

**Wayland Free Public Library
Board of Library Trustees
Minutes of Meeting May 20, 2015
Director's Office, Wayland Free Public Library**

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

Call to Order: 6:38 p.m.

Visitors and Public Comment

There were no visitors and no public comment.

Minutes of Previous Meeting(s)

After one correction, Trustees approved the minutes for the meeting of April 29, 2015 unanimously.

Finances and Circulation

With a month to go in the fiscal year, the Library is closing out accounts. We remain on budget with no significant shortages or overages in the budget lines. Bills for recent work done to update the Library website and conduct the 2015 Town Library Survey will be paid from the Library's Draper Fund.

Circulation is down somewhat this spring, not just in Wayland but throughout our library network.

Library Building and Grounds: Ameresco Lighting Project

Mr. Thompson reported on a meeting with Public Buildings Director Ben Keefe. Mr. Keefe confirmed that the 12 hanging fixtures over the Main Level stacks in the 1988 addition cannot be converted to energy-efficient LED bulbs, as had been hoped. Trustees declined the new fixtures suggested by Ameresco, the efficiency consultants, judging them to be too industrial-looking for the historic building; they also declined to authorize additional money from trust funds to purchase more historically appropriate fixtures, judging the cost to be prohibitive. Instead, the Library will retain the current fixtures but switch out all the bulbs for uniformly warmer, brighter, and more consistent lighting in the stacks and table areas. At the same time we will replace several malfunctioning ballasts that produce an irritating buzzing noise. It is unclear whether these changes will result in any energy efficiency.

Trust Funds

Mrs. Woodruff and Mrs. Knight reported on a meeting of the Commissioners of Trust Funds in May at which the Library's trust funds were reviewed (Mrs. Lipcon also attended that meeting). Trustees were gratified to learn that performance has improved and fees have decreased since the Town's funds were put under the management of Bartholomew & Company two years ago. Bartholomew specializes in Massachusetts municipal fund management. The Library currently has approximately \$1.2 million in trust funds under management.

Library Planning Committee

Mrs. Gennis reported that the Library Planning Committee (LPC) has completed its round of visits to other libraries and is forming two task forces, one to investigate Town parcels that might be suitable for new Library construction, the other to research different Library designs. At the urging of Mrs. Cartwright and Mrs. Woodruff, Mrs. Gennis agreed to ask Tom Fay, the committee chair, to make two recent Ted Talks on libraries available to the committee. The Library Planning Committee is investigating the advisability of applying for a Massachusetts Public Library Construction Program grant in the fall. Trustees also discussed how the Library might publicize a Library building project if one is proposed and whether some private fund-raising might be part of a financing plan.

Community Survey Update

Trustees reviewed some preliminary results from its recent Community Survey, conducted through the UMass Donahue Institute. 875 surveys were returned from 5,320 households, for a response rate of 16.4%. Respondents expressed satisfaction with the Library overall, while pointing to difficulties in parking, traffic, inadequate hours, and inadequate meeting space. More than half of respondents reported regularly using other towns' libraries; the reasons for this usage pattern had not yet been tabulated. The researchers will present their final analysis at the Trustees' meeting in June. Members of the Library Planning Committee will be specially invited to attend that meeting.

Update on the Municipal Pad

There was no new information to share about the status of the site set aside for municipal use at Town Center.

Personnel Update

Mrs. Knight reported that the Administrative Assistant's job has been posted.

Website Redesign

Mrs. Knight reported that the Library's new website has launched and is coming along. Trustees urged a generous use of photography to illustrate the Library's many resources and events.

Trustees' Reports and Concerns

A number of reports and concerns had arisen in the last 48 hours before the meeting, too late for inclusion in the agenda.

Mrs. Heller presented a fact sheet summarizing the events and results of the Friends' Spring Book and Bake Sale, held May 1-3. The sale drew hundreds of attendees and netted \$5,440 on an inventory of about 10,000 books. Trustees expressed thanks to the Town for use of the Large Hearing Room at Town Building for the sale, which was previously held in very tight quarters at the Library.

Mrs. Gennis reported that the Town Administrator, Nan Balmer, has asked Town Boards whether they expect to offer articles for a fall Warrant. Trustees agreed that the Library might propose an article asking for funds for a feasibility study and/or site investigation for Library construction in the fall; the decision will depend on the recommendation of the Library Planning Committee (LPC) about whether to pursue a Massachusetts Public Library Construction Program grant. The timing would be tight, as the

LPC's recommendation is not expected until fall, but the state's timeline would require site and feasibility work to begin soon thereafter.

Mrs. Gennis reported the recently released schedule for Spring 2016 Town Elections (April 5) and Town Meetings (April 7, April 11, et seq.).

Mrs. Woodruff, who recently attended a training program offered by the Massachusetts Board of Library Commissioners, presented a best-practices recommendation that all Board of Library Trustees' email correspondence be channeled through a Town or Library account instead of through Trustees' private email accounts. Such an arrangement would keep all Board correspondence segregated and in one place. Trustees received the recommendation with interest and approval. No vote was taken pending investigation of how to set up such a system. Mrs. Woodruff will inquire at Town Hall and Mrs. Knight will check the capacity available through waylandlibrary.org.

Mrs. Gennis pointed out that the Library is overdue for a Gossels Human Dignity program and solicited ideas for topics. Trustees suggested a program on transgender issues might be well received.

Mrs. Gennis announced that a vote for new officers would be taken at either the June or the July Board of Trustees meeting.

The Meeting Was Adjourned at 9:01 p.m. as the Library was closing.

Documents for This Meeting

1. Agenda of Meeting Wednesday, May 20, 2015
2. Director's Report, May 2015
3. Minutes of Meeting, Board of Library Trustees, April 29, 2015
4. Financial Report, "Summary Reports as of 2015.05.19"
5. April Circulation Report
6. Bartholomew Company, "Town of Wayland Trust Funds," Month Ending 04/30/15
7. "Wayland Free Public Library, Needs Assessment for Programming and Planning, Technical Report of Survey Results, May 14, 2015," prepared by the UMass Donahue Institute
8. "Book Sale Briefing" for Spring Book and Bake Sale, May 1-3, 2015

Next Meetings

- Monday, June 8, 2015, 8:00 a.m., room to be determined, 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