

**Wayland Free Public Library
Board of Library Trustees
Minutes of Meeting - Sept. 16, 2015
Raytheon Room, Wayland Free Public Library**

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

Call to Order: 8:01 a.m.

Visitors and Public Comment

Fin Comm. member Gil Wohlin attended as an observer. Jenny Moonan, Tighe & Bond (T & B) representative, gave an update of FEMA drainage project. There was no other public comment.

FEMA Drainage Report presented by Jenny Moonan. See Tighe & Bond report.

Both a gravity flow and a pump design were considered. Financial, environmental or location of a high-pressure gas line made these designs impractical. The concept sketch addresses "25 year storm" floods. Addressing 100-year storms is not covered by this grant. Such a plan would call for moving the building to a higher elevation, redoing the foundation and would be prohibitively expensive. The town does have two huge pumps and an effective emergency plan. Ms. Knight pointed out that the town does not have a protocol in place for prioritizing emergency requests. Remembering the flood of 2010, and that many volunteers moved our materials and collections from the basement to higher ground by hand, the Trustees would like assurance that town-owned building requests would have a higher priority than residential requests. Current concept sketch shows a perimeter drain around the library with a small pump to manage the overflow of wetlands. The drain would not fully encircle the building and would not interfere with the current septic system. Ms. Knight suggested that T & B's plans should take into account the future possibility of the library hooking up with the town wastewater system. Tighe & Bond is awaiting information on the elevation of the gas main and would then need to work with the Conservation Commission. The contract ends in April so work should be done by then, but they plan to ask MEMA for a 1-year extension by January. Perimeter work is a quick dig (about a 4-month project) with minimal disruption to library services. Ms. Knight asked to be informed if the library would need to be closed for safety or other reasons. Ms. Gennis asked how many parking spaces would be out of commission during the project. The Trustees asked that T & B keep us informed of all meetings with all town boards and commissions.

There was much discussion about the possibility of a library expansion on this site and questions about implications of a perimeter system. Ms. Moonan said one would not want to build over a perimeter drain, but that sections of the drain could be moved. Ms. Gennis made clear the state's library building grant requirements and deadlines and stated the Trustees' expectations that T & B's design would not limit our going forward with a grant application. T & B will take this, the Depot's concerns and bike path construction into account. Trustees also request that the following be included in T & B's report and work on this project:

1. p. 1. Add Wayland Public Library to the list of "stakeholders" along with permitting boards.
2. Provide cost benefit ratio calculations.
3. Outline what would be required to address a 100-year flood and the associated costs.
4. A written statement regarding prioritization and safeguarding of public buildings over residential homes in the deployment of the town's large pumps.
5. Communicate with the town building inspector and determine if there are safety issues that will require the library to close at specific points during construction of perimeter drain project.

6. Outline the parking during project: Where will workers park and how many library spaces will be unavailable to patrons?
7. Advise Director Knight of all meetings/hearings with Historic District Commission, Historical Commission, Conservation, etc.
8. Communications with Public Buildings Director Ben Keefe.
9. Outline the implications of a perimeter drain on any possible future building expansion plans.

Library Planning Report

Mr. Thompson moved and Ms. Heller seconded a motion to reaffirm the vote to accept the Library Planning Committee report. This motion carried unanimously.

Warrant Article for Special Town Meeting

Mr. Thompson moved and Ms. Heller seconded a motion to reaffirm the vote to submit a warrant article for fall Special Town Meeting. This motion carried unanimously.

Having been advised to shorten our warrant comments, some edits were made to the original document. We will review it again at next meeting. Some of the information in this document can be made available in a town meeting handout, FAQ and online at WPL website. We need to anticipate what questions will come up and be prepared to answer with metrics to back up any substantive statements. Bill Steinberg will be asked to clarify the sentence he suggested that stated: "State's timeline for this round of library construction grants lines up well with the Town's timeline for capital projects." We would need to have the debt schedule.

Ms. Woodruff mentioned an article that pointed to a trend in space allocations libraries:

	Traditional	Trend
Support	15%.	15%
Collection	50%.	35%
User	35%.	50%

Discussion of draft of the Annual Report

Mr. Thompson submitted some suggested edits and asked about the circulation stats. Minuteman produces those numbers.

Finance Committee

Will meet on Sept. 28 for further discussion of warrant articles. WRAP meets on Sept. 30. We will be asked for a synopsis of our projected need for new/renovated facilities and land over a future 20-year time horizon.

Minutes of 8/28/2015:

Ms. Heller moved to accept the minutes of August 28, seconded by Ms. Lipcon. Motion passed unanimously 4/0.

Financial and Statistical Reports

Financial statistics will be available for next Monday's meeting. While circ stats are down in all towns, Wayland is less so and holding its own.

Opportunities to make people aware of warrant article:

- Community Art Fair: Sept. 19 11 a.m. – 5 p.m. WPL will have a table—Staff and members of the Friends will be available to answer questions about the library.
- WPL Open House tours/ Q & A to be offered Oct. 24 (time TBD) and evenings of Oct. 22 and Nov. 5.

- Pop Up Park Event: Oct. 17, 4-6 p.m. at Town Center (COA/CCAC sponsored event to give people a chance to learn more about this parcel of land and the possibilities it holds for our community.)
- Friends Book Sale: Nov. 6-8. Have poster there.
- Use e- newsletter to provide information.

The Meeting Was Adjourned at 10:30 a.m.

Documents for This Meeting

1. Tighe & Bond report: Wayland Town Library Drainage Improvements: Massachusetts Emergency Management Agency Grant
2. Minutes of Meeting Friday, August 28, 2015
3. Director's Report, August 2015
4. "Draft Town Meeting Warrant Article for Planning and Design Funds"

Next Scheduled Meeting

- Wednesday, September 21, 7:30 a.m., Raytheon Room, Wayland Free Public Library

Respectfully submitted by Lynne Lipcon