

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

**Minutes of Meeting on Wednesday, February 1, 2017  
Raytheon Room, Wayland Free Public Library  
5 Concord Road, Wayland, Massachusetts**

**Present:** Library Director Dana Mastroianni, Trustees Aida Gennis (Chair, presiding), Sally Cartwright, Mark Peter Hughes, Lynne Lipcon, Suzanne Woodruff; Mr. Hughes left the meeting at 9:50 a.m.

**Absent:** Anne Heller

**Call to Order:** 8:06 a.m.

**Visitors and Public Comment**

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

In public comment, Mrs. Woodruff praised the work of staff member Elise Katz, who created a display for the Library's participation in the upcoming Lunar New Year Celebration at Wayland High School. There was no other public comment.

**Minutes and Reports**

After correcting punctuation and the spelling of a name in the draft minutes of January 11, 2017, Trustees voted unanimously (5-0) to accept those minutes and also the minutes of January 4, 2017, January 18, 2017, and January 23, 2017.

Mrs. Cartwright is preparing nine sets of procedural minutes documenting the presence of a quorum of Trustees at meetings of other boards and/or public meetings last year; Trustees attended these meetings but they did not deliberate. Most of these meetings were meetings of the Library Planning Committee, and all but one failed to reach a quorum of that body. The meetings were all held in 2016: on February 29, March 21, March 26, April 10, May 17, June 8, June 28, November 2, and November 15.

The February monthly reports will be presented at a meeting later in the month. Ms. Mastroianni reported that Assistant Director Sandy Raymond will prepare the full set of "Dashboard" statistics on a quarterly basis going forward. She also reported that John Moynihan, the Town's project manager for the recent flood mitigation project, will present a report on that project to Trustees in March, not February, as previously arranged. Mrs. Cartwright inquired whether the new server is completely up and running and Ms. Mastroianni said not yet.

**Events and Programs**

Mrs. Lipcon reported that Karim Nagi, an Egyptian-American performance artist, will give a **Gossels Program** at the Library on Sunday, March 12, beginning at 3 p.m. Gossels Programs are funded by the

Gossels Fund for Human Dignity, given by members of the Gossels family in Wayland. Refreshments will be provided by the Friends.

Mrs. Cartwright and Ms. Mastroianni reported that the Library's late-winter **Wayland Reads** program will kick off on Friday, March 17, with an after-hours event sponsored by Arts Wayland. The subject of the month-long event is art, art theft, and forgery. Skinner Auctioneers and Appraisers will have a role, as will local arts and entertainment supporter Joyce Kulhawik. The featured books for this presentation of Wayland Reads are *The Art Forger*, by B. A. Shapiro; *Master Thieves*, by Stephen Kurkjian; and a young adult selection: *Moxie and the Art of Rule Breaking*, by Erin Dionne. Mrs. Cartwright asked whether it would be permissible to hang a banner from the building for the duration of the event and Trustees agreed it would be. Ms. Mastroianni praised all the work done on the program, calling it "a juggernaut."

Ms. Mastroianni passed around a flier for the upcoming **Wayland Lunar New Year Celebration**, co-sponsored by Wayland High School, the Wayland Chinese-American Association, Arts Wayland, and (for the first time) the Library. The celebration, which is described as "a celebration of happiness, peace, harmony, and unity for everyone," will be held on the afternoon of Saturday, February 11. Ms. Mastroianni also reported that a four-part series of **workshops and lectures on Chinese culture** proposed by a Wayland resident is still under development.

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

Mrs. Gennis announced that the Trustees delivered the town's application for a Massachusetts Public Library Construction Program grant to the Massachusetts Board of Library Commissioners (MBLC) in Boston on Tuesday, January 24, 2017, two days ahead of the deadline. At a meeting of the Library Planning Committee the next day it was discovered that the square footage used for one of the cost calculations was incorrect; the total project estimate is actually about \$30,000 less than originally presented in the application. The application was amended in a timely manner. A copy of the application has been posted on the Library website, and a leaflet of Frequently Asked Questions about the application is now in the works.

Mrs. Gennis also reported that, in unanimous votes (11-0), the Library Planning Committee has formally supported the preliminary design for a library at 195 Main Street, the submission of the grant application, and the warrant article that the Trustees will present at Annual Town Meeting in April asking the town to formally approve the application as well.

### **Warrant Article**

Mrs. Gennis reviewed the warrant article that the Board of Library Trustees will offer at Annual Town Meeting. It asks the town to approve the preliminary design for a new library at 195 Main Street and to authorize the Town to apply for, receive, and expend state grant funds if awarded. Mrs. Gennis noted that the Board of Selectmen voted unanimously (4-0) to approve passage of the article on Monday, January 30.

