

**Wayland Free Public Library
Board of Library Trustees**

**Minutes of Meeting on Wednesday, January 4, 2017
School Committee Room, Wayland Town Building
41 Cochituate Road, Wayland, Massachusetts**

Present: Library Director Dana Mastroianni, Trustees Aida Gennis (Chair, presiding), Sally Cartwright, Anne Heller, Mark Peter Hughes, Suzanne Woodruff

Absent: Lynne Lipcon

Call to Order: 8:04 a.m.

Visitors and Public Comment

Former Trustee Nan Jahnke attended the meeting and took the minutes.

Mrs. Cartwright reminded Trustees that the Town will hold a Public Records Workshop on Wednesday, January 11. She will attend the workshop with Ms. Mastroianni; others may attend if they wish. Mrs. Gennis noted that nomination papers will be available for Town elections on Friday, January 6; both she and Mrs. Lipcon may run for re-election, as their terms are up. There were no other visitors and no public comment.

Minutes and Reports

No minutes were submitted for approval at this meeting. The January monthly reports will be presented at another meeting later in the month. Ms. Mastroianni noted that the two open staff positions have been filled and the new staff members will be settled in by mid-January. She also reported that John Moynihan, the Town's project manager for the flood mitigation project at the Library, will address Trustees on the project in February.

Mrs. Gennis reported that Mrs. Cartwright is conducting a review of all meetings of the Trustees and Library Planning Committee held during the Library Planning and Design Study, including joint meetings and meetings that failed to achieve quorums, to be sure that all have proper minutes and documents. She also noted that the major Library trust fund, the Millennium Fund, may have been improperly characterized as an endowment fund in the monthly Financial Reports. Mrs. Gennis will seek the advice of Town Counsel about the characterization. If it is in fact incorrect, Ms. Mastroianni will arrange for the description of the fund to be changed to "Millennium Fund" in upcoming financial reports and also on the Library website.

After seeking Trustees' opinions about a Library program proposed by Transition Wayland, a community group dedicated to economic and energy sustainability, Ms. Mastroianni said she would use \$200 of her discretionary funds to purchase rights to view "A Small Good Thing," a documentary about living simply. The discretionary funds are given by the Friends of the Library.

Warrant Article

Mrs. Gennis presented a draft of a warrant article that the Board of Trustees will offer at Annual Town Meeting in April asking (1) that the town accept the preliminary design for a new library at 195 Main Street as described in the forthcoming application for a state library construction grant and (2) that the town authorize the Board of Selectmen and/or Board of Library Trustees to “apply for, accept, and expend” such a grant. Passage of such an article is required by the Massachusetts Board of Library Commissioners before the town’s application can be finalized and considered for funding.

Mrs. Gennis wrote a first draft of the article based on advice from the state grant consultant and on examples from other towns that have applied for construction grants; she has also requested advice from Town Counsel. Trustees reviewed the wording and made some suggestions; they also discussed what to include in the comments and in the list of pros and cons that the Selectmen have requested. In particular, Trustees discussed how best to make it clear that (1) the designs are preliminary and can be revised if and when the project goes forward; (2) the town will vote on an application that has already been submitted but not yet decided on; and (3) the article DOES NOT commit taxpayer funds to the project (such an appropriation can only be made by a separate vote or votes, through the town’s process, after the grant is awarded, e.g., in fall 2017, spring 2018, or thereafter).

Mrs. Gennis will present a second draft at the Trustees’ meeting on January 11.

Grant Application

Mrs. Gennis reported that Ann Knight, the former Library Director, continues to work on the application for a state library construction grant, with the goal of having a strong draft ready for review by the Permanent Municipal Building Committee (PMBC) on January 6 and a final draft for vote by the Board of Library Trustees on January 18.

