

**Wayland Free Public Library**  
**Board of Library Trustees**  
**Minutes of Meeting Wednesday, December 16, 2015**  
**Raytheon Room, Wayland Free Public Library**

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

**Call to Order:** 7:52 a.m.

**Public Comment**

There was no public comment.

**Minutes of Previous Meeting(s)**

Minutes of the last meeting (December 2, 2015) were not available and will be considered at the January 13, 2016, meeting.

**Financial and Statistical Reports**

Circulation continues to be down compared to previous years. Ann Knight reported that most of the libraries in the Minuteman system are experiencing similar trends; she believes that the rise of streaming media and less dependence on DVDs are contributing factors. She suggested that this might be a topic to be explored by the Library Planning Committee. A discussion followed about possible ways to increase circulation by promoting children's literacy programs among other initiatives.

**Permanent Municipal Building Committee (PMBC)**

Mrs. Gennis reported that she, Mrs. Knight, Trustee Suzanne Woodruff, and Library Planning Committee member Thom White attended a recent meeting of the Permanent Municipal Building Committee to discuss the Library planning and design project. Mrs. Woodruff and Mr. White have been appointed to represent the Library on the committee; Mrs. Gennis and Mrs. Knight will serve as ex-officio members. The committee will oversee the Library project, starting with the development of a RFQ for an Owner's Project Manager (OPM) and continue through the completion of the project. The RFQ will be published on December 17, 2015, with a response deadline of January 7. The Trustees hope that interviews of the top candidates will be held in early to mid-January and that the position will be filled by the end of January. Facilities Director Ben Keefe is checking on this process. Once the OPM is hired, the process of selecting the architect for the next phase of the project will begin.

A discussion followed regarding the grant application regarding the MBLC requirement that the Library must have jurisdiction over any parcel of land proposed in an application for a construction/expansion project. If the recommendation is to build a new facility rather than expand on the existing site, the land must be transferred to the jurisdiction of the Board of Library Trustees by the time the grant application is submitted to the Board. This would require an article at the 2016 Spring Annual Town Meeting to authorize such a transfer. The deadline for article submission is January 15, 2016.

**Library Planning Committee (LPC)**

Mrs. Gennis told the Trustees that, because of the PMBC's involvement, the LPC's role in the planning

and design project will be changed. Members of the committee have been asked to participate in the review and renewal of the Library's Long-range Plan, a required step in the library construction grant application process. Committee members will be asked to make informal visits to area libraries, including libraries they have not visited already, to evaluate what works well from users' viewpoints.

### **Massachusetts Public Library Construction Grant Program**

Mrs. Gennis reported that the deadline for submission of the Letter of Intent to the Massachusetts Board of Library Trustees is reported now to be September 1, 2016. In order to make the deadline, the architect will have to complete environmental studies and produce drawings and cost estimates for two proposed sites in the spring. We anticipate that the final site selection must be made by May so that the final concept drawing can be completed prior to the September 1 deadline.

### **Wayland Real Asset Planning (WRAP) Committee**

The Library has been asked to complete a questionnaire developed by the WRAP Committee. Mrs. Knight asked the Trustees to review the draft responses. Mrs. Gennis said that the committee will be using the questionnaires to help them in their evaluation of Town-owned property. She hoped that the committee will have some results to report in the spring when the Library's planning and design project is underway.

### **Future Wastewater Needs of the Current Library Building**

The Trustees discussed the need to tie the current Library building into the Town-owned wastewater treatment plant. This is essential for the potential expansion of the Library on the current site and would insure that, if the aging septic system failed, the building could continue to be used by the Town. The main question is whether the Town has enough capacity in its current allotment for the Library and whether a portion of the allotment can be reallocated to the Library or whether the Town needs to purchase additional capacity from the Wastewater Management District Commission. The Trustees agreed to submit an article authorizing payment in lieu of betterment and a tie-in to the treatment plant for Spring 2016 Town Meeting. Although they preferred to co-sponsor the article with the Board of Selectmen, they agreed to sponsor it independently if necessary.

### **Library Director Search**

In anticipation of Mrs. Knight's retirement in October, 2016, the Trustees reviewed the current Library Director job description. After suggestions have been received, the updated description will be sent to John Senchyshyn for final approval.

### **Rail Trail Update**

The Trustees discussed the proposed rail trail path across the Depot lot and the regrettable result in the loss of 10 parking spaces. This is of particular concern because the lot is used as a back-up parking lot for popular library programs.

### **Gossels Fund Event**

Mrs. Knight proposed that Dr. Leonard Brown's program, Singing Our Story, would be the 2016 Gossels Fund presentation. Suzanne Woodruff made a motion to provide funds up to \$500 from the Gossels Fund for his performance on Monday, February 8. Sally Cartwright seconded the motion, which was accepted unanimously.

### **Communication with Other Town Boards**

The Trustees discussed the slow progress being made on the drainage project designed to prevent another flooding event at the Library. Mrs. Gennis reported that we were told by the Town's engineering firm, Tighe and Bond, that the Town is applying for an extension of the April, 2016, deadline for completion. The Trustees decided to attend a DPW meeting in the near future to learn more about the timeline.

### **Board of Library Trustee Candidates**

The Trustees discussed the upcoming election of two trustees in April, 2016.

### **The Meeting Was Adjourned at 10:40 a.m.**

### **Documents for This Meeting**

1. Agenda of Meeting Wednesday, December 16, 2015
2. Financial Report, "Summary Reports as of December 10, 2015
3. Circulation Report, November 2015
4. State Publications and Regulations posting of the Owner's Project Manager position
5. Wayland Real Asset Planning questions and draft responses by the Board of Library Trustees
6. Untitled chart [Communications Plan for Warrant Article, headings read "Activity," "Completion Date," "Assignment," "Notes"]
7. Draft Warrant Article regarding sewer capacity for Town-owned lands, dated January 9, 2015
8. Packet of materials regarding the library building's wastewater capacity from 2004-2005
9. Draft job descriptions for the Library Director position from 2003 and 2015

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

Wednesday, January 13, 8 a.m., Raytheon Room, Wayland Library

Wednesday, January 27, 8 a.m., Raytheon Room, Wayland Library

Respectfully submitted by Anne Heller, Trustee