

**Wayland Free Public Library  
Board of Library Trustees  
Minutes of Meeting Monday, October 5, 2015  
Raytheon Room, Wayland Free Public Library**

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

**Call to Order:** 7:40 a.m.

**Visitors and Public Comment**

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

**Minutes of Previous Meeting(s)**

The minutes of the meetings of September 9, September 16, and September 21, 2015 were approved unanimously (4-0)

**Financial and Statistical Reports**

Trustees rectified an error from the meeting of September 21, when they voted to accept donations to the Library in honor of Dee West. That vote was in error because the agenda did not include an item for financial reports. On a motion by Mrs. Lipcon, seconded by Mr. Thompson, Trustees again voted unanimously (4-0) 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.

On a second motion by Mrs. Lipcon, also seconded by Mr. Thompson, the Trustees also voted unanimously (4-0) to accept \$775 in donations to the Janet Tucker Swain Memorial Fund in honor of Janet’s mother, Rosamund (Ronnie) Swain, a longtime Trustee and friend of the Library who passed away in September.

Budget and circulation reports will not be available until the next, regularly scheduled, meeting.

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

Following a Communications Plan developed by Mrs. Heller and others, Trustees discussed ways to advocate for the Board’s warrant article for a Library Planning and Design Study at the Special Town Meeting scheduled to begin November 9, 2015.

Trustees signed up to appear before various Town committees and boards in the next month to present the Library’s case and answer questions. Among the boards to be approached are the Council on Aging, the Conservation Commission, the Historic District Commission, the Historical Commission, the Parks and Recreation Commission, the Planning Board, and the Board of Public Works. Mrs. Gennis and Mrs. Knight have already appeared before the Finance Committee and the Board of Selectmen.

Mrs. Gennis will prepare and deliver the proponents' presentation at Town Meeting, perhaps ceding some of her time to a representative from the Library Planning Committee. Trustees also settled on a "word cloud" for projection during that presentation. Mrs. Lipcon will see about having it done in the best format for the large venue.

### **Other Advocacy and Public Information Efforts for the Warrant Article**

Mrs. Gennis reported that Town Counsel Mark Lanza has confirmed that Trustees may also advocate for the warrant article through such measures as displaying a banner on the Library, distributing lawn signs, and staffing information tables at public events such as the Farmers' Market and an upcoming "Pop-Up Park" event at Town Center. Those efforts were also assigned. Mrs. Lipcon asked that the Board get Mr. Lanza's opinion in writing, and Mrs. Gennis said she will see to it.

Trustees reviewed recent drafts of their "Talking Points" in support of the article (long form and short form) and discussed ways to edit them into a list of Frequently Asked Questions (FAQs) for distribution at Town Meeting, at the Library and in its publications, in the press, and through other outlets. Members of the Library Planning Committee will also help with this effort. Trustees agreed that the key message is that the recent availability of state library construction funds presents an opportunity to address longstanding challenges at the Library in a financially prudent way; planning and design work now would make the Town eligible for such a grant.

Trustees confirmed the dates for two Library Open Houses: Saturday, October 24, from 1-3 p.m., and Thursday, November 5, from 7-9 p.m. The Open Houses will each begin with a short presentation of the warrant article and FAQs; Trustees will then lead tours through the Library building to show residents some of the current Library's highlights and challenges and to give a behind-the-scenes look at Library operations. Tours will begin and end in the Raytheon Room, and refreshments will be served. Mrs. Gennis and Mrs. Knight will develop the itinerary for the tour, and Mrs. Knight will look for pictures of the Library to display. Members of the Library Planning Committee may also serve as tour guides. Mrs. Knight will post the two open houses.

Mrs. Heller, Mrs. Knight, and Mrs. Gennis will help develop an article for the Library newsletter and other electronic communications.

Mrs. Gennis reported that some members of the Library Planning Committee have agreed to help with an email and letter-writing campaign before the vote, and others have agreed to speak at Town Meeting. Trustees were urged to help recruit others for these roles as well.

### **Massachusetts Public Library Construction Program Tasks Ahead**

Mrs. Gennis noted that Trustees and the Town should have certain documents and paperwork ready to go in the event the Planning and Design Study is approved at Town Meeting. Town Administrator Nan Balmer will begin work soon on procurement documents for hiring an Owner's Project Manager and Architect, and Ben Keefe, the Town's Public Buildings Director, will continue his discussions with colleagues in other towns who have been through a Massachusetts Public Library Construction Program application. Mrs. Gennis will check back in with the Town Surveyor, Alf Berry, to get a copy of the deed for the current Library building at 5 Concord Road. Mrs. Woodruff continues her investigation of what

other towns have done with historical library buildings when they have built new libraries at different sites.

### **Key Trustees' Tasks for the Next Two Years**

Discussion of long-range tasks for the Board, including implementing the Planning and Design Study, if passed, and planning in advance of hiring a new Director when Mrs. Knight retires, was postponed to another meeting for lack of time for full discussion.

**The Meeting Was Adjourned at 10:08 a.m.**

### **Documents for This Meeting**

1. Agenda of Meeting Monday, October 5, 2015
2. Minutes of Board of Trustees meetings for September 9, September 16 and September 21, 2015
3. Untitled chart [Communications Plan for Warrant Article, headings read "Activity," "Completion Date," Assignment, "Notes"]
4. "Wayland Free Public Library Planning for the Future of Our Library" [Draft Talking Points for warrant article, short form]
5. "Wayland Free Public Library Talking Points" [Draft Talking Points for warrant article, long form]
6. Sample "word clouds"

### **Next Meeting(s)**

- Thursday, October 22, 7:45 a.m., Raytheon Room, Wayland Free Public Library: regular monthly Board meeting
- Saturday, October 24, 1-3 p.m., Library Open House and Tour, Raytheon Room, Wayland Free Public Library
- Wednesday, November 4, 7:45-9:15 a.m., Raytheon Room, Wayland Free Public Library: extra Board meeting in advance of Town Meeting
- Thursday, November 5, 7-9 p.m., Library Open House and Tour, Raytheon Room, Wayland Free Public Library
- Monday, November 9, 7:30 p.m., Special Town Meeting, Wayland High School Field House

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