

**Wayland Free Public Library
Board of Library Trustees
Minutes of Meeting, February 15, 2017
Wayland Public Library, 8:00 a.m.**

Present: Library Director Dana Mastroianni, Aida Gennis (chair-presiding), Sally Cartwright, Anne Heller, Lynne Lipcon. Absent: Mark Hughes, Suzanne Woodruff

Visitors: Leah Hart, candidate for Library Trustee

Public Comment: Trustees welcomed Mrs. Hart as an observer and acknowledged she was running for a position on the Board of Library Trustees. Mrs. Gennis praised the fun Children's Room YouTube video created by Children's Librarian Pam McCuen.

Minutes: No meeting minutes were available for approval.

Financial/Statistical Reports: Budget expenditures are on track for this point in the fiscal year. Director Mastroianni has discussed budget spending with all staff involved in purchasing to ensure best practices. Circulation statistics continue to be robust, especially Speed Reads and streaming services. Assistant Director Sandy Raymond was complimented by the Trustees for a wonderful job creating visual graphs and statistics for a 2016 year-in-review, emphasizing areas of the library that support access, learning, and community.

Director's Report:

FY18 Budget Update: Director Mastroianni provided the Trustees with an update on the FY2018 budget. The original budget request of \$1,086,200 submitted in September was adjusted to \$1,071,077 in early January to reflect staff changes. The Town Administrator has recommended a lower budget of \$1,059,593 as part of a review of all Town departments, which Director Mastroianni has made clear is not sustainable for the Library's core needs and certain services, particularly website design and maintenance, must be included in the budget. At this point it is unclear what budget numbers will be presented at Annual Town Meeting in April.

Recent Programs: Director Mastroianni reported two recent programs, one on Golden Retrievers and their history and one on the science of love, were well attended. She also attended the Lunar New Year Celebration with Children's Librarian Pam McCuen and reported a very successful, fun, family event that the Library was happy to help promote.

Staffing: Candidates have been interviewed for the Technical Service clerk position.

Conflict of Interest: Trustees were reminded to complete the Conflict of Interest forms for the Town Clerk.

New Library Users: Director Mastroianni would like to engage local businesses to post information about library programs, services, and information about signing up for a library card.

Library Server: The new server installation is nearly complete with the backup data still to be completed.

Off The Shelf: The first "Off the Shelf" column for the local newspaper was written by Reference Librarian Andy Moore. He wrote about Wayland Reads 2017. Trustees complimented Director Mastroianni for the introduction of this new feature highlighting library services and programs and complimented Mr. Moore on such an engaging and well written article.

Professional Development: Director Mastroianni would like to offer the new assistant youth services librarian, Jen Smith, financial assistance to attend the ALA conference in

Chicago. Professional development funds and Friends of the WPL will help defray the cost should she be able to attend.

Library Legislative Breakfast will be held Friday, February 17 in Sudbury. Director Mastroianni, Mrs. Gennis, and Mrs. Woodruff will attend.

Future Programs:

Gossels: Mrs. Lipcon confirmed the Gossels Fund for Human Dignity program with Karim Nagi will be Sunday, March 12, at 3:00 p.m. in the north apse of the Library. The study tables will be removed from the reading area to allow seating for attendees in that space. She will ask the Friends of the WPL to provide refreshments. Mrs. Lipcon requested all to encourage friends and neighbors to attend the program. Mrs. Lipcon was also approached by the Democratic Town Committee which inquired whether the Library would co-sponsor the purchase and viewing of a film by Debbie Irving, "Wake Up White." While the program was of interest, Trustees wondered whether the Republican Town Committee could be engaged to co-sponsor the film and program as it did not seem a prudent use of the Library's Gossels Fund money at this time.

Wayland Reads: Mrs. Cartwright gave all trustees an updated list of events for Wayland Reads 2017. There truly are programs for all interests. Librarian Rachel Sideman Kurtz has done a wonderful job building the full list of programs starting March 17 and ending May 7. Promotion is ongoing with banners hung, programs being produced, a great "Off the Shelf" article in the local paper, and a table at Russell's Winter Farmers' Market on Saturday. Displays are also up in the Library.

