draft Library Building Program and was roundly praised for his careful documentation and evenhanded account of the Library's strengths and weaknesses. After some late edits, the final document should be available by the end of January.

Mr. Jewell confirmed that with completion of the Library Building Program and the earlier completion of

the Library's current Long-Range Plan, the Library now satisfies two of the three criteria for application for a Massachusetts Public Library Construction Program grant, which could reimburse approximately 45% of construction costs for Library renovations or a new building project; the third criterion is identification of a building site, either the current Concord Road site or another site in town. In order for consideration of a grant application to go forward, the Library would also need to demonstrate the Town's commitment to fund its portion of the construction costs.

In answer to a question from Mrs. Gennis, Mr. Jewell catalogued some re-uses of historic library buildings that he is familiar with, including relocation of municipal historical societies and arts commissions, and various leasing arrangements with outside commercial and nonprofit organizations.

The Trustees thanked Mr. Jewell for the benefit of his very valuable experience and for his fine report.

Long-Range Planning for Town-Owned Parcels

Mrs. Lipcon reported on the final meetings of the group considering what to do with Town-owned parcels; she also presented a resolution the committee has drawn up for consideration by the Board of Selectmen calling for the formation of a Town Land and Buildings Capital Planning Committee. 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. Mrs. Lipcon noted that there has been discussion in these preliminary meetings of placing a moratorium on capital projects while the new Town Land and Buildings Capital Planning Committee does its work.

Late Topics Not Reasonably Anticipated by the Chair

Mrs. Gennis reported on discussion at the Wayland Historical Society about opening a walkway from the Grout Heard House Museum down to the trail along the abandoned rail bed and to the parking lot adjacent to the Freight Shed. Such a path would improve access between the Library and the Museum. Trustees endorsed the idea, but asked that the walkway not sacrifice any of the parking spaces in the lot which, though owned by the Town, is regularly used by Library patrons for overflow parking.

The Meeting Was Adjourned at 11:12 a.m.

Documents for This Meeting

1. Agenda of Meeting 01/21/15
2. Minutes of Meeting December 17, 2014
3. Director's Report, December 2014-January 2105
4. December Circulation Report
5. Financial Report, "Summary Reports as of 2015.01.20"
6. Quarterly Report, "People Counter Summary" through December 2014
7. Quarterly Report, "Raytheon Room Attendance , Fourth Quarter 2014"
8. Materials for two proseed lighting fixtures for the Main Level:
 - a. JPEG, "Chandelier," a brass-toned fixture with 12 lights
 - b. Specification sheet, "Canby Interior Pendant AIP9959"
9. Resolution [drafted by the Long Range Planning Working Group for Town Owned Parcels] titled "Town Land and Buildings Capital Planning Committee," marked "1.6.15 FINAL"
10. Memo from the Long Range Planning Working Group for Town Owned Parcels to the Board of Selectmen titled "Creation of the Town Land and Buildings Capital Planning Committee," dated January 13, 2015

11. Draft, "Wayland Public Library Building Program," prepared by Thomas N. Jewell, Library Consultant, December 2014
12. List of Library Planning Committee members to date, January 21, 2015
13. List of Wayland Reads events to date titled "Wayland Reads 2015, *The Opposite of Loneliness*, by Marina Keegan, Events"

Next Meetings

- Wednesday, February 18, 8 a.m., Raytheon Room, Wayland Free Public Library
- Monday, March 16, 6:30 p.m., Town Building room to be announced
- Wednesday, April 22, 8 a.m. Raytheon Room (tentative), Wayland Free Public Library
- Monday, May 18, evening, to be announced
- Wednesday, June 17, morning, to be announced

Respectfully submitted by Nan Jahnke, Trustee, Board Secretary