

**Wayland Free Public Library
Board of Library Trustees
Minutes of Meeting July 22, 2015
Raytheon Room, Wayland Free Public Library**

Present: Library Director Ann Knight, Trustees Aida Gennis (chair, presiding), Sally Cartwright, Anne Heller, Suzanne Woodruff; **Absent:** Lynne Lipcon, Thaddeus Thompson; **Also in attendance:** Sandy Raymond, the Library's Assistant Director, attended for a portion of the meeting.

Call to Order: 8:00 a.m.

Visitors and Public Comment

Barbara Scolnick, a member of the Library Planning Committee, attended as visitor. Former Trustee Nan Jahnke attended as note taker. There was no public comment.

Minutes of Previous Meeting(s)

The minutes of the meeting of July 8 and were approved unanimously.

Financial and Statistical Reports

The monthly financial and statistical reports were discussed at the earlier July meeting. There was nothing new to report.

Approval of OverDrive , Inc., as Sole Source Provider of Digital Content and Services

Mrs. Knight asked for authority to again contract with OverDrive, Inc., of Columbus, Ohio, to provide certain digital content, including ebooks, audiobooks, and steaming video, through its OverDrive Advantage program, serving, as in previous years, as a sole source provider. OverDrive serves as the vendor for this kind of material for the entire Minuteman Library Network, to which the Wayland Library belongs. If approved, Mrs. Knight expects the Library's OverDrive Advantage purchases in FY2016 to total between \$10,000 and \$20,000. On a motion by Mrs. Woodruff, seconded by Mrs. Cartwright, the Trustees voted their approval unanimously.

Library Planning Committee, Library Construction Grants, and Wastewater Issues

Mrs. Gennis reported that the Library Planning Committee (LPC) continues work on a recommendation to the Trustees on whether to apply for a Massachusetts Public Library Construction Program (MPLCP) grant. A draft report is in the works and is expected to be final in September. The committee is considering several options, including (a) no Library changes, (b) renovations and expansion at the current Library site, and (c) new construction at a different site. If the recommendation is to apply for a construction 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.

Mrs. Gennis reported that she had appeared briefly at a Board of Selectman meeting in mid-July to explain the Trustees' intention to submit a placeholder article for this fall's Special Town Meeting; the

article would request approximately \$150,000 for site and design work in the event the Trustees decide to go forward with an application for a MPLCP grant. Mrs. Gennis then reviewed the Special Town Meeting Schedule published by the Town with Trustees, pointing out that the placeholder article will be due to the Board of Selectmen by September 2.

In discussion of these various Library construction scenarios, Trustees again stated their consensus that the Library should seek a connection to the Wastewater Management District treatment plant to ensure future wastewater capacity for the Library—or any future tenant of the building at 5 Concord Road. The Library currently relies on an aging septic system for its wastewater needs.

In response to a question raised at an earlier meeting, Mrs. Gennis clarified that should a construction project be undertaken under the MPLCP, the responsibility of locating, interviewing, and recommending an Owner's Project Manager and Architect would fall to the Library Planning Committee, but the responsibility for hiring those individuals would fall to the Trustees.

Communications and Communications Planning

Mrs. Gennis reported on a meeting with a town resident with public relations experience who suggested that the Trustees begin developing a series of short public communications about Library construction to have ready in the event the Trustees decide to go forward with a MPLCP grant. Such communications would highlight the Library's space requirements, itemize the costs and benefits of a construction project, and consider competing Town priorities. The Trustees agreed this is a good idea.

Trustees suggested that Mrs. Gennis approach the Finance Committee and perhaps the Planning Board in late summer (i.e., *before* the LPC makes its recommendation) so they will know a building project might be in the works; contact with other Town boards could take place in the fall.

Mrs. Knight reported that she is moving ahead with a new electronic Library newsletter to be sent to a list of about 1,000 subscribers to the Library's list serve; the first of these will be published in September. The Library will keep a sign-up sheet for new subscribers at the Circulation desk, and Mrs. Heller will cross-check the list serve against the list of Friends of the Wayland Free Public Library to be sure all interested people receive the newsletter. Mrs. Knight also reported that the Library has been invited to participate in an Arts Wayland event at the Town Building field from 11 to 5 on Saturday, September 19. Library staff will be there sponsoring some fun event and Trustees are welcome to set up an information table if they would like to do so.

Mrs. Heller reported that she is investigating the cost and feasibility of analyzing open-response items returned in the public survey conducted by the UMass Donahue Institute in the spring.

Update on the Municipal Pad at Town Center

There was nothing to report on this agenda item.

New Table for Internet Computers

Ms. Raymond presented proposals from four vendors for new Library furnishings to accommodate Internet computers. The new furnishings would replace the current conference table arrangement, which is too cramped and does not afford privacy for users. The proposed units varied widely in price (\$3,172

to \$14,500), materials, ergonomics, and design. After discussion, Trustees asked Ms. Raymond to continue her investigations.

Long-Range Plan

Discussion of progress on the 2013-2018 Long Range Plan was postponed to a later meeting when Trustees can review the annual Action Item Update. Mrs. Knight did point out that the Library's current Long-Range Plan takes us through 2018, and that Trustees will need to begin work on a new Long-Range Plan in the next year or so.

Topics Note Reasonably Anticipated in Advance of meeting

Mrs. Knight reported that the Library has again received complaints that the entry door from the parking lot is heavy and difficult to open, especially in humid weather and especially for patrons with disabilities. Ben Keefe, the Town's Public Buildings Director, will address the problem in the coming weeks, if only to rebuild the door frame.

In response to a query from Mrs. Gennis, Mrs. Knight reported that drainage mitigation work under the Town's Massachusetts Emergency Management Agency (MEMA) grant is proceeding, though slowly. Mrs. Knight will inquire whether an extension to the project deadline will be necessary. She will also inquire about whether the MEMA work would in any way impinge on a future wastewater hookup.

The Meeting Was Adjourned at 10:06 a.m.

Documents for This Meeting

1. Agenda of Meeting Wednesday, July 22, 2015
2. Director's Report, July 2015
3. Minutes of Meeting, Board of Library Trustees, July 8, 2015
4. Wayland Free Public Library, "Motion at a meeting of the Board of Library Trustees on July 22, 2015," {concerning approval of payments to OverDrive, Inc.]
5. Town of Wayland, "2015 Special Town Meeting Schedule (Schedule for fall STM to be begin on MONDAY NOVEMBER 9, 2015)"
6. Four proposals and quotations for library study carrels/computer work stations
 - Option A: submitted by Dovetail for custom-built, 6-carrel unit (\$14,500)
 - Option B, submitted by Strictly Custom Woodworking for custom-built, 6-person work station (\$9,640)
 - Option C: submitted by Tucker Library Interiors for custom-built unit (\$6,696.04)
 - Option D: submitted by Demco for stock unit (\$3,172)

Next Meeting(s)

- Wednesday, August 19, 7:45 a.m., Raytheon Room, Wayland Free Public Library *
- Wednesday, August 26 (tentative), 7:45 a.m., Raytheon Room, Wayland Free Public Library *
- Wednesday, September 9 (tentative), 7:45 a.m., Raytheon Room, Wayland Free Public Library
- Wednesday, September 16, 7:45 a.m., Raytheon Room, Wayland Free Public Library

** The Trustees' meeting originally scheduled for August 19 was later postponed to Friday, August 28, beginning at 7:45 a.m. in the Raytheon Room, and the August 26 Meeting was cancelled.*

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