

Wayland Free Public Library
Board of Library Trustees
Minutes of Meeting Wednesday, December 2, 2015
Raytheon Room, Wayland Free Public Library

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

Call to Order: 8:20 a.m.

Visitors and Public Comment

Former Trustee Nan Jahnke attended the meeting and took the minutes. There were no other visitors and no public comment.

Minutes of Previous Meeting(s)

No minutes were presented for approval at this meeting.

Financial and Statistical Matters

No financial or statistical reports were presented at this meeting.

Library Planning and Design

a. Involvement of the Permanent Municipal Building Committee (PMBC). Mrs. Gennis reported that the Board of Selectmen voted on November 30 to assign the Library's Planning and Design Study to the PMBC; that move was expected under that committee's new charge to take up municipal projects early in their work. Subject to the Selectmen's appointment, Mrs. Woodruff will serve as the Board's representative to the PMBC in its deliberations on the Library's study; she will be joined by Library Planning Committee (LPC) member Thom White. Both will serve as voting members of the PMBC for those deliberations. Mrs. Gennis and Mrs. Knight will also attend Library-related PMBC meetings, as non-voting members.

Trustees reviewed a memorandum detailing the role of the PMBC in Town projects, noting that the committee will be involved soon in such matters as hiring an Owner's Project Manager and later in such matters as procurement, design team selection, project scheduling, budgeting, and financial controls. Mrs. Woodruff noted the challenge of establishing co-ownership of the project and developing respectful working relationships among the various players, i.e., the Board of Library Trustees, the PMBC, the LPC, and the State Board of Library Commissioners, which would have oversight of any state-funded construction project arising from the study. Mrs. Knight expressed concern that the PMBC's two dedicated Library-project members become familiar with the recently updated Library Program so they may understand some of the Library's unique offerings and space needs.

Mrs. Gennis noted that special care needs to be taken to ensure that the LPC remains fully engaged and can complete phase 2 of its own charge, which is to oversee the Library Planning and Design Study. Part of that work may involve taking the lead on updating the Library's Long-Range Plan, which should begin early next year. She also noted several open questions, including who will take minutes for the PMBC meetings involving the Library, whether these meetings need to be posted by the Library and the LPC,

and whether the LPC's charge should be updated to specify its relationship with the newly involved PMBC.

b. Request for Qualifications and Scope of Work. Mrs. Gennis presented a draft Request for Qualifications (RFQ) prepared by Mr. White for the Trustees' review. The request, which seeks candidates for Owner's Project Manager for the Library study, needs to be finalized quickly as the Town approval process and posting periods can take three or four weeks. Trustees made several recommendations to adapt the draft (which was based on similar projects in Sharon, South Hadley, and Westford) to the particular needs of the Wayland study, including addressing the historical interest of the current Library building, identifying the constraints of the current building and site, being clearer that two sites must be investigated, and making a stronger statement of the vision of the project. Mrs. Gennis and Mrs. Jahnke will finalize the draft by the end of the week, with help from Ben Keefe, the Town's Public Buildings Director, as needed, and taking into account the requirements of the Massachusetts Public Library Construction Program.

c. Site concerns and possible warrant articles. In answer to a question from Mrs. Lipcon, Mrs. Gennis stated that the second site for investigation should be identified sometime in the spring; she also noted that such a selection would likely require the transfer of a town parcel to the Board of Trustees' jurisdiction. Such a transfer would have to be authorized by a vote at Town Meeting either in the spring or fall. If spring, Trustees will need to submit a warrant article by January 15, 2016, for the Annual Town Meeting (or somewhat later if there is to be a Special Town Meeting within Annual Town Meeting). The January date appears premature for the timing of the study, which will barely be underway at that time.

Mrs. Gennis suggested that the Trustees might instead bring an article of resolution in the spring asking for the "sense of Town Meeting" regarding which two sites the voters would like to see investigated for Library expansion. Alternatively, a full article of transfer could be brought to a Special Town Meeting in the fall. Mr. Thompson recommended the Trustees bring articles in both spring and fall to be sure the Library project fulfills all legal requirements and that voters have a full say in the design process.

