

**Wayland Free Public Library
Board of Library Trustees
Minutes of Meeting July 8, 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 **Absent:** None

Call to Order: 7:55 a.m.

Visitors and Public Comment

There were no visitors and no public comment. Nan Jahnke attended as note taker.

Introduction of New Administrative Assistant

Mrs. Knight introduced Christine Pier, the Library's new Administrative Assistant.

Minutes of Previous Meeting(s)

The minutes of the Board of Library Trustees meetings of June 8 and June 17 were approved unanimously. Mrs. Knight inquired whether the Board of Library Trustees is required to publish its own minutes of meetings or site visits held jointly with the Library Planning Committee (LPC), and Mrs. Gennis said she would inquire.

Financial Reports

The Library finished out the fiscal year with no significant overages in the budget lines or excess money to return to the Town. Mrs. Gennis asked Mrs. Knight to request more frequent reporting of balances on the Library's trust funds: quarterly if possible. Mrs. Knight reported that the Swain Fund (for young adult materials) has received a \$1,000 gift.

Library Planning Committee and Library Construction Grants

The Library Planning Committee (LPC) has scheduled two meetings in June and two in July as it continues work on a recommendation to the Trustees on whether to apply for a Massachusetts Public Library Construction Program grant. It is expected that the Committee will recommend some sort of building project, but the nature and scope of that project are not known at this time. The Committee's report is expected in September. If the recommendation is to apply for a grant, and the Trustees accept that recommendation, Trustees would have about a year to complete all preliminary site investigation and design work and submit a grant application. Grant applications are due in January 2017.

Questions have arisen over state timelines and requirements for grant applicants. Mrs. Gennis reported a clarification from Rosemary Waltos, the Library Building Consultant at the Massachusetts Board of Library Commissioners. While towns applying for state library construction grants must consider at least two building sites (and Trustees have determined that one must be the current library site), only one site must receive a full site investigation and environmental review. Decisions about building sites are typically made in consultation with the Town, the owner's project manager, the architect, and the

general contractor. Mrs. Woodruff asked whether the authority to hire an owner's project manager lies with the LPC, the Trustees, the Town's Public Building Director, the Permanent Municipal Building Committee, the Board of Selectman, or some other person or body. Mrs. Gennis said she will find out. She will also inquire whether there is a list of well-qualified owner's project managers to choose from.

Mrs. Gennis noted a dilemma. The LPC's report is not due until September, but if the Trustees expect to ask the Town for money for site and design work in preparation for a construction grant application, that request should be made at this Fall's Town Meeting; the problem is that warrant articles for that meeting are due in August—before the LPC will report to Trustees. In the interests of keeping the grant opportunity alive, Trustees agreed to prepare a "placeholder" article for the Fall warrant in the amount of approximately \$150,000. Mrs. Gennis will ask the Town Counsel for help drafting the article. Mrs. Heller recommended that Mrs. Gennis inform the Board of Selectmen of this decision at her earliest convenience.

Mrs. Knight and Mrs. Gennis noted another issue. Whatever the decision about a Library construction project – whether at the current building or at another site or not at all – the Town might be best served if our building at 5 Concord Road had access to the Town's wastewater treatment plant. A wastewater connection could provide greater capacity than our aging septic system, and perhaps also free space for construction. Trustees might send a letter to the Board of Selectmen requesting connection to the Wastewater Management District to make the building more serviceable for all future uses.

Update on the Municipal Pad at Town Center

Mrs. Gennis reported that the group seeking to build a joint Council on Aging and Community Center facility on the Municipal Pad at Town Center anticipates asking the Town for funds at the Fall Town Meeting. The funds would be used to develop a set of full construction documents. Trustees understand that, as of early July, site investigations had not yet begun at the Town Center parcel.

Communications and Communications Planning

Mrs. Gennis drew Trustees' attention to two communications she had recently submitted to The Town Crier, one a letter and the other an article, informing the public of recent work undertaken by the Trustees and the Library Planning Committee to help decide whether to apply for a state library construction grant. Mrs. Gennis would like these pieces to have wider circulation, but at least one media outlet requires that such submissions be endorsed by the entire Board of Trustees. On a motion by Mrs. Woodruff seconded by Mr. Thompson, the Trustees voted unanimously to endorse the letter and the article and authorized Mrs. Gennis to distribute them to various outlets, including the Library's own website.

Mrs. Heller presented a draft Communications Plan for future communications about library construction projects in the event the LPC and the Trustees decide to propose such a project to the town. Trustees reviewed the draft, which includes both general public communications and board-to-board outreach; suggested other communications ideas (electronic newsletter; presence at the Landfill and Farmers' Market, Town Beach; etc.); and thanked Mrs. Heller, Mrs. Gennis, and Mrs. Cartwright for their forward-thinking work in developing this draft.

Mrs. Knight reported that the Library's new website had recently been "hacked," and users were directed to a different, commercial site. The website developers immediately repaired the breach and

Mrs. Knight authorized temporary additional security for the site at a cost of \$100 for the first month. She will evaluate the need for continuing this service going forward.

Long Range Plan

Discussion of progress on goals enumerated in the Library's 2013-2018 Long Range Plan was postponed to a later meeting due to lack of time.

The Meeting Was Adjourned at 9:47 a.m.

Documents for This Meeting

1. Agenda of Meeting Wednesday, July 8, 2015
2. Minutes of Meeting, Board of Library Trustees, June 8, 2015
3. Minutes of Meeting, Board of Library Trustees, June 17, 2015
4. Financial Report, "Summary Reports as of 2015.07.07"
5. Letter to the Editor of The Town Crier from Aida Gennis, given the headline "Planning for Future of Wayland Library," published June 6, 2015
6. Article for The Town Crier by Aida Gennis, given the headline "Update on Wayland Library Plans," published June 27, 2015
7. "Wayland Public Library Communications Plan," draft [undated]

Next Meeting

- Wednesday, June 22, 7:45 a.m., Raytheon Room, Wayland Free Public Library

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