

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

**Minutes of Meeting on Wednesday, January 11, 2017  
Raytheon Room, Wayland Free Public Library  
5 Concord Road, Wayland, Massachusetts**

**Present:** Library Director Dana Mastroianni, Trustees Aida Gennis (Chair, presiding), Sally Cartwright, Anne Heller, Lynne Lipcon, Suzanne Woodruff

**Absent:** Mark Peter Hughes

**Call to Order:** 8:08 a.m.

**Visitors and Public Comment**

Former Library Director Ann Knight attended a portion of the meeting and participated in discussion of the grant application to the Massachusetts Public Library Construction Program (MPLCP). Former Trustee Nan Jahnke attended the meeting and took the minutes until 10 a.m., when Mrs. Cartwright took over. There were no other visitors.

In public comment, Mrs. Gennis thanked the Trustees, members of the Library Planning Committee, members of the Permanent Municipal Building Committee (PMBC), members of the Tappé design team, and others who helped secure the unanimous approval of the PMBC (4-0) on January 10 for the application soon to be submitted to the Massachusetts Board of Library Commissioners for a public library construction grant.

Mrs. Cartwright reported that the Library hosted a good program on Wayland aqueducts on Sunday, January 8, but noted that the Raytheon Room was very hot and crowded. Poor HVAC regulation in the meeting room is a common complaint from visitors.

There was no other public comment.

**Minutes and Reports**

After correcting a date in the minutes of December 14, 2016, Trustees voted unanimously (5-0) to accept those minutes and also the minutes of December 21, 2016 (motion by Mrs. Lipcon, seconded by Mrs. Cartwright).

The January monthly reports will be presented at a meeting later in the month. Trustees briefly discussed suggested changes to the “Dashboard Statistics” report that Assistant Director Sandy Raymond has been preparing each month for Trustees. The report is time-consuming to prepare but valuable not only to Trustees, but also to the public, and the Trustees would like to make it more available to the public in some form. After discussion, Trustees proposed that Ms. Mastroianni and Ms. Raymond evaluate the feasibility of producing a full report for Trustees just every other month, but also preparing a monthly one-page pullout of information that could be made available to Trustees in their monthly

packet and to the public through various channels including, e.g., handouts in the Library and publication on the Library website, in the Library e-newsletter, and on social media. Ms. Mastroianni will report back to Trustees on their conclusions.

### **Drainage Project**

Discussion of the flood mitigation work undertaken in the fall has been postponed to a meeting in February when the Town's project director for that work, John Moynihan, will report to Trustees.

### **Staff Changes**

Ms. Mastroianni confirmed that two candidates have accepted positions at the Library and will begin their tenure this month. Tyler Kenney has already begun work as a part-time Reference Librarian/Computer Specialist. Jennifer Smith will serve as the full-time Assistant Youth Services Librarian; she will begin work January 18. These staff changes, which are the result of ordinary staff turnover, entail no change to the Library's staffing level, which remains at 13.7 FTEs.

### **Future Programs**

Mrs. Lipcon reported that she is looking for new dates and snow dates for a winter **Gossels Program** on human dignity led by Karim Nagi, an Egyptian-American performance artist. A date proposed earlier has fallen through. Workable times now include dates in mid- March, early April, and May.

Mrs. Cartwright distributed a fact sheet about the late-winter **Wayland Reads** program, which now includes a young adult book: "Moxie and the Art of Rule Breaking," by Erin Dionne, in addition to the adult selections: "The Art Forger," by B. A. Shapiro, and "Master Thieves," by Stephen Kurkjian. Scheduled events include talks by all three authors, as well as book discussions, a panel discussion, art exhibits and a reception, a presentation on the art theft at the Isabella Stewart Gardner Museum in 1990, and a screening of the film "The Thomas Crown Affair." Mrs. Cartwright and Mrs. Lipcon praised Rachel Sideman-Kurtz and her committee for all their hard work on Wayland Reads to date.

All Wayland Reads events are currently scheduled to be held at the Library, including an after-hours kick-off event. Ms. Mastroianni expressed enthusiasm for the idea of exhibiting artwork throughout the building, not just on the expected exhibit walls in the Raytheon Room, but also upstairs on tables, and even in the stacks. Trustees agreed that the Library could be opened for the after-hours kick-off event, but on Ms. Mastroianni's strong recommendation, stipulated that no alcohol shall be served.

