

Wayland Free Public Library
Board of Library Trustees
Minutes of Meeting February 18, 2015
Raytheon Room, Wayland Free Public Library

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

Call to Order: 8:07 a.m.

Visitors and Public Comment

Fred Knight, Chairman of the Wastewater Management District Commission; Ben Keefe, the Town's Public Buildings Director; and Bill Sterling, Vice Chairman of the Council on Aging joined the Trustees for a portion of the meeting. There were no other visitors or other public comment.

Minutes of Previous Meeting(s)

The minutes for the meeting of January 21, 2015 were amended and then approved unanimously.

Financial and Statistical Reports

Seven months into the fiscal year, expenditures are on track. Recently contracted costs for a community survey and a website redesign will be paid from the Draper Fund as there are no Town funds for this work and the Draper funds are unrestricted.

The January circulation report was unavailable for review due to a staff illness.

Wastewater Issues

Mr. Keefe and Mr. Knight came to the meeting at the Trustees' invitation to address concerns about the Library's future ability to connect to the wastewater system. They presented information indicating that there is currently more than enough reserved capacity for anticipated Town uses at the Public Safety Building and Town Building; moreover, that reserve appears sufficient to cover any new wastewater demands for a projected 30,000-square-foot municipal building at the Town Center *and* for current or expanded demand at 5 Concord Road. The current Library building, which is now operating on a 29-year-old septic system, can hook up to the wastewater system at any time; the required pipe is already in place.

Trustees indicated they were comfortable with this assessment and would not pursue actions to increase wastewater capacity at this time.

Library Building and Grounds

Light fixtures. Mr. Keefe reported that the light fixtures he had proposed and the Trustees had approved for the Main Level are too expensive for the budget set by Ameresco, the energy consulting firm that is implementing a town-wide energy efficiency upgrade. Mr. Keefe is considering alternative fixtures. Trustees asked whether the 12 fixtures currently hanging in the 1985 addition might be re-lamped with

more efficient bulbs, leaving room in the budget to purchase a smaller number of more historically appropriate fixtures for the older portion of the Library. Mr. Keefe agreed to re-lamp three of our current fixtures as a test and get back to us. He assured Trustees that the delay in implementing the Ameresco plan will not incur any penalties.

Furnace. Mr. Keefe reported that the new gas furnace will be installed at the end of March.

Flood concerns. Trustees expressed deep concern about the potential for flooding at the Library as this winter's historic snowfall melts. Mrs. Knight reviewed the causes of the 2010 flood, which closed the Library for five months of repairs, as well as the various efforts that failed to control the water incursions. Mr. Keefe said he would work with Mr. Moynihan, the Town's former Public Buildings Director, with Robert Irving, the Police Chief, and with the Department of Public Works to review all flooding-response protocols and would encourage the DPW to conduct drills with the pumping equipment purchased in the aftermath of the 2010 flooding.

Mrs. Knight inquired whether the Library might hire professional movers in the event books in the Children's Room must be moved again this year to protect them from water damage. Mr. Keefe said that expense would not be covered by his budget. Mrs. Knight will investigate the cost of professional moving, as well as the cost of raising vulnerable fixtures up off the floor of the Children's Room, and report back to Trustees. She reported that the Children's Room collection currently comprises 25,000-30,000 volumes valued at \$100,000 to \$200,000.

Library Planning Committee (LPC)

Mrs. Gennis reported on the Library Planning Committee's first meeting on January 29. The meeting was devoted to organizational matters and questions about the charge and the timeline. Going forward, minutes of the LPC's meetings will be made available to the Trustees and become part of the Board's monthly record.

The Trustees voted unanimously to approve the appointment of four more town residents to the Library Planning Committee: Christine Cipriani, Joanna Engelhardt, Jen Gorke, and Tera Kemp. These four women, who were approached by the Children's Librarian or through the board of the Wayland Children and Parents Association will help represent the interests of young families in the community; two attended the first LPC meeting as observers. Mrs. Knight and Mrs. Gennis will serve on the committee *ex officio*.

Community Survey Update

Trustees reviewed a draft of the 2015 Community Survey and asked that more attention be directed to the section set aside for open-ended comments at the end of the survey.

Website and Logo Update

Staff and selected Trustees are scheduled to see the first iteration of the new website and logo design at a meeting on February 19.

Wayland Reads

Mrs. Cartwright reported that plans for this winter's Wayland Reads program are on track, with its kick-off event scheduled for March 1.

Library Building Program

On a motion by Mrs. Jahnke, seconded by Mrs. Lipcon, the Trustees voted unanimously to accept the "Wayland Public Building Program" that Library Consultant Thomas Jewell presented at our last meeting, as amended to reflect several small corrections and edits from Trustees and staff. Mrs. Knight reported that the Building Program has been sent on to the Massachusetts Board of Library Commissioners, which commended the work.

Reclassification of the Assistant Children's Librarian Position

Mrs. Knight will meet with the Personnel Board on February 23 to discuss the reclassification of the Assistant Children's Librarian position from Level 3 to Level 4.

Late Topics Not Reasonably Anticipated by the Chair

Community Center Concept for Town Center

Mrs. Gennis welcomed Mr. Sterling, who was able to come at the last minute to present a project currently under discussion between the Council on Aging (COA) and the Recreation Department for a shared Community Center to be built at Town Center. In past years, the Library and the COA had explored a similar collaboration, but it was determined that the site could not support both programs.

The Meeting Was Adjourned at 11:23 a.m.

Documents for This Meeting

1. Agenda of Meeting 02/18/15
2. Minutes of Meeting January 21, 2015
3. Director's Report, February 2015
4. Financial Report, "Summary Reports as of 2015.02.17"
5. Annotated Map titled "Wayland Community Center Concept Plan," distributed by Mr. Sterling
6. Draft Community Survey titled "Wayland Free Public Library, Needs Assessment for Programming and Planning, Third Draft 02.12.15"

Next Meetings

- Monday, March 16, 8 a.m., room to be announced
- Wednesday, April 22, 8 a.m. Raytheon Room (tentative), Wayland Free Public Library

Respectfully submitted by Nan Jahnke, Trustee, Board Secretary