

Wayland Free Public Library
Board of Library Trustees
Minutes of Meeting Wednesday, November 18, 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 **Absent:** Thaddeus Thompson

Call to Order: 7:48 a.m.

Visitors and Public Comment

Ben Keefe, the Town's Public Facilities Director, attended for a portion of the meeting to discuss wastewater and other project issues. Former Trustee Nan Jahnke took the minutes. There were no other visitors. Mrs. Lipcon congratulated the Friends of the Library on their recent Book Sale, which grossed \$7,500 and netted \$6,800—a record. Mrs. Gennis thanked town residents for their support of Article 6, for a planning and design study for the Library, which passed overwhelmingly at Town Meeting on November 9.

Minutes of Previous Meeting(s)

After correcting a typo, Trustees approved the minutes of the Board meetings of October 22 and November 4 unanimously (5-0).

Financial and Statistical Matters

Mrs. Knight reported on several measures to reverse recent declines in circulation at the Library, including displaying current bestsellers in a new location, increasing the number of copies of books to one for every two holds, buying more copies of ebooks, and monthly tracking.

Trustees decided on a schedule for signing warrants for bills: Mrs. Heller in December, Mrs. Cartwright in January and February, Mrs. Woodruff in March and April.

Library Planning and Design

a. Anticipated announcement and schedules. Mrs. Gennis reported that the Massachusetts Board of Library Commissioners will announce a new round of Massachusetts Public Library Construction Program grants in the spring. Meanwhile, the Trustees will continue to oversee work on the recently approved Library Planning and Design study, which requires investigation of two sites.

b. Procurement process. Mrs. Knight reported that Trustees and the Town must work quickly to produce a Request for Qualifications (RFQ) to secure an Owners' Project Manager (OPM) for the study. Once selected, the OPM will assist the Town and Trustees in hiring an architect and other professionals. Thom White, an architect currently serving on the Library Planning Committee (LPC) and former selectman Tom Fay, the LPC chair, are helping draft and shepherd the RFQ through Town channels; Mrs. Gennis may also ask the Town's Permanent Municipal Building Committee (PMBC) for advice and assistance. Mrs. Gennis reiterated that the state discourages towns from presenting in-house candidates for OPM; the Board of Library Commissioners wants to see library experience and fresh ideas in that position.

c. Scope of work. Mrs. Knight reported that several good models are available for drafting the RFQ and the scope of work. Certain issues particular to Wayland will affect the scope of work. These include legal questions concerning the bequest establishing the Library in 1897, wastewater management at the current Concord Road site, access to an adequate number of Town parcels for investigation, and coordination with the PMBC and Wayland Real Property Assets Committee (WRAP). Moreover, any necessary land transfers would have to be approved at the April Annual Town Meeting, whose warrant closes in January. Trustees are still struggling to understand who controls which public parcels, and how control can change. Mrs. Woodruff urged that requisite preliminary work for the Library site be done immediately so that site investigation can be fast-tracked, giving the Town time to clear any obstacles for investigating the second site, which has not yet been identified.

Wastewater issues. Mrs. Gennis noted that the state will require evidence of adequate wastewater capacity from towns seeking state construction funds. Mr. Keefe confirmed that there is a sewer pipe under Route 126 extending to a point in front of the Grout-Heard House that is ready for hookup. He stated that, in his opinion, the Town owns enough capacity to accommodate the Library. Mrs. Knight pointed out that the Town's Wastewater Commissioners assert that any reallocation for the Library would have to come from capacity currently allocated to the Town Center "municipal parcel." Mrs. Woodruff asked for clarification. Mr. Keefe said that the Town holds a large wastewater capacity in reserve for the Town Building, Public Safety Building, and municipal pad at Town Center, and that the Town is currently using only a fraction of that capacity; these reserves are more than adequate to cover the Library, too, he said. In his view, it would be imprudent for the Town to purchase additional capacity for the Library while holding such reserves.

