

Wayland Free Public Library
Board of Library Trustees
Minutes of Meeting Thursday, October 22, 2015
Raytheon Room, Wayland Free Public Library

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

Call to Order: 7:57 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)

After correcting the date for the October 24 Library Open House and Tour, Trustees approved the minutes of the meeting of October 5 unanimously (4-0).

Financial and Statistical Reports

Four months into the fiscal year, expenditures are on track. On a motion by Mrs. Heller, seconded by Mrs. Lipcon, Trustees voted unanimously (4-0) to accept gifts to the Millennium Fund totaling \$275 in honor of Eleanora "Dee" de Antonia West, a longtime friend of the Library, who passed away in June.

Circulation is down somewhat, and the reasons are unclear. Mrs. Knight will ask staff to run a report to determine whether the decline is principally in DVD circulation, which has been falling for some time as patrons turn to streaming media, or whether other categories are falling as well. Mrs. Knight noted that the number of holds for popular titles remain high, especially for ebooks, so some of the problem may lie in purchasing restrictions, space constraints, and availability policies.

Visitor numbers and program attendance remain steady.

Warrant Article for Library Planning (Article 6) and Design Funds and Special Town Meeting

Trustees reviewed recent work on Article 6, the Library's request for funds for Library planning and design, to be presented on November 9 at Special Town Meeting.

Handouts, posters, and other public information. Trustees settled on a two-sided handout about Article 6 for distribution at Town Meeting and on a pair of oversized poster presentations for the back of the room prepared by Mrs. Lipcon. Twenty-five lawn signs and a banner urging voters to support the Library are on order. The posters, banner, fliers, and lawn signs are being paid for by the Friends of the Library. A final Q&A style article about Article 6 is scheduled for publication in the Town Crier this week, and several members of the Library Planning Committee have agreed to write letters.

Presentation to boards. Trustees reported on their various appearances before Town boards to present the article. Questions that have arisen include whether the Library will get a wastewater connection at 5 Concord Road, whether a branch library in Cochituate might be a solution to overcrowding, whether the

Library is experiencing “mission creep,” how the Library can gain permission to investigate a Town site that it does not control, how an approved planning and design study would coordinate with the work of the WRAP Committee, whether there is any permanent solution to groundwater seepage at the current Library site, whether there are any deed restrictions on the use of the land at Concord Road, and how the current building will be used if the Library moves to another site.

Mrs. Woodruff and other Trustees cited reuses of historic library buildings in other towns, including a recent proposal to use the old Library building in Weston for an arts center, innovators’ space, and media center. Mrs. Gennis reported that the original Library deed has been tracked down to an archive repository in Worcester; once a copy is obtained, Trustees will seek an opinion from Town Counsel as to its restrictions, if any.

Presentation at Town Meeting. Mrs. Gennis will make the podium presentation for Article 6 at Special Town Meeting on November 9. She reviewed several points with Trustees, including the anticipated breakdown of project costs if the article passes, which are as follows.

Owner’s Project Manager	\$40,000-60,000
Architect	\$60,000-\$90,000
Cost Estimator	\$10,000
Geotechnical tests	@ \$6,500-7,000

These estimates were generated from discussions that both Mrs. Gennis and Ben Keefe, the Town’s Public Buildings Director, have had in recent months with owner’s project managers who have recently conducted similar studies.

Mrs. Gennis asked all Trustees to come to Town Meeting and to contact her if they wish to speak to the article.

Open Houses and Tours

Mrs. Gennis confirmed that the Library Open Houses will be held on Saturday, October 24, 1-3 p.m., and on Thursday, November 5, 7-9 p.m., and that publicity has been scheduled for the usual media outlets. Open houses will begin with a brief presentation and Q&A in the Raytheon Room; cider and donuts will be served. Members of the Library Planning Committee may join Trustees as tour leaders. Mrs. Lipcon presented several large-size posters with photographs that can be used to anchor discussion, and Trustees settled on a handout to make available. Mrs. Gennis then briefly reviewed a set of notes that tour guides can use to highlight the Library’s strengths and deficiencies.

Massachusetts Public Library Construction Program Tasks

Hiring of Owner’s Project Manager. Trustees understand that Town officials are working on job descriptions and scope of work documents for a Library study so that Trustees can move quickly to hire an Owner’s Project manager if the article passes at Town Meeting. While the Library could ask a Town employee to serve as Owner’s Project Manager, Trustees agreed it would be better to hire an independent professional for that job, as is usually recommended by the state Board of Library Commissioners.

There was no new information to share from the state about this round of Massachusetts Public Library

Construction Program grants.

FY 2017 Budget Request

Trustees reviewed the Library's draft operating budget request and its accompanying budget narrative, which are due to the Finance Committee in early November. Trustees suggested Mrs. Knight add discussion of any savings or efficiencies achieved in the past year, and be sure that the costs of a wastewater connection and reserve capacity are addressed under "Capital Expenditures." Trustees also asked that it be made clear that Library programming is not paid from the Town budget but through the generous contributions of the Friends of the Library. Trustees did not vote on the budget document at this meeting. Trustees did agree that one of the supporting documents, the Donahue Institute's report on the Library's 2015 survey of Wayland households, should be made available on the Library's website.

Key Trustees' Tasks for the Next Two Years

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

The Meeting Was Adjourned at 11:39 a.m.

Documents for This Meeting

1. Agenda of Meeting Monday, October 22, 2015
2. Minutes of Meeting, Board of Library Trustees, October 5, 2015
3. Financial Report, "Summary Reports as of 2015.10.21"
4. Circulation Report, September 2015
5. Draft handout for Special Town Meeting, "Let's Plan for the Library's Future"
6. Draft handout for Special Town Meeting, "Article 6: Library Planning and Design, Frequently Asked Questions"
7. Untitled chart [Communications Plan for Warrant Article, headings read "Activity," "Completion Date," "Assignment," "Notes"]
8. Notes for tour guides at Library Open Houses, "Tour of the WFPL—Key Points"
9. Draft Budget, Budget Narrative, and Cover Letter for 2016-2017 Operating Budget Request, prospectively dated November 6, 2015
10. Printout of PowerPoint slide presentation, "Wayland Free Public Library Needs Assessment for Programming and Planning," June 17, 2015 [summary of 2015 survey of town households by UMass Donahue Institute]

Next Meeting(s)

- 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
- Wednesday, November 18, 7:45 a.m., Raytheon Room, Wayland Free Public Library

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