

**Wayland Free Public Library  
Board of Library Trustees  
Minutes of Meeting, February 28, 2017  
Wayland Town Building, 8:00 a.m.**

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

**Visitors:** Leah Hart, Mike Lowry

**Public Comment:** There was no public comment.

**Minutes** of Meeting of February 15, 2017 were approved.

**Financial/Statistical Reports:** Monthly reports were reviewed at the February 15th meeting.

**Director's Updates:**

**Campaign to Engage New Library Users:** Director Mastroianni is working with Emily Kristofek to design some visuals to encourage everyone in town to have a library card. She envisions the public relations program running from mid-March to mid-April.

**Staff:** The standard Human Resources background checks are in process for the technical services clerk candidate.

**Meeting Room Policy and Application:** Director Mastroianni proposed some revisions to the current "Use of the Raytheon Room-Policy Statement" and "Application Form for Use of the Raytheon Room." Most notably, Director Mastroianni would like more information on the purpose of the group requesting to use the room, a point person with contact information, and clarification of commercial organizations use of collected emails. She would also like groups expecting to use the library's technology to conduct a practice session before the program to eliminate last minute technical difficulties. The fees for using the room were also discussed. Director Mastroianni will work on the draft revisions and trustees will revisit the discussion at a future meeting.

**Budget FY18:** Director Mastroianni reported the FY18 budget request of \$1,071,077 was approved by the Finance Committee. The Town Administrator would like the Library to use State Aid money more regularly even though the amount available is unpredictable. State Aid funds are not be part of the operating budget and may not be considered as part of the operating budget for state accreditation purposes. The purchasing gap that occurs annually at the end of the fiscal year will be covered by using State Aid funds.

Director Mastroianni requested that State Aid money be used now to purchase two new book drops. Mrs. Lipcon moved to allow up to \$8,500 from State Aid to be used to purchase two replacement book return bins. Mrs. Heller seconded. Vote 6 - 0 in favor. Trustees discussed the possibility of enhancing the bin exteriors with graphics, or student artwork.

**Future Programs:**

**The Gossels Fund for Human Dignity** program will feature Karim Nagi on Sunday, March 12 at 3:00 p.m. Mrs. Lipcon will be placing posters around town and encouraged all to email friends and family to attend. Mr. Hughes will pursue promoting the event on the Library's social media outlets like Facebook, Twitter, and Instagram.

**Wayland Reads:** Mrs. Cartwright reported on an enthusiastic response to the theme and the books while promoting the Wayland Reads 2017 program at Russell's Winter Farmers market on February 18th. Programs and buttons were distributed. Mrs. Lipcon praised librarian Rachel Sideman-Kurtz for her phenomenal work in organizing a varied and thorough Wayland Reads program. There was discussion of possibly borrowing the Council on Aging van for the SOWA tour in May. There were concerns about the cost, liability, and whether riders not participating in the SOWA tour would be on the van going to different locations and delaying its arrival for the tour. It was suggested that informal car pools could be organized the day of the event leaving from the Library parking lot.

**Other Programs:** Director Mastroianni continues to work with a presenter on a possible Chinese/American culture series. She also has ideas for programs on non-traditional medicine, depression, and service monkeys. Helping Hands is the service monkey organization and a Wayland family participates in the training of the monkeys. This may be a good program for The Great Presenter series.

Director Mastroianni would like to make better use of the area where the Friends of the Library sign now hangs at the bottom of the staircase to promote events. Mrs. Heller thought the Friends would be amenable as long as the sign was available to promote the twice-yearly book sales and to thank the volunteers.

