

**Wayland Free Public Library  
Board of Library Trustees  
Meeting Minutes January 18, 2017  
Wayland Public Library, 8:00 a.m.**

**Present:** Director Dana Mastroianni, Aida Gennis (chair), Anne Heller, Suzanne Woodruff, Lynne Lipcon, Mark Peter Hughes, Sally Cartwright. Consultant Ann Knight joined the meeting at 9:10 a.m.

**Call to Order:** 8:10 a.m.

**Public Comment:** None

**Minutes** of January 10, 2017 were unanimously approved.

**Financial/Statistical Reports:** Comparison of circulation from 2015 and 2016 shows overall increase, with significant increase in Speed Read category. Budget is on track for this point in the fiscal year.

**Director's Report:** Director Mastroianni met with procurement officer Beth Doucette who has requested all departments review their FY2018 budget requests and provide more details on line items. The goal is to have all departments reporting in a consistent manner so savings and efficiencies can be achieved. Personnel changes and new hires since the original FY 2018 budget request was submitted have allowed for a lower library FY2018 budget. Questions remain on the percentage increase needed overall to qualify for State Aid and grants.

Director Mastroianni asked for approval of a slightly altered 2017 Holiday Closings calendar to close entirely on New Year's Eve. This is a Sunday so the library would be open only from 2:00 p.m. to 3:00 p.m. on the original calendar. Vote to approve 6 -0.

Transition Wayland has requested use of the Raytheon Room on January 28th. Mrs. Gennis reminded Trustees of past discussions that the Library should not be considered a permanent meeting site for other town groups due to the high demand for the limited meeting space. Trustees agreed that Transition Wayland's request be permitted.

Director Mastroianni provided an email and flyer for "Celebrate World Interfaith Harmony Week" from the Interfaith Book Club of the Islamic Center in Wayland. Trustees agreed this was a valid cause to help promote, possibly with a display of topical books for patrons to borrow.

Director Mastroianni presented a draft 3D Printing Policy. Trustees discussed whether or not to charge fees for use of the machine and materials. Director Mastroianni would prefer not to charge any fees initially to help encourage library patrons to try a new

technology. Trustees will read the draft policy for further discussion at their next meeting.

Director Mastroianni has initiated a new publicity feature, "Off the Shelf", to be written by staff representing each department. The news column will highlight a variety of library services and programs.

**Warrant Article for Annual Town Meeting:** Mrs. Gennis has submitted the article with the insertion of the phrase "...without further appropriation but..." on advice of Town Counsel. Mrs. Heller motioned to approve the revised language for the warrant article for Annual Town Meeting. Mrs. Woodruff seconded the motion. Vote 6 - 0

Comments and Narrative for the Article: Mrs. Gennis distributed a copy of the Warrant Article form as submitted to the Board of Selectmen for their understanding of the article. More developed comments for the article are due to the Finance Committee by February 3rd.

**Grant Application Progress:** Consultant Knight arrived at 9:10 a.m. to discuss progress on the MBLC grant application. Mrs. Heller stated the document was fabulous. Mrs. Lipcon thought it would be the best application the MBLC would receive. Mrs. Woodruff was very complimentary on the clarity achieved with previously suggested edits. Trustees suggested a few minor tweaks to the document. Mrs. Lipcon motioned to authorize, accept, and submit the application as amended. Mr. Hughes seconded. Vote 6 - 0.

Application binders will be assembled on Monday, January 23, 2017 at 8:00 a.m. The MBLC requires one original and seven copies. Four other copies will be compiled for Director Mastroianni, Mrs. Gennis, the Facilities Department, and the Library Reference Desk. All Trustees will receive a copy of the grant narrative and renderings.

Mrs. Gennis said the Library Planning Committee will meet on the evening of January 25, 2017 to vote on the application. They will also vote on the Annual Town Meeting warrant article.

The Library's website should be updated to reflect the latest Library Design and Planning information. Mrs. Cartwright will work with Assistant Director Raymond to keep the website current and user friendly. Mrs. Mastroianni will change the New Building icon on the home page to read "New Building & Planning".

**Future Programs:** Mrs. Lipcon is checking with the Gossels family on their availability to attend a program with Karim Nagi on March 12, 2017.

**Topics Not Reasonable Anticipated:** Mrs. Lipcon announced she will not be running for a ninth term. She feels it is an exciting time to get fresh energy and ideas on the board.

Mrs. Gennis asked about pursuing a proposal to investigate what type of interactive technology might be embedded in a new library building. A brief discussion ensued, with concern that it is too premature for such an investigation. The primary task now is to present the article at Annual Town Meeting to finalize the grant application for review by the State.

Mrs. Gennis said a fundraising plan is being developed and its implementation being explored. Mrs. Lipcon suggested all former trustees should be contacted to inform them of our progress, of the further actions required to complete the application, and about fundraising.

**Adjourned:** 10:50 a.m.

**Documents for this Meeting:**

- Agenda for Meeting, January 18, 2017
- Minutes of Meeting, January 10, 2017
- WPL FY 2018 Budget Request Original and Revised(Jan 16, 2017)
- Warrant Article submitted to Board of Selectmen
- Director's Report, January 18, 2017
- 2017 Holiday Closings Calendar
- 3D Printing draft policy
- WPL Circulation by Type - 2016 vs. 2015
- Financial Report as of 1/9/17
- Celebrating World Interfaith Harmony Week email and flyer, January 17, 2017
- Draft MBLC Grant Application - electronically via Dropbox

**Next Meetings:**

- January 23, 2017, Wayland Public Library, 8:00 a.m.
- February 1, 2017, Wayland Public Library, 8:00 a.m.
- February 15, 2017, Wayland Public Library, 8:00 a.m.
- February 28, 2017, Wayland Public Library, 8:00 a.m.

Respectfully submitted by Sally Cartwright, January 26, 2017