Mrs. Knight noted that reallocations of capacity must be approved by the Wastewater District Management Commission, which could refuse a transfer to the Library for its own reasons, and Mrs. Gennis asked what the Town would do then. Mr. Keefe replied that the Town could then purchase additional capacity. Mrs. Gennis noted that 820 gallons of capacity are currently for sale. Mrs. Gennis asked Mr. Keefe if he would support efforts to secure a wastewater hookup and adequate capacity for the Library building to satisfy state requirements. Mr. Keefe said he supports the Library building's eventual connection to the Wastewater Management District and that more investigation needs to be done to determine how best to secure capacity for the Library. Mrs. Knight suggested that if the Town is unwilling to give a written guarantee of an allocation from these reserves, then the Trustees might want to pursue the purchase of capacity for the Library themselves. Mrs. Knight and Mrs. Gennis will have more information on the wastewater issue at the next Trustees' meeting, as they are scheduled to attend a meeting with the Wastewater Commission on November 18.

d. Involvement of other Town Boards: Role of the Permanent Municipal Building Committee. Mr. Keefe, who serves as the administrator for the PMBC, presented information on a new charge recently given to the PMBC that will affect the Library project. Under the new charge, Town projects will come before the PMBC earlier than in the past. For example, the PMBC will review the Library's RFQ for the OPM along with all scope of work statements; it will also review the OPM's work during the project and review all bills. The purpose of the PMBC's involvement is to offer construction expertise, provide financial oversight, and see that the project develops in the best interests of the town as a whole. It will ensure that any library construction project proposed to the state is accurate, cost effective, and well done.

The Trustees are invited to designate two people to represent the Library at these deliberations; those representatives should have Library and project experience. Mrs. Gennis said the Board will make those designations immediately and will consider ways to also involve the Board of Trustees and the LPC in the process. She then thanked Mr. Keefe for his help. On a motion by Mrs. Heller, seconded by Mrs. Lipcon, the Trustees voted unanimously (5-0) to authorize Mrs. Gennis to approach likely candidates from among the Trustees and the Library Planning Committee to serve as the Library's representatives to the PMBC and to select two to present to the Board of Selectmen for appointment.

e. Communication with other Town boards. Trustees agreed among themselves who would attend upcoming meetings of other Town boards interested in the Library project, including the Board of Selectmen, the Historic District Commission, and the Wastewater District Management Commission.

Other Key Trustee Tasks: Succession Planning and Long-Range Plan

Trustees noted that they must begin succession planning soon as Mrs. Knight will retire as Library Director in October 2016. Mrs. Lipcon and Mrs. Cartwright will explore what needs to be done.

Mrs. Gennis noted that the Library's current Long-Range Plan goes out to Fiscal Year 2017, and work for the next plan would ordinarily begin in 2016. She wondered how the Library Planning and Design Study and the application for a state library construction grant should affect that timing. Should the plan be finished early, to provide more up-to-date support for the grant application, or later to reflect anticipated work if a grant is awarded? She asked that Mrs. Woodruff and Mr. Thompson consider the matter.

Mrs. Gennis also asked Trustees to be thinking about fundraising, pointing out that if a construction grant is awarded, it will not cover the costs of library furnishings and private donations could lessen the cost to taxpayers.

Additional Trustees Concerns

Mrs. Woodruff reminded Trustees to keep their Ethics Training current.

The Meeting Was Adjourned at 9:48 a.m.

Documents for This Meeting

1. Agenda of Meeting Wednesday, November 18, 2015
2. Minutes of Board of Trustees Meeting, October 22, 2015
3. Minutes of Board of Trustees Meeting, November 4, 2015
4. Circulation Report, October 2015
5. Email, Janet S. Moonan, Project Engineer, Tighe&Bond, to Library Director Ann Knight, Oct. 21, 2015, concerning Library drainage

Next Meeting(s)

- Wednesday, December 2, 2015, 8:15 a.m., Raytheon Room, Wayland Free Public Library
- Wednesday, December 16, 2015, 7:45 a.m., Raytheon Room, Wayland Free Public Library
- Wednesday, January 6, 2016, 7:45 a.m., Raytheon Room, Wayland Free Public Library
- Wednesday, January 20, 2016, 7:45 a.m., Raytheon Room, Wayland Free Public Library

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