

**Wayland Free Public Library  
Board of Library Trustees  
Minutes of Meeting June 8, 2015  
Raytheon Room, Wayland Free Public Library**

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

**Call to Order:** 8:10 a.m.

**Visitors and Public Comment**

There were no visitors and no public comment.

**Minutes of Previous Meeting(s)**

A motion to accept was made by Suzanne Woodruff, seconded by Thaddeus Thompson. Lynne Lipcon abstained from the vote, as she did not attend the May meeting. The minutes for the meeting of May 20, 2015 were approved as submitted.

**Survey Update**

Representatives from the UMass Donahue Institute will be attending the June 17<sup>th</sup> meeting of the Board of Trustees to present the results and their analysis. Members of the Library Planning committee have been invited to attend. It will be a posted meeting of the LPC.

**Library Planning Committee Update**

Site visits of other libraries have been completed.

The land survey group has investigated town owned parcels large enough for a building and parking, including 5 Concord Road. They visited with town officials (Planning, Surveyor, Conservation, BOH, Building, Public Facilities) to review issues and concerns for each town owned site. The LPC will have a site visit on June 12 to the Old DPW at the WMS, 5 Concord Road, and a parcel off Andrew Ave. in the Town Center behind the new construction (Ace Hardware store). Town Planner Sarkis Sarkisian will be present for questions. The research study group is looking at what other communities have done for their library. They are looking nationally and internationally at space use, services, trends, etc.

At their next meetings the LPC will review the survey results and discuss their recommendations. Their report with their recommendations is due by September 1, 2015.

**Review of the guidelines for the Massachusetts Board of Library Commissioner's (MBLC) Library Construction Program**

The following are some timeline considerations should the LPC recommend a state construction grant application and should the Trustees agree with that recommendation:

Letter of intent (LOI) is due October 1, 2016. Application is due January 2017.

This letter does not have to cover what we will be asking for, but only that we intend to submit an Application.

Discussion of what it would cost to even get to the LOI. Trustees concur that they need to inquire of Ben Keefe what the costs will be for the investigation of a site/s and a schematic design/s. Rosemary Waltos should be contacted for further clarification of the application process and whether more than one site needs to have a full site investigation and schematic design for the Trustees to consider. Trustees noted that the COA – CC in Article 26 at the last town meeting requested \$150,000 for this process and wonder whether the same or similar amount would be needed. Trustees also discussed whether there could be a need to request funding from the town at a fall town meeting (should there be one) or whether the state deadline will be difficult to meet if funds are requested at a spring town meeting instead. It was agreed that the Trustees should consult with Ben Keefe about the timeline for potentially hiring an Owner's Project Manager, an Architect, doing a site investigation, etc. to have work accomplished to meet the state deadline for the construction grant, should they decide to apply for the grant.

The history of previous state construction grants was reviewed and noted that the last grant round on the state website was for the wait-listed libraries from the grant round in the early '00's, there were no new applications taken.

It was noted that 2 other town committees are being formed--WRAP and the COA-CC committee and questions were posed concerning how these may impact the library planning.

Trustees once more discussed that in the event that the LPC recommends applying for a state building grant and the Trustees determine to pursue a grant application, when would the Trustees request funding from the town for investigation costs. There is a consensus that going to the town in the fall would be best.

Ann Knight spoke about an update meeting she had with Nan Balmer, new Wayland Town Administrator. Ann informed Nan that the Trustees are studying the state construction grant timeline, are concerned that they may have trouble getting all the information needed to complete the application deadline should they decide to apply for a grant. The Trustees would like Nan to know that if there is a fall town meeting they may consider submitting an article for funding studies needed for a state construction grant application if they decide to pursue that course of action.

Aida Gennis will get back to the COA –CC committees to give them an update of our planning committee work and request a similar update of them. There is also a desire on the part of the Trustees to be collaborative in our processes going forward.

Mrs. Gennis reminded the Trustees that the state requires towns to study 2 sites for their grant application. One likely site for a possible new construction could be the old DPW site on Main Street. The Trustees wondered whether they or other boards should be asked to sponsor or co-sponsor an article to fund a study of the old DPW site on Main Street as other boards may consider uses on that site.

No final decisions was made relative to whether to prepare an article for a possible fall town meeting or what such an article might include should the Trustees in the fall determine to proceed with a state building grant application after evaluating the recommendation of the LPC.

**The Meeting Was Adjourned** at 10:32 a.m.

**Documents for This Meeting**

1. Agenda of Meeting 06/08/15
2. Minutes of Meeting, Board of Library Trustees, May, 2015

**Next Meeting**

- Wednesday, June 17, 8:00 AM., Wayland Public Library

**Future Meetings, locations to be determined, time subject to change**

- Wednesday, July 8, 7:45 AM
- July 22, 2015, 7:45 AM
- August 19, 2015, 7:45 AM
- September 16, 2015, 7:45 AM
- October 21, 2015, 7:45 AM

Respectfully submitted by Suzanne Woodruff, Wayland Free Public Library Trustee