ESOL: Ginny Steele, the leader of the ESOL program offered at the Library, has asked for a Trustee to act as a liaison to better communicate ESOL information to the BoLT. Mrs. Cartwright will take on that role.

Name Change for the Millennium Endowment Fund: Trustees discussed eliminating the word "endowment" from the title of the Millennium Endowment Fund to better reflect its nature as a gift fund. Mrs. Lipcon moved to change the name of The Millennium Endowment Fund to The Millennium Fund. Motion was seconded by Mrs. Heller. Vote 4-0 in favor. The Trustees of Funds will be notified. Director Mastroianni will facilitate the necessary changes to the Library documents and to the website.

Donation Box Request: Mrs. Gennis received a request by Dignity Matters, a recently formed non-profit sited in Wayland that collects personal hygiene items for homeless women, if a donation box could be located at the Library. While Trustees recognize the importance of the mission and need for collection sites there were concerns about very limited space at the Library to accommodate this request. The Trustees acknowledged that a similar request by the Sudbury-Wayland-Lincoln Domestic Violence Roundtable had been honored for several years before a book drop and book display units were added to the main floor. It was acknowledged that if the Library were in a larger space, this and similar requests could be considered. The Trustees declined the request but would like to help promote the cause, and Mrs. Gennis will communicate the Trustees decision and suggest a presentation by the group be considered.

Library Stationary: Mrs. Heller will work with Emily Kristofek to update the Library's letterhead, using the new logo.

Town Counsel Opinion Regarding Roby Will and Deed: New Town Counsel, KP Law, has written an opinion on the possible use restriction at 5 Concord Road. The opinion seems to corroborate the two previous legal opinions that a portion of the Roby property, approximately

one half acre, may have a restriction of use and that it may even rise to the level of a public charitable trust. Further clarification of a restriction could be sought by direction of the probate court. Any dissolution of a public charitable trust could be challenged in court by the public. It is unclear what level of use constitutes acceptable library use to fulfill the interpretation of such a trust. Would a reading room, self-check out, or a book drop be acceptable? And how much of the current Library building is on the half acre parcel? Questions remain on the future use of 5 Concord Road.

Library Article for Annual Town Meeting: Director Mastroianni reported that at the Finance Committee meeting on Monday, February 13 the Finance Committee voted 3-2-1, to support the passage of the Library's article. Director Mastroianni stressed to the committee that the current Library building does not meet the needs of the community. She also clarified that this article is required for the Massachusetts Board of Library Commissioners to review the grant application for consideration of Massachusetts Public Library Building Program grant funds. Trustees will need to simplify and clarify the need for passage of the article at Annual Town Meeting in April. A FAQ is being developed to help educate the public. The article and an explanation will be added to the Library's website. Mrs. Gennis may ask Tappé Architects to attend a public meeting to help raise awareness and educate the public about the preliminary design and the possibilities of a new library. Young families can potentially be educated through the school Parent Teacher Organizations. Librarian Elise Katz and Emily Kristofek will work on displays for the Library and members of the Library Planning Committee will also be enlisted to help with the education effort. All Trustees will continue to keep other town committees and boards informed of the process.

Adjourned: 11:05 a.m.

Documents for this Meeting:

- Agenda for Board of Library Trustee Meeting, Wednesday, February 15, 2017
- Wayland Circulation Statistics
- Financial Statistics
- Wayland Free Public Library - The Year in Review (created 1/10/2017)
- Wayland Free Public Library - Director's Report - February 2017
- Wayland Reads 2017 event list
- Finance Committee 2/13/17 meeting - Library notes, email from D.Mastroianni and L.

Hart.

- Town Administrator's Report Week Ending February 10, 2017.

- KP LAW opinion letter re: Town Public Library Restriction-5 Concord Road, dated February 8, 2017

- Article__:Acceptance of Design for New Library and Approval and Authorization of Library Building Grant Application with Finance Committee Comments

- Library Trustees submit grant application for new library - text of article for Town Crier

Next Meetings:

- Tuesday, February 28, 2017 Wayland Town Building, 8:00 a.m.

Respectfully submitted by Sally Cartwright, February 23, 2017.