Mrs. Gennis then presented a set of draft comments that the Trustees have been asked to submit to the Finance Committee for review at its meeting next week, on February 6. Trustees suggested that the

comments be more forceful in stating that there is *no cost associated with the article*, i.e., that appropriation for a building project is an entirely separate step that is contingent on receipt of a grant and subsequent voter approvals. Questions still to be resolved about the comments include how to present escalation factors (which Trustees believe will change if a grant is awarded within the next two years); whether to include concerns about repurposing the building at 5 Concord Road; and how to keep discussion focused on passage of the article, which is the last required step in the application process. Mrs. Gennis explained that a certified copy of the Town Meeting vote will be forwarded to the MBLC and entered in the town's application on page 6, thus completing the application.

Mrs. Gennis proposed that she and other Trustees begin making visits to other Town boards in support of the article beginning in mid-February.

Anticipating concern about a future use for the current library at 5 Concord Road, Mrs. Gennis asked Mrs. Woodruff to finalize her ongoing research into other towns' reuses of older library buildings. Ms. Mastroianni offered to seek additional information through her library directors' listserv. In the meantime, Mrs. Cartwright noted that the Council on Aging has proposed an article for Annual Town Meeting asking for \$95,000 to study the possibility of locating that agency's function at 5 Concord Road if the Library moves to 195 Main Street.

Mrs. Gennis surmised that a legal determination about possible deed or use restrictions on the property and building at 5 Concord Road is unlikely to be forthcoming before Town Meeting—or for years, for that matter. The concern is that the gift of land from Judge Roby in the late 1890s may require there to be a continuing “library function” on that site. Whatever the legal outcome, Mrs. Gennis reported that the state has a fairly broad view of what a “library function” might be or include, and she suggested that Trustees be thinking about what library functions might continue to be hosted at 5 Concord Road if the Library moves to 195 Main Street.

### **Legislative Breakfast**

An MBLC Legislative Breakfast will be held in Sudbury on Friday, February 17. Mrs. Woodruff, Mrs. Lipcon, Mrs. Gennis, Mrs. Cartwright, and Ms. Mastroianni all expressed an interest in attending. The meeting need not be posted as no deliberations will be taken.

### **MLS Meeting**

Trustees supported a proposal for the Library to host a meeting of the Massachusetts Library System at the Library.

### **Engaging New Library Users**

Trustees discussed Ms. Mastroianni's idea of undertaking a campaign to increase the number of library card holders in town, as this hasn't been done in some years. Ideas included advertising in the paper, holding a drawing for new card holders with a prize of a Kindle or other electronic reader (paid for by the Friends), creating a poster for display in the Library, giving stickers or buttons to new card holders, passing out applications at Wayland Reads and other community events, sending applications home in

kindergartners' backpacks, and creating an online application. Trustees encouraged Ms. Mastroianni to go forward.

### **Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of Meeting**

Mrs. Gennis asked whether a staff member might make some changes to the Library logo in advance of distributing information about the Trustees' warrant article at Town Meeting, and Trustees agreed that would be a good idea. The letterhead for Library stationery especially needs attention as it was not updated with the rest of Library materials when the website was redesigned several years ago. Mrs. Gennis will follow up.

Mrs. Woodruff said it is important to confirm that there is money in the Facilities budget for septic and/or wastewater operations. Ms. Mastroianni will attend to this matter.

Ms. Mastroianni reported that Transition Wayland asked to use a room at the Library to screen the video "Bag It," about plastic bags, other plastics, and pollution.

Ms. Mastroianni noted that some of the newspaper and journal articles currently archived as hyperlinks in the "Libraries in the News" section of the Library website have expired, and that the offerings are thin. She asked if Trustees might check their own files for good articles and perhaps help to preserve them as PDFs. Mrs. Cartwright volunteered to shepherd this effort.

Ms. Mastroianni asked that all Trustees please provide her with the required paperwork documenting that they are in compliance with the requirements for Conflict of Interest training.

**The Meeting Was Adjourned** at 10:50 a.m.

### **Documents for This Meeting**

- Agenda for Meeting, February 1, 2017
- Minutes of Trustees Meeting on January 4, 2017
- Minutes of Trustees Meeting on January 11, 2017
- Minutes of Trustees Meeting on January 18, 2017
- Minutes of Trustees Meeting on January 23, 2017
- Flier, "Wayland 2017 Lunar New Year Celebration"
- 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 Application," with Comments drafted for the Finance Committee
- Cover page, "Massachusetts Public Library Construction Program, 2016-2017 Construction Grant Round Application" with the following pages from the grant application attached:
  - Pages 13-14: Space Summary of Estimated Space Needs, With Seating by Type [chart]
  - Pages 63-64: Wayland Free Library – Grant Project Cost Estimate [chart]
  - Page 66: Costs for Construction Only, Total Project Costs, Eligible Costs [chart]
  - Page 68: containing Section D, Funding Sources [chart]

- “Libraries in the News,” printout of page from the Library website that serves as a clearinghouse for articles about libraries

**Next Meetings**

- 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