

**Wayland Free Public Library
Board of Library Trustees
Minutes of Meeting June 17, 2015
Raytheon Room, Wayland Free Public Library**

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

Visitors: Sonia Bouvier, Lynn Cavanaugh, Tom Fay, Ben Keefe, Jen Gordon, Sarah Hubbell, Barbara Scolnick

Call to Order: 8:14 p.m.

Public Comment

There was no public comment.

Report of town-wide survey results by UMass Donahue Institute consultant

Sonia Bouvier, project manager of the UMass Donahue Institute survey conducted by the Board of Library Trustees, presented the findings of the project in a PowerPoint presentation. Audience members included Library Trustees and some members of the Library Planning Committee (LPC).

Ms. Bouvier reviewed the goals of the project which were “to gain a better understanding of the services and programs that Wayland residents expect from the library in the 21st century” and to assess community support for efforts to deal with “the space limitations of the current facility, to include expansion or relocation.” After describing the methodology used, she reported there had been a good response to the survey; 875 individuals completed a survey for a response rate of 16.5%. Ms. Bouvier said that many of the characteristics of the respondents coincide with census data, although women and people over 55 are overrepresented, and that there was a good geographic distribution within the town among respondents. She drew attention to the fact that 75% of respondents were frequent (daily, weekly, or monthly) users of the library and that a very small number were non-users. Ms. Bouvier cautioned that survey results are representative of library users and should therefore not be considered representative of the larger community.

Ms. Bouvier highlighted the priorities of the respondents that included the importance of printed and downloadable e-books, the interlibrary loan program and accessing the library through personal electronic devices, diverse programs for adults, literacy programs for pre-school and school-age children, and improved space for children’s activities. She also reported on similarities and differences in priorities found among younger (under 65) patrons including a greater interest in small study rooms and social space.

Ms. Bouvier also highlighted findings regarding support for a library building project. She reported that 73% of respondents were likely to support expansion and modernization of the current facility and 50% were likely to support a new building at a new location.

A major part of the survey was dedicated to determining the importance respondents placed on various components of the library and library services and asking them to select their priorities for investment among those categories. Components studied included: the library collection, services, technology tools, download and software tools, programs for adults, programs for children and youth, and dedicated spaces. Ms. Bouvier presented survey findings about the importance and priorities among the general group of respondents and highlighted differences of statistical significance in importance by age (collection, technology and services, dedicated spaces, programs for adults) and by frequency of use.

The other part of the survey dealt with satisfaction with library hours, the current library building, use of other libraries, and support for a library building project. Again, Ms. Bouvier presented findings among the general group of respondents as well as statistically significant differences among subgroups within the respondents. There were three open-ended questions regarding satisfaction, using other towns' libraries, and a possible building project and she included some comments from each question.

Before the conclusion of the report, Thaddeus Thompson excused himself from the meeting.

Chair Aida Gennis thanked Sonia and her colleagues at the Umass Donahue Institute for their assistance on this project. At the conclusion of the presentation, the Trustees moved on to the remaining items on the agenda.

Update on the Ameresco energy project

Ben Keefe, Facilities Director, reported on the status of the upgrades that have taken place in the library as part of the Ameresco energy project. The lighting upgrades in the Children's Room are complete, those in the Raytheon Room near completion, and those on the main floor of the library are not complete. Problems with bulbs have delayed the conversion there. He reported that the new gas-fired furnace has been installed, and they are waiting for the delivery of a new expansion tank to complete the installation.

Discussion of requirements of the MBLC (Massachusetts Board of Library Commissioners) construction grant program

Chair Gennis commented that, although the Library Planning Committee has not completed their report and the Trustees have not made a final decision regarding the pursuit of a state-funded library construction grant, the Trustees had invited Mr. Keefe to the meeting to become better informed about site evaluations, working with an Owner's Project Manager (OPM), and schematic designs. If the LPC recommends applying for a construction grant and the Trustees accept the recommendation, the Town will be required to follow a rigorous schedule in order to

meet the application deadline of January 2017. Before submitting the application, the Town will have to complete evaluations of at least two sites, including the current library site on 5 Concord Road, hire an OPM and an architect, select one site, and produce schematics that will accompany the application. Since this phase will require financial support from the Town, a warrant article might be required at a fall (if there is one) or spring town meeting. Mr. Keefe recommended hiring an OPM as a way of keeping the project on track and said that a fall start of the project (that is, town approval of a warrant article in the fall) would be ideal since no work can be done until the funding is available. If there is a fall town meeting, the deadline for the submission of a warrant article is sometime in late August. He told the Trustees that he will give them estimates for the cost of the total project as well as separate cost estimates for the site evaluations and the schematics phase. He also said that he would assist them in drafting the appropriate RFPs required for hiring an OPM and architect when needed.

During the discussion with Mr. Keefe, Ms. Gennis excused herself from the meeting and Vice Chair Sally Cartwright assumed leadership of the meeting.

Minutes of Previous Meeting

The minutes of the meeting held on June 8 had not been circulated and therefore no vote was held.

Financial/statistical reports

With less than a month to go in the fiscal year, the Library is closing out accounts. Director Ann Knight reported that the library remains on budget with a slight overage in salaries due to a staff retirement.

Update on the Library Planning Committee

Ms. Cartwright mentioned that several members of the LPC had attended the survey presentation and the committee would be meeting again on the evenings of June 17th and June 18th.

Scheduling times for future meetings

Dates were selected for future meetings of the Trustees (see notes below).

Personnel Update – Administrative Assistant

Ms. Knight reported that a candidate had been selected from a strong field and an official offer will be made shortly.

Trustees' Reports and Concerns

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

Director Knight mentioned that a citizen had requested that the Trustees' meeting be recorded by WayCam.

Anne Heller suggested that it might be worthwhile to do a supplementary analysis of the answers to the open-ended questions in the survey. She asked Ms. Bouvier to discuss this with her colleagues and give the Trustee an estimate of the additional analysis.

There was a discussion of how to share the results of the survey with the Wayland respondents and the community at large, perhaps in a document that would be posted on the library website and/or a community presentation. Ms. Heller suggested that this should be a topic for discussion at the next Trustees' meeting.

The Meeting Was Adjourned at 11:10 a.m. with a motion to adjourn made by Ms. Lipcon, seconded by Ms. Heller and unanimously approved.

Documents for This Meeting

1. Agenda of Meeting Wednesday, June 17, 2015
2. "Wayland Free Public Library -- Needs Assessment for Programming and Planning: Highlights of a Survey of Wayland Households, Presentation to WFPL Trustees, June 17, 2015," prepared by UMass Donahue Institute
3. "Wayland Free Public Library, Needs Assessment for Programming and Planning, Technical Report of Survey Results, May 14, 2015," prepared by the UMass Donahue Institute
4. Financial Report, "Summary Reports as of 2015.06.16"
5. Director's Report, June 2015

Next Meetings

- Wednesday, July 8
- Wednesday, July 22
- Wednesday, August 19
- Wednesday, September 16
- Wednesday, October 21

All meetings are scheduled to take place at 7:45 a.m. in the Library.

Respectfully submitted by Anne Heller