

**Wayland Free Public Library
Board of Library Trustees
Minutes of Meeting Wednesday, September 21, 2015
Raytheon Room, Wayland Free Public Library**

Present: Library Director Ann Knight, Trustees Aida Gennis (chair, presiding), Sally Cartwright, Anne Heller, Lynne Lipcon, Suzanne Woodruff, Thaddeus Thompson; **Absent:** None

Call to Order: 7:46 a.m.

Visitors and Public Comment

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.

Draft Warrant Article for Library Planning and Design Funds and Special Town Meeting

Trustees reviewed the most recent draft of the Board's article for consideration at Special Town Meeting on November 9. The draft article, which requests \$150,000 for library planning and design, incorporates minor edits from Town Counsel Mark Lanza. On a motion by Mr. Thompson seconded by Mrs. Woodruff, Trustees voted unanimously (6-0) to approve the article as edited. The Finance Committee is scheduled to take up the article at its meeting on September 21. Mrs. Gennis will make the presentation, and she expects to make a presentation to the Board of Selectmen later in the month as well.

Trustees discussed whether to prepare supporting materials for distribution at town board meetings, through media outlets, at Library Open Houses, and at Town Meeting, including a list of Frequently Asked Questions, a map of possible sites for investigation, a timeline for the state's grant process, and a projected timeline should the Town decide to go forward with a construction project. Trustees decided to work first on the FAQ and timelines.

Trustees wondered whether a banner and lawn signs in support of the warrant article could be ordered and whether the Board, the Library Planning Committee, and/or the Friends can be involved in that effort. Mrs. Gennis will check with Town Counsel while Mrs. Heller and Mrs. Cartwright investigate pricing. In the meantime, Trustees agreed to begin spreading the word about the article to friends, neighbors, and colleagues in town, encouraging an affirmative vote at Town Meeting.

LPC Membership

Mrs. Knight informed Trustees that their earlier vote to appoint two new members to fill vacancies on the Library Planning Committee was premature because the positions had not been publicly advertised for a week as required. The positions have since been duly posted and no new candidates have come forward. Therefore, on a motion by Mrs. Lipcon seconded by Mr. Thompson, Trustees voted unanimously (6-0) to appoint Neil Gordon and Timothy Marsters to the Library Planning Committee.

Library Planning Committee and State Grant Application

As all Trustees were in attendance at this meeting, Mrs. Cartwright moved that the Trustees vote again to accept the Report and Recommendation of the Library Planning Committee, which were delivered to

the Board and approved by a smaller group earlier this month. Mrs. Heller seconded the motion and Trustees voted unanimously (6-0) in the affirmative.

Mrs. Gennis reported that members of the Library Planning Committee are willing to help develop public information about state library construction grants for distribution in the media, at Town Meeting, and elsewhere.

Annual Report

Mrs. Gennis presented the Annual Report as edited at the last meeting to include information about the Library's town-wide survey and to make minor cuts for length. Mrs. Knight reminded Trustees that statistics that appear in the report's appendix are generated for state reporting and may differ somewhat from those the Board sees at their monthly meetings. On a motion by Mrs. Woodruff seconded by Mrs. Cartwright, Trustees approved the Annual Report unanimously (6-0).

Communication with Town Residents, Boards, and Committees

Mrs. Gennis reviewed the dates for two Open Houses at the Library where Trustees, Library Planning Committee members, and Friends may be available to present information about the Board's warrant article. They are October 24 and November 5; the first will include a tour of the building. Times and other details are forthcoming. In addition, the regular monthly Board of Trustees meeting, which will be held on the evening of Thursday, October 22, will include an extended public comment period for Trustees to receive comment and respond to questions about the warrant article.

Mrs. Gennis began checking Trustees' availability to present the Board's warrant article to other town boards and committees in advance of the Selectmen's Warrant Hearing on November 2. Trustees also identified resident groups, local event organizers, and media outlets to reach out to. Mrs. Knight agreed to familiarize Library staff with information materials as they are developed. Trustees then reviewed the proposed article "Comments," "Arguments For," and "Arguments Against," as well as a draft of "Talking Points" that could be used to develop a wide range of materials.

Additional Trustee Reports and Concerns

Mrs. Woodruff reported she has reviewed the list of recent presenters for the Gossels Human Dignity series and is looking for suggestions for an upcoming presentation. Trustees suggested the Syrian refugee crisis, human trafficking, and slavery as issues worthy of consideration.

Topics Not Reasonably Anticipated by the Chair

Mrs. Gennis noted with sadness the death of former Library Trustee Rosamund ("Ronnie") P. Swain on September 16. A memorial service will be held on September 25.

On a motion by Mrs. Lipcon seconded by Mrs. Cartwright, Trustees voted to accept four gifts to the Millennium Fund totaling \$235 in honor of Eleanora "Dee" de Antonia West, a longtime friend of the Library, who passed away in June.

The Meeting Was Adjourned at 10:00 a.m.

Documents for This Meeting

1. Agenda of Meeting Monday, September 21, 2015
2. "Town Meeting Warrant Article for Library Planning and Design Funds," [Draft] [September 21, 2015]
3. "Board of Library Trustees Annual Report for FY2015" [Draft] {September 21, 2015}
4. Chart of increases in visits, circulation, program attendance, et al. after library construction projects in Bolton, Cambridge, South Hadley, and Westwood, and also attendance in Millis
5. "Wayland Free Public Library Talking Points"

Next Meeting(s)

- Monday, October 5, 7:45 a.m., Raytheon Room, Wayland Free Public Library
- Thursday, October 22, time to be determined, Wayland Free Public Library; this will be a regular posted Board meeting with an extended public comment period set aside to receive comment and reply to questions about the Board's warrant article.

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