

**Wayland Free Public Library
Board of Library Trustees
Minutes of Meeting Wednesday, September 9, 2015
Raytheon Room, Wayland Free Public Library**

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

Call to Order: 7:53 a.m.

Visitors and Public Comment

Mandy Judah, a Girl Scout and senior at Wayland High School, presented curriculum materials on notable local women in history that she had prepared as part of her Girl Scout Gold Award Project to the Library and Trustees for use as they see fit. Barbara Scolnick, a member of the Library Planning Committee (LPC), attended and participated in discussion of the LPC's Report. Former Trustee Nan Jahnke attended as note taker and participated in discussion of the draft warrant article. There were no other visitors or other public comment.

Minutes of Previous Meeting

A vote on the minutes of the meeting of August 28 was deferred to the Trustees' meeting on September 16 as this item was inadvertently omitted from the agenda.

Annual Report

Discussion of the Annual Report, which is due at the end of September, was deferred to the Trustees' meeting on September 16 as the draft was not yet ready for review.

Library Planning Committee and State Grant Application

Mrs. Gennis distributed copies of the final "Report of the 2015 Wayland Library Planning Committee" and asked for comments. Trustees praised the report, remarking on the members' hard work, the comprehensive scope of their investigation, the thoroughness of their research, the clear evidence of their supporting documentation, and the professional presentation of results. Mrs. Woodruff expressed particular satisfaction that the Library's current site at 5 Concord Road received such careful attention and that the Committee appreciated the extraordinary opportunity to access state construction funds, which are not routinely available.

Two concerns arose. Mrs. Woodruff felt there was not enough emphasis in the report on the inadequacy of the Library's current IT infrastructure and the physical space housing it. Mrs. Scolnick and Mrs. Lipcon, who served on the Committee, expressed surprise at this concern, saying that if there is not great emphasis on this deficiency in the report it is an oversight, as this was an issue that greatly concerned the LPC at every stage of its work.

Mrs. Gennis noted that two of the sites the Committee suggested for investigation for possible Library expansion are at the Town Center. She pointed out that the Town owns neither of these sites. She

reminded Trustees that in order to apply for a state library construction grant, Trustees must present a Town-owned site or a signed Purchase and Sale agreement with the grant application. She also pointed out that a Town Center site may require zoning variances.

Mrs. Gennis read the LPC Report's "Recommendation" aloud all the way through. In short, the recommendation is that the Board of Library Trustees should apply for a Massachusetts Public Library Construction Program grant for new or expanded library facilities.

After further discussion and appreciation among all Trustees, Mrs. Cartwright moved that the Trustees accept the "Report of the 2015 Wayland Library Planning Committee"; Mrs. Lipcon seconded the motion and the Trustees voted unanimously (4-0) in the affirmative. Mrs. Lipcon then moved that the Trustees specifically accept the "Recommendation" of the 2015 Library Planning Committee as stated on page 24 of the Report; Mrs. Woodruff seconded the motion and Trustees voted unanimously (4-0) in the affirmative. Mrs. Gennis presented a letter from Trustee Anne Heller, who could not attend the meeting, stating that she, too, accepts the report and recommendation of the 2015 Library Planning Committee.

LPC Membership

Mrs. Gennis reported that Timothy Marsters, a Wayland resident, has agreed to serve on the LPC this fall, filling a vacancy created when a former member resigned due to time constraints. Mr. Marsters is an architect. Mrs. Cartwright moved to appoint Timothy Marsters to the Library Planning Committee and Mrs. Woodruff seconded the motion; Trustees voted unanimously (4-0) in the affirmative. Mrs. Woodruff suggested that if another vacancy opens on the committee the Trustees should look especially for IT expertise.