**Library Article for Annual Town Meeting:** Mrs. Gennis said the Finance Committee is trying to address future financial implications for each article in the Warrant. For the Library article, the comments describe what the Finance Committee believes the debt impact would be if a grant is awarded and the town approves a library building project at a later date. Mrs. Gennis stressed the importance of explaining to all that the article does not ask for any funding at this time. Its purpose is to complete the grant application so it can be considered by the MBLC for a grant with responses coming in July 2017. Mr. Lowry said he will oppose the article as he considers the scope and scale of the proposal to be too large. He stated he wishes to keep the current library at 5 Concord Road, and prefers that a branch library in Cochrane be established again. Mrs. Lipcon explained a branch library has been considered in the past and it is costly. She also explained the changing roles of libraries and that there are many creative options for 5 Concord Road. Mrs. Heller stated it is short sighted to cut off options now without letting the grant application be reviewed. Mrs. Woodruff and Mrs. Gennis both stressed a town use of the building can be found. Mrs. Cartwright reminded all that an expansion and redesign of the current library building destroys the building's best features.

There are two upcoming League of Women Voters sponsored forums to help educate Wayland voters on the articles in the warrant. Warrant Night is March 9. Candidates Night is March 16. Mrs. Gennis has been invited to attend and will bring handouts to help clarify the article. A draft FAQ handout was discussed with some minor edits suggested.

Tappé Architects will be invited to present at two community information sessions to explain the preliminary design concept, the library building program, and the limitations of 5 Concord Road. It must be stressed that a new or expanded library has been studied, researched, and discussed for more than 15 years. Input has been solicited from the community multiple times the current Study's work, through earlier focus groups, surveys, development of long range plans, an earlier building feasibility study, and an even earlier Library Planning Committee's work. A consistent theme all these years has been that the current building is overcrowded, not serving the needs of our residents, the lot is constrained and without enough space for expansion. Possible dates for the Tappé presentation are March 23, 25, 29, and 30; one evening and one day-time preferred. The Library Planning Committee will also help in the education effort.

**State Budget and Effect on Delivery of Library Services:** Mrs. Gennis encouraged all to advocate for state budget library line items by writing to our state representatives and the members of the Ways and Means Committee.

**Town Counsel Opinion on Roby Bequest:** The unanswered questions on the Roby will and deed remain a concern. Is there a minimum requirement that constitutes the building being used as a library, and what portion of the building is within the Roby deed? Mr. Lowry believes these questions will not be answered before Annual Town Meeting. He also stated any legal action taken to remove the restriction will be challenged. All were reminded that the Library will be at 5 Concord Road for at least four more years should a grant be awarded and the Town fund the building project this July.

**Design Changes to Library Logo and Stationery:** Mrs. Heller has been working with Emily Kristofek and Director Mastroianni to sharpen the Library logo used on the website to create new letterhead for the Library and for the Millennium Fund. Several options were shown. Mrs. Heller will continue to work with Emily to tweak the color and the alignment.

**Other Concerns of the Director:** Director Mastroianni has received a request to use the Raytheon Room for five dance practice sessions by the New England Malawalee group. Trustees did not think a dance practice was the best use of the Library's very limited space.

Assistant Youth Services Librarian, Jen Smith, would like to have t-shirts for participants in the summer reading program. She estimates the cost to be about \$2,000 for an estimated 350 participants. The theme is "Build a Better Community." Mrs. Lipcon suggested children might be invited to design the t-shirt. Director Mastroianni thought that might be an idea for the future but timing may not work for this summer's program. Director Mastroianni will also ask the Friends to help fund the t-shirts.

**Adjourn:** 10:45 a.m.

**Documents for this Meeting:**

- Agenda for Board of Library Trustee Meeting, Tuesday, February 28, 2017
- Minutes of Meeting of February 15, 2017
- Website Page on Meeting Room Policy
- Annual Town Meeting Article Text and Finance Committee Comments
- Preliminary Designs Diagrams for Warrant
- FAQ for Article XX
- WPL Application Form for Use of Raytheon Room - draft revisions
- Use of the Raytheon Room - Policy Statement - draft revisions
- E-mail Trustee Listserv re: Advocacy for State Budget
- Samples of Library Letterhead and Envelope with new Logo
- Wayland Reads 2017 Program Guide

**Next Meetings:**        Wednesday, March 15, 2017, WPL, 8:00 a.m.  
                                  Wednesday, March 29, 2017, WPL, 8:00 a.m.

Respectfully submitted by Sally Cartwright, March 13, 2017.