Project Points

Trustees heard reports on four issues that had recently arisen in the Library Planning and Design Study. First, Mrs. Gennis reported that the design team has determined that the best place to locate a **septic system** for a proposed library on the 195 Main Street site is under the parking lot. Second, with a septic field sited in that location, the parking lot will need to be paved with a **permeable material**. Third, Mrs. Gennis noted that a reconsideration of **materials for the façade of the building** concluded with no change after the PMBC endorsed the current specifications. Fourth, Mrs. Gennis explained again that the total **project cost estimate** of \$29 million includes escalation costs and approximately \$750,000 to \$1 million in costs properly charged to the Town (e.g. for demolition of the former Highway Garage and traffic mitigation) that are subsumed under the grant for the opportunity for state payment.

A fifth concern, about **debt service** costs for the project, cannot yet be resolved as the calculation depends on final costs estimates, grant awards (if any), timing of construction, private fundraising, the size of the bond, and the debt schedule.

Project Funding

Trustees revisited an earlier discussion about what kinds of private fundraising, if any, they would commit to or support for the construction of a new public library in the event the town receives a grant from the Massachusetts Public Library Construction Program. The state asks for this information in the application for a construction grant, and the Trustees feel they should investigate all avenues for containing the taxpayers' contribution to such a project, including, e.g., through the state grant itself, other grants, trust funds, and private fundraising.

First, Trustees reviewed the privately donated trust funds already under the Trustees' control in the Millennium Fund. Mrs. Gennis and Mrs. Heller reviewed the history of that fund for Trustees, noting that planning for the campaign began in 1993 and fundraising began some years later. The goal of the campaign was to support Library services and programs that were not covered by the Town budget, and to lay some financial groundwork for an expanded library with modern, 21st-century library services (hence the name, Millennium Fund). At the close of the campaign, in 2002 or 2003, hundreds of donations had been received totaling about \$350,000. Since then other donations and bequests have been added to the fund, whose balance now stands at approximately \$800,000.

Trustees discussed how much of that fund they would be willing to commit to construction of a new library at 195 Main Street if the town decides to go ahead with that project. After discussion, Trustees expressed a unanimous willingness to commit \$500,000 from the Millennium Fund as a lead gift or seed donation to a private fundraising campaign. No formal vote was taken as Trustees wish to see how the grant application fares before making a firm commitment.

Trustees then reviewed some preliminary ideas about private fundraising that are being developed by a town resident who has professional experience in fundraising for nonprofit organizations. Mrs. Gennis hopes to have a full draft of that plan for Trustees' review at a meeting later this winter. The plan will likely include a three-stage campaign, the services of a professional campaign manager, and solicitation of donations both big and small through such traditional vehicles as outright gifts, matching grants, and naming opportunities. Trustees discussed what a likely fundraising goal might be for Wayland and the Library; they then expressed a unanimous willingness to consider a \$1.5 million goal, over and above the \$500,000 that could be donated from the Millennium Fund. Again, no formal vote was taken as Trustees wish to see how the grant application fares before making a firm commitment.

In the meantime, Mrs. Gennis will ask Town Counsel about the mechanisms that would have to be put in place in order to make a sizeable commitment from the Millennium Fund and to establish and operate a major private fundraising campaign for a Town project.

Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any

- Mrs. Woodruff drew Trustees' attention to Bennett Public Library, in Billerica, an example of an historical library building that has been repurposed for another town use (as a rental facility) after the Library moved to a new facility. "The Bennett" currently operates as a 501(c)3 nonprofit organization governed by a 12-member board of directors.

- Ms. Mastroianni noted that the Library and the High School recently agreed to co-sponsor a Lunar Celebration event in honor of Chinese New Year. The Library will help with publicity, bring some books and information to the event, and draw attention to the Library’s collection of Chinese language materials.

The Meeting Was Adjourned at 10:27 a.m.

Documents for This Meeting

- Agenda for Meeting, January 4, 2017
- Draft of “Funding Sources” chart for grant application to the Massachusetts Public Library Construction Program
- Draft of warrant article for Annual Town Meeting titled “Town Approval and Authorization in Support of a Library Building Grant Application”

Next Meetings

- Wednesday, January 11, 2017, 8 a.m., Raytheon Room, Wayland Free Public Library
- Wednesday, January 18, 2017, 8 a.m., Raytheon Room, Wayland Free Public Library

Respectfully submitted by Nan Jahnke, a friend of the Wayland Free Public Library