Mrs. Cartwright noted that the Wayland Cultural Council has awarded a grant of \$400 in support of the Wayland Reads program. She asked if additional funds could be drawn from the Library's State Aid account (for publicity and promotion) and Trustees agreed. On a motion by Mrs. Woodruff, seconded by Mrs. Lipcon, Trustees voted unanimously (5-0) to permit expenditures up to \$3,000 from the State Aid account in support of the 2017 Wayland Reads program.

### **Warrant Article**

Mrs. Gennis presented a revised draft of the warrant article that the Board of Trustees will offer at Annual Town Meeting, including some language suggested by Town Counsel in the last week. The article

is due to the Board of Selectmen for review on January 17, along with the comments and the list of pros and cons the Selectmen have asked for.

Outstanding issues include determining whether the Library Planning Committee (LPC) has taken an official vote to recommend the preliminary library design, or will have taken such a vote before Town Meeting in April. While recognizing the difficulty of achieving a quorum of that large committee now that the committee's work is largely done, Trustees agreed that a formal vote would be a good idea. Mrs. Gennis will speak to the LPC chairman, Tom Fay.

Another concern was to be sure that the language of the article preserves the Trustees' control over expenditures from the Library's Millennium Fund for a library building project, and also over any additional funds raised in a capital campaign for a new library. Mrs. Gennis will seek to speak with Town Counsel about fundraising and expenditures of raised funds should the project go forward.

Understanding that several matters still needed to be ironed out, on a motion by Mrs. Lipcon, seconded by Mrs. Cartwright, Trustees voted unanimously (5-0) to accept the article as revised at the meeting, while authorizing Mrs. Gennis to make any changes she feels reasonable after further discussion with interested parties, including Mr. Fay and Town Counsel, prior to submission of the warrant article to the Board of Selectmen for review.

Trustees then turned their attention to the article comments and the pros and cons, developing a good list to work from. On a motion by Mrs. Lipcon, seconded by Mrs. Woodruff, Trustees voted unanimously (5-0) to accept the commentary points and list of pros and cons as discussed for Mrs. Gennis to use as she sees fit.

### **Grant Application**

Mrs. Gennis recapped the PMBC meeting on January 10 for those Trustees who were not present. She reported that, in separate votes, the PMBC voted unanimously (4-0) (1) to approve the Library's application for a state library construction grant; (2) to authorize the chair of the Permanent Municipal Building Committee to sign the required building committee certification in the grant application when the grant is finalized; and (3) to endorse the Library's submission of the warrant article requesting voters' approval of the grant application at Town Meeting. Mrs. Gennis explained that the PMBC will not co-sponsor the warrant article as the committee is constituted as a technical advisory group and does not take a position on articles before Town Meeting.

Unresolved issues for the application include determining who is the "authorizing authority" for the application mentioned on page 58, and aligning the budget numbers given in the Project Estimate section and the Funding Sources spreadsheet; in particular, how monies already expended (e.g., for the Library Planning and Design Study) are to be accounted for. There are also questions about the level of LEED certification. Trustees made a handful of suggestions to improve the application, including clarifying information about mold and parking spaces, but they will wait for the final draft before making comprehensive edits.

**The Meeting Was Adjourned** at 10:35 a.m.

### **Documents for This Meeting**

- Agenda for Meeting, January 11, 2017
- Minutes of Trustees Meeting on December 14, 2016
- Minutes of Trustees Meeting on December 21, 2016
- Revised draft of warrant article for Annual Town Meeting titled “Article \_\_: Acceptance of Design for New Library and Approval and Authorization of Library Building Grant Applications”
- Fact sheet titled “Wayland Reads 2017”

### **Next Meetings**

- Wednesday, January 18, 2017, 8 a.m., Raytheon Room, Wayland Free Public Library
- Wednesday, January 25, 2017, 8 a.m., location to be determined (tentative)
- Wednesday, February 1, 2017, 8 a.m., location to be determined
- Wednesday, February 15, 2017, 8 a.m., location to be determined
- Tuesday, February 28, 2017, 8 a.m., location to be determined
- Wednesday, March 15, 2017, 8 a.m., location to be determined
- Wednesday, March 29, 2017, 8 a.m., location to be determined

Respectfully submitted by Nan Jahnke, a friend of the Wayland Free Public Library, with help from additional notes taken by Mrs. Cartwright