

**Wayland Free Public Library  
Board of Library Trustees  
Minutes of Meeting March 16, 2015  
Director's Office, Wayland Free Public Library**

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

**Call to Order:** 8:09 a.m.

**Visitors and Public Comment**

There were no visitors and no public comment.

**Minutes of Previous Meeting(s)**

The minutes for the meeting of February 18, 2015 were amended and then approved unanimously. It was agreed that, going forward, the minutes of the meetings of the Library Planning Committee need not be appended to the minutes of the meetings of the Board of Library Trustees as they are already published under their own charge.

**Financial and Statistical Reports**

Eight months into the fiscal year, expenditures are on track. Mrs. Knight announced that the Library's Millennium Fund had recently received a gift from longtime Wayland resident and former Library Trustee Betty Sweitzer.

Circulation was down in January and February, perhaps because of record snowfalls this winter.

**Library Building and Grounds: Lighting**

Mrs. Knight reported that lighting upgrades are under way as part of the town-wide energy efficiency project. Bulbs and ballasts have been replaced in all the recessed gridded fixtures. Re-lamping of the 12 hanging fixtures over the Main Level stacks, in the 1988 addition, is proving labor intensive and may use up more of the budget than was hoped. It is now unclear whether money will be available to purchase historically appropriate fixtures for the older area of the building around the Reference and Circulation desks; this portion of the Library was built in 1900.

Mrs. Knight also reported that the lower-level Children's Room was not included in the bid specifications for the lighting upgrade, perhaps through an oversight. Mrs. Knight will ask the Town's Public Buildings Director for an update on the questions of new fixtures and the Children's Room before the Trustees' next meeting.

**Flood Emergency Preparations and FEMA Mitigation**

Trustees noted the slow thaw of the winter's record snowfall and expressed cautious optimism that flooding at the Library might be avoided this year. Mrs. Knight expressed some concern about how the Town would deploy pumps in the event of competing demands on them, and whether Town buildings

would receive priority over homeowners' calls for assistance.

Flood mitigation work under a grant to the Town from the Federal Emergency Management Agency (FEMA) should begin soon as the completion deadline is looming. Mrs. Knight hopes that related work outside the Children's Room can be done at the same time, though it seems not be to specified in the FEMA grant. The work includes the installation of a French drain to divert runoff from the roof.

Mrs. Knight restated the total value of the collection in the Children's Room as being approximately \$250,000, using a count of 25,000 volumes and a conservative replacement cost of \$10 per volume.

### **Library Planning Committee (LPC)**

Mrs. Gennis reported that the Library Planning Committee (LPC) will begin visiting other libraries in March, beginning with a full-committee visit to the Westwood Library on March 16. Subsequent visits will be made in smaller groups to cover a good amount of territory quickly. The visiting portion of the committee's charge should be finished by the end of April. Mrs. Gennis reported two early resignations from the committee due to scheduling conflicts, leaving 18 voting members. Trustees agreed the number is adequate to the LPC's task.

Trustees reviewed the timeline for the LPC's work and compared it to the timeline for submissions to the office of the Massachusetts Public Library Construction Program (MPLCP); the purpose was to determine how to proceed in the event the LPC recommends that Wayland apply for a state construction grant to renovate or expand the current building on Concord Road, or to build a new library at a different location. A grant application for such work would be due in December 2016, requiring considerable advance work—including site investigations, the hiring of an owner's project manager, and a feasibility study—in late 2015 and throughout 2016.

Trustees discussed how to identify at least two sites for consideration, as is required under MPLCP rules, and how to pay for a feasibility study, which is expected to cost approximately \$150,000 including site investigation. The request for Town funds might require action at a Town Meeting this fall.

Mrs. Gennis will speak to Cherry Karlson, Vice Chair of the Board of Selectmen, about any Town plans to conduct site surveys at the DPW property on Cochituate Road, which is being relinquished for a new building complex on River Road. The DPW site is a likely candidate for consideration by the LPC.

### **Discussion of the Municipal Pad**

Mrs. Gennis reported on further discussions with Bill Sterling of the Council on Aging (COA) about the COA's plans to investigate shared use of a proposed facility to be built at Town Center on a parcel that the developer has set aside for Town use. Mrs. Gennis said that it has been made clear that none of the concepts that the COA and the Library have explored together in recent years, which have also proposed sharing space at Town Center, could be accommodated on that parcel and still meet conservation restrictions. It is currently unclear what is feasible on that site, and what Town functions might best be located there.

The COA and the Department of Recreation have submitted an article for this year's Spring Town Meeting asking for funds to investigate use of the site for the COA and a community center. In the absence of an article to review, the Trustees reserved comment, reaffirming, however, their previous support for a COA plan to redevelop the preschool building already on that site for COA use.

## **Community Survey Update**

The 2015 Community Survey will be mailed to all Wayland households the week of March 16. The deadline for returns is mid-April, and Trustees are scheduled to hear a presentation of results in June. Trustees discussed ways to publicize the survey including at the Library, at the polls during the Town election in April, at Town Meeting in April, through an inset in the Town tax bill, and through newspaper and newsletter outlets.

## **Website and Logo Update**

Mrs. Knight reported that work on the new Library website and logo looks promising in the beta version. Content is now being loaded for further review. The work is being done by Stirling Technologies, of Winchester, at a cost of approximately \$14,000.

## **Wayland Reads**

Mrs. Gennis reported, on behalf of Mrs. Cartwright, that the events for this year's Wayland Reads program have gone well with attendance of approximately 60 people at each of the larger events. Mrs. Knight reported that the Library's aging audio-visual equipment was not up to task at the panel discussion on youth service, which was held at the Library, and that seating in the Library was also inadequate; there were parking problems as well. Trustees agreed it would be best to rent a sound system for an upcoming lecture by a Pulitzer Prize winning historian, which will also be held at the Library, to avoid any technical failure.

## **Trustees' Reports and Concerns**

Trustees warmly thanked Mrs. Jahnke, who is retiring from the Board at the end of her term in April, for her six years of service to the Library and to the Town. Mrs. Jahnke will continue to take minutes for Trustees' meetings until the end of the fiscal year or until Trustees' work on the Library Planning process lessens and a Trustee is free to take up the job.

**The Meeting Was Adjourned** at 10:34 a.m.

## **Documents for This Meeting**

1. Agenda of Meeting 03/16/15
2. Minutes of Meeting, Board of Library Trustees, February 18, 2015
3. Financial Report, "Summary Reports as of 2015.03.13"
4. January Circulation Report
5. February Circulation Report
6. 2015 Community Survey, "Needs Assessment for Programming and Planning," with cover letter

## **Next Meeting**

- Wednesday, April 29, 6:30 p.m., Wayland Town Building

Respectfully submitted by Nan Jahnke, Friend of Wayland Free Public Library