

**Wayland Free Public Library
Board of Library Trustees
Minutes of Meeting April 29, 2015
Selectmen's Hearing Room, Wayland Town Building**

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

Call to Order: 6:33 p.m.

Visitors and Public Comment

There were no visitors and no public comment.

Welcome to New Trustee Suzanne Woodruff

The Trustees welcomed their newest member, Suzanne Woodruff, who spoke briefly about her experience in construction, customer service, office planning and build-outs as well as mentoring students at Wentworth Institute of Technology.

Minutes of Previous Meeting(s)

The minutes for the meeting of March 16, 2015 were approved unanimously.

Library Building and Grounds: Lighting

Mrs. Knight reported news from the Town's Public Buildings Director Ben Keefe that the 12 hanging fixtures over the Main Level stacks in the 1988 addition cannot be converted to energy-efficient LED bulbs under the Ameresco lighting upgrade as had been hoped. Trustees then considered two other fixtures for that area and for the area over the Circulation and Reference desks. After much discussion of style, price, and lighting temperature and lighting direction, Trustees delegated Mrs. Knight and Mr. Thompson to explore the matter further with Mr. Keefe, and to determine whether the Children's Room will receive any lighting upgrade.

Library Planning Committee (LPC)

Mrs. Gennis reported that the Library Planning Committee (LPC) has nearly finished its visits to regional libraries. As the LPC continues to explore whether to recommend changes to our library facilities, it will form a taskforce to investigate at least two possible sites for any new Library renovations or construction, as is required under terms of the Massachusetts Public Library Construction Program. The full committee will soon take a behind-the-scenes tour of our current facility at 5 Concord Road.

Update on the Municipal Pad

Trustees noted with interest the vote taken on Article 25 at this year's Spring Town Meeting declining to purchase the lot of land still on offer to the Town from the developers of Town Center, as well as the vote on Article 26, authorizing the Council on Aging and the Recreation Department to proceed with site investigations on that parcel and, perhaps, subsequently, with a feasibility study for the construction of

a facility for their programs on that site.

Personnel Update

Mrs. Knight reported that the Town has hired Amy Horning as the Library's new Assistant Children's Librarian, a full-time position classified now as L4. She announced that Jim Zebrowski will be retiring in July after 10 years' service as Administrative Assistant.

Massachusetts Public Library Construction Grant Information

Trustees reviewed a timeline for tasks required of applicants for the next round of construction grants from the Massachusetts Public Library Construction Program (MPLCP). This timeline would govern the Library's actions if the Trustees and the Town decide to go forward with a building project after hearing the recommendations of Library Planning Committee. (If the Town succeeded in winning an MPLCP grant, the state would pay approximately 45% of the building costs.) One of the earliest tasks would be hiring an Owner's Project Manager, which is required for any project expected to cost more than \$1.5 million. Trustees discussed how and when this first step might be taken.

Website Redesign

Mrs. Knight reported that the Library's newly designed website will launch the first week of May. The site, which is hosted by a third party, has been designed to be ADA compliant and to perform well in mobile environments. Staff members have begun training on how to use and manage the site.

Community Survey Update

Mrs. Gennis reported that the Library received 875 qualified returns from its recent Community Survey, conducted through the UMass Donahue Institute. The Institute will have preliminary results in mid-May.

Trustees' Reports and Concerns

Mrs. Knight reminded Trustees that they have an opportunity to meet with the Commissioners of Trust Funds on May 11. Trustees had expressed interest in an update on fund performance after a presentation from the Commissioners six months ago.

The Meeting Was Adjourned at 9 p.m.

Documents for This Meeting

1. Agenda of Meeting Wednesday, April 29, 2015
2. Minutes of Meeting, Board of Library Trustees, March 16, 2015
3. Financial Report, "Summary Reports as of 2015.04.28"
4. March Circulation Report
5. Resume of Suzanne Woodruff, CFM
6. Specification Sheet for Corelite "Stellar" lighting fixtures
7. "Library Planning Timeline," 2015-2016

Next Meetings

- Wednesday, May 20, 2015, 6:30 p.m., Director's Office, Wayland Free Public Library
- Monday, June 8, 2015, 8:00 a.m., Director's Office, Wayland Free Public Library

- Wednesday, June 17, 8:00 a.m., Raytheon Room, Wayland Free Public Library

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