On another site concern, wastewater issues at the current site on Concord Road have still not been resolved. The septic system on the site is aging, and Trustees are seeking a hookup to the Town's wastewater system along with an unspecified amount of reserve capacity. Acquiring wastewater capacity would also require an article at Town Meeting, though it is unclear whether the Library or the Board of Selectmen (on behalf of the Facilities Department) would bring it.

At 9:55 the meeting moved to Mrs. Knight's office because another group needed the Raytheon Room.

d. Communication with Town boards and the public. Mrs. Gennis asked for volunteers to attend meetings of Town boards that have an interest in the Library project. Mr. Thompson suggested that Trustees remember to mention, when communicating with all Town boards and the general public, that expanding and renovating the Library could allow the Town to offer new services, such as maker spaces and STEM resources (for Science, Technology, Engineering and Mathematics learning) that are important for 21st-century towns. He suggested that if the Library moves to a new location, these new services might be offered in the current building on Concord Road, which might also house related programs and resources like WayCAM, the Wayland Arts Council, and studio spaces for the arts and

science.

Mrs. Woodruff presented information on the status of a parcel of land now serving as the upper parking lot between the Library and the Grout-Heard House, in the vicinity of the old Freight Shed and the coming Rail Trail. The 0.91-acre parcel belongs to the Town after a transfer in the 1980s from the Massachusetts Bay Transportation Authority (MBTA). Under a deed restriction, the parcel can be used only for the Shed and for parking. It is unclear whether that restriction might permit use of a portion of the parcel for a roadway, for example for a second driveway for the Library or for access to parking farther away. Mrs. Woodruff will look into this question and also check to see if there are other MBTA parcels available for Town use around the abandoned rail line.

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

Mrs. Cartwright and Mrs. Lipcon reported that they have begun to investigate the process required to hire a new Library Director to replace Mrs. Knight, who will retire in October 2016.

Mrs. Gennis noted that work on a new Long-Range Plan should begin soon, and that she expects the Library Planning Committee will have a big role in it. Library Consultant Sunny Vandermark, who assisted the Board with the last Long-Range Plan, has retired, but Mrs. Knight will secure a list of other library consultants who might be available and will seek written quotes from a number of them.

Mrs. Knight urged the Trustees to beginning working on a request to the Town for a new staff position for Communications beginning in Fiscal Year 2018.

Additional Trustees' Concerns

Mr. Thompson announced with regret, and to the other Trustees' dismay, that he would not run for re-election in April due to the press of other commitments.

The Meeting Was Adjourned at 10.32 a.m.

Documents for This Meeting

1. Agenda of Meeting Wednesday, December 2, 2015
2. Memo from Kenneth "Ben" Keefe, Public Buildings Director, to Nan Balmer, Town Administrator, "Permanent Municipal Building Committee (PMBC) Project Assignment," Nov. 24, 2015
3. "Call to Form a Library Planning Committee," [October 28, 2015]; [includes charge]
4. "[DRAFT] Request for Qualifications (RFQ) for Owner's Project Manager" for the Pre-Design study of the renovation or construction of a new Wayland Public Library By the Town of Wayland and Board of Library Trustees Wayland, Massachusetts 01778," December X, 2015 [drafted by Thom White, Library Planning Committee]
5. Various documents concerning the parcel of land transferred from the MBTA to the Town circa 1984, now called 1 Concord Road and being used as the Library's upper parking area, including "Article 32: Acquire MBTA Land" [undated but 1984 or later]; Town of Wayland 2015 property valuation record for 1 Concord Road; "Massachusetts Bay Transportation Authority Deed" for property described in Wayland Record Book item 18853, page 378; a map of the parcel; and a second page of same map titled "23-094A 0.91A Freight House."

Next Meeting(s)

- Wednesday, December 16, 2015, 7:45 a.m., Raytheon Room, Wayland Free Public Library
- Wednesday, January 13, 2016, 8 a.m., Raytheon Room, Wayland Free Public Library
- Wednesday, January 27, 2016, 8 a.m., Raytheon Room, Wayland Free Public Library

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