Draft Warrant Article Requesting Library Planning and Design Funds

Mrs. Gennis reported on her appearance before the Finance Committee on September 8, when she briefly presented Trustees' draft warrant article for the Fall Special Town Meeting; that article requests funds for Library planning and design. Two FinCom members expressed concern about the timing of the article, remarking that appropriations requests are ordinarily taken up at Annual Town Meeting in the spring. Trustees again reviewed the state's timetable for grant application work and again concluded that Spring 2016 would be too late to ask the town for planning and design funds; they agreed that under the constraints of the public procurement system, there is too great a risk that the required investigation of at least two sites and the required schematic designs might not be complete in time to apply for a state library construction grant, which could defray up to 45% of construction costs. Mrs. Gennis reported that state deadlines are strict.

Trustees discussed whether to pull the warrant article and pay for the required planning and design work with Library trust funds instead. Several spoke against the idea, arguing that the work of investigating town sites for their suitability for public buildings is the Town's obligation, not the Library's. Mrs. Lipcon felt it was important to honor the work of the Library Planning Committee by moving ahead expeditiously. Mrs. Woodruff stated that she felt the project was ready to go; she moved that the Trustees reaffirm their decision to present a warrant article at the 2015 Fall Special Town Meeting requesting \$150,000 for Library planning and design. Mrs. Lipcon seconded the motion and Trustees voted unanimously (4-0) in the affirmative.

Mrs. Gennis will communicate the Trustees' decision to the Finance Committee and work with the Finance Committee and Town Counsel to prepare the final article and comments for the warrant.

New Furnishings for Internet Computers

Ms. Raymond updated Trustees on choices for new furnishings to accommodate Internet computers in the library. Ms. Raymond reviewed the four proposals she first presented on July 22, and presented new information from follow-up calls to the vendors. After discussion of ergonomic designs for keyboard use, and after confirming that the four quotations satisfy the requirements for competitive bids, Mrs. Lipcon moved that the Library go forward with the proposal from Tucker Library Interiors for a custom-built, 6-person workstation. Mrs. Cartwright seconded the motion and the Trustees voted unanimously (4-0) in the affirmative. The estimated cost of \$6,696.04 will be paid from State Aid, as is customary for Library furnishings, which are not included in the Town budget.

Communication with Town Residents, Boards, and Committees

As time ran short, Trustees briefly discussed opportunities to present the Trustees' warrant article to the public before Town Meeting. Tentative dates were suggested for a Library Open House (October 24), and two Question and Answer Forums (October 22 and November 5). Trustees reviewed a selection of "word clouds" that might be used in slideshows or display boards. (The word clouds are graphical representations of words frequently used by 2015 Library Survey respondents in answer to questions about (a) why they visited other libraries and (b) what needs they wished were better served at the Wayland Free Public Library.) Mrs. Gennis will develop a list of opportunities in newspaper and e-news outlets. Mrs. Lipcon praised the design of the Library's new e-newsletter and suggested it would be a good forum for disseminating warrant article information to the Library's newsletter subscribers.

Mrs. Knight reminded Trustees that the Library will host a crafts table at the Wayland Art Fair on September 19, and Mrs. Gennis noted an opportunity to attend a "pop-up" event on October 17 at Town Center sponsored by supporters of a new Council on Aging and Community Center there. Mrs. Gennis wondered if the Friends might like to support the warrant article effort at those locations, perhaps by distributing a list of Frequently Asked Questions. No decisions were taken about these events as Trustees had to leave for other appointments.

Future Wastewater Needs

Further discussion of wastewater issues was postponed to another meeting.

The Meeting Was Adjourned at 10:20 a.m. for loss of quorum.

Documents for This Meeting

1. Agenda of Meeting Wednesday, September 9, 2015
2. Minutes of Meeting, Board of Library Trustees, August 28, 2015 [vote deferred]
3. "Report of the 2015 Wayland Library Planning Committee," August 27, 2015
4. Letter from Anne B. Heller, Trustee, to Aida Gennis, Chair, Board of Library Trustees, September 1, 2015, accepting the report and recommendations of the Library Planning Committee
5. "Town Meeting Warrant Article for Library Planning and Design Funds," [Draft] [September 9, 2015]

6. A selection of “word clouds” for possible use in public communications efforts.
7. 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, September 16, 7:45 a.m., Raytheon Room, Wayland Free Public Library

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