

**Wayland Free Public Library
Board of Library Trustees
Minutes of Meeting, March 30, 2017
Wayland Town Building, 8:00 a.m.**

Present: Aida Gennis (chair-presiding), Lynne Lipcon, Mark Peter Hughes, Sally Cartwright, Suzanne Woodruff and Trustee-elect Leah Hart. Director Dana Mastroianni. Absent: Anne Heller.

Also in attendance: John Moynihan, Project Manager MEMA Drainage Mitigation Project.

Public Comment: Trustees congratulated Mrs. Gennis and Mrs. Hart for successful re-election and election to the Board of Library Trustees.

Trustees praised Mrs. Lipcon for her years of service to the town and the Library. Trustees expressed appreciation for her tireless advocacy for the Library and its mission, her collaborative and thoughtful approach to tasks, and her balanced wisdom. Director Mastroianni expressed her appreciation for Mrs. Lipcon's time, diplomacy and tact. Mrs. Lipcon stated she will remain a willing and helpful friend to the Library and feels she is leaving the Board in very capable hands.

Minutes of Meetings of February 6 and February 28 were unanimously approved.

Financial/Statistical Reports: Budget is on track year to date. Circulation of Express Books has soared. Director Mastroianni will use State Aid money to help balance the materials budget to keep up with the Express Book expenses at the end of the fiscal year.

Director Updates:

Book Drop: Mr. Hughes has been investigating collaborating with the Wayland High School Maker Space & Innovation class to possibly create a book drop. It could be a dynamic community building project and very timely since two of the book drops are in need of replacement.

Campaign to Engage New Library Users: Director Mastroianni described "The Keys to the Kingdom" campaign to encourage all to sign up for a library card. Posters have been placed at town buildings and businesses and a notice is running on WayCam TV.

Mrs. Lipcon mentioned how convenient the "Book Club in a Bag" was. Director Mastroianni will use the "Off the Shelf" news space to help bring more awareness of this service to the public.

Staff: Christine Zate has been hired as the new tech services clerk. Jan DeMeo, head of circulation, has announce her retirement in June. Director Mastroianni is investigating the requirements for the position as to whether a candidate should have an MLS degree for this position, as it does not currently require an MLS degree.

Great Presenters: Programming has been outlined for the next series.

A brief blurb to promote Wayland Reads was submitted for the next tax bill.

Other Programming: Director Mastroianni is considering history themed programs on the race to the pole and the loss of the warship "Quincy"; also, a program entitled "Barn Raising for Seniors."

The annual Friends Library Staff Appreciation luncheon will take place on April 12. This year the buffet luncheon spread will be enhanced with an opportunity for staff to sign up for a shoulder massage, all sponsored by The Friends of the Library in appreciation for the outstanding service the staff provides.

Director Mastroianni will attend a MLS program on advocacy all day on April 11.

Summer Reading Program: Assistant Children's Librarian, Jen Smith, will purchase t-shirts for participants of this year's summer reading program. Trustees thought the idea and the excitement generated would be well worth the cost of the t-shirts, estimated at \$1800.

Donation Basket Requests: As in previous years, the Sudbury-Wayland-Lincoln Domestic Violence Roundtable has requested permission to place a donation basket at the Library. Trustees all applaud their work and support a donation basket on site. Trustees discussed general guidelines on donation collections; no more than one organization a month and organizations should be responsible for their own publicity. The previous request by Dignity Matters was reconsidered and will be allowed at a later date. Trustees also agreed that each request would be considered independent of other requests.

Flood Mitigation Project Update: Project manager, John Moynihan, reported all the drainage pipes are installed and the heavy digging is done. Heavy rain has delayed the final steps in the project, but they will be done soon. Most of the spring work will be on the Depot Rail Trail area. Pavement repairs will be done at the Library along with some landscaping. Director Mastroianni asked for early notice of any heavy equipment that might disrupt access to the library. Mr. Moynihan is still working out some financial overruns due to the multiple change orders required due to many unforeseen buried obstacles that had to be removed. Mr. Moynihan is meeting with MEMA, FEMA, and Tighe & Bond to resolve any issues. Mrs. Gennis asked who is responsible for maintaining and clearing the drainage areas. Mr. Moynihan suggested DPW should have a drainage maintenance plan.

Requests for Raytheon Room Use and Policy: Trustees discussed the general policy on Raytheon Room use which is best described as the director's best judgement on a case by case basis. The Library cannot accommodate all requests. The room use policy should reflect and support the Library's mission.

Director Mastroianni has received requests from several organizations for use of the Raytheon Room in the near future. Requests range from non-profit educational groups, to local book groups, to health professionals, and college planning professionals.

Library Article for Annual Town Meeting: Mrs. Gennis distributed a draft copy of her Article 11 podium speech. Trustees made minor suggestions for edits. Seven minutes is the maximum time allowed for presenting the Article. The "Library Construction Grant Application Article 11 Questions and Answers" flyer, along with the "Article 11 It's Simple" flyer, will be set out on the information tables at the entrance to Town Meeting. There will be two slides for the presentation of the Article; one showing the site plan submitted in the application and one showing the text of the motion. Mrs. Gennis is pleased that she has been contacted by many wishing to speak in favor of the article. Speakers will be reminded that they have a maximum of two minutes at the microphone. Director Mastroianni will be able to attend Town Meeting and be seated with the Trustees.

Mrs. Gennis encouraged all to explain the article to family, friends and neighbors, and to encourage them to attend Town Meeting.

Information at the two public forums held March 23 and 25, was presented very well by Tappé Architects and Mrs. Gennis. The March 23 presentation was filmed by WayCam and should be available for viewing on-line. Trustees thought there were good discussions at the forums.

Research on Re-use of Library Buildings: Mrs. Woodruff presented an overview of her research of other towns' re-use of library buildings. There were a variety of outcomes for library buildings including uses by other town departments, conversion to innovation centers, and custody by preservation groups. Mrs. Lipcon outlined the process used in Weston which may

be beneficial to informing a successful process for Wayland. The MBLC may have more insight into other successful reuse plans. Louise Brown will be asked if she would be willing to contact Patience Jackson, a former MBLC grant overseer, for her expertise. Mrs. Woodruff will also continue researching the topic.

Update on Roby Bequest: A town map of 5 Concord Road with the original Roby parcel superimposed on it shows the portion of the current Library building falling within the Roby parcel that may be subject to a public charitable trust. Trustees discussed many options and questions concerning use and re-use that will need further investigation.

Payment for Consultant Ann Knight: Trustees unanimously approved the use of State Aid funds, up to \$4000, to pay for the services of retired Director Ann Knight, as a consultant, in the preparation of the MBLC construction grant application.

Adjourn: 11:20 a.m.

Documents for This Meeting:

- Agenda for Meeting of March 30, 2017
- Minutes of Meetings for February 6 and February 28, 2017
- Town of Wayland Plan of Wayland Free Library Concord Road, 2-21-2017
- Report on Research on Library Re-use by Mrs. Woodruff
- Statistical and Financial Reports from March 13, 2017
- Library Construction Grant Application Article 11 Q & A
- Article 11 It's Simple flyer
- Article 11 Podium Speech- draft
- Sample e-mail Message to Supporters
- WFPL Director's Report March 2017

Next Meetings:

- Wednesday, April 5, 2017, WPL, 8 a.m.
- Wednesday, April 19, 2017, WPL, 8 a.m.
- Wednesday, May 10, 2017, WPL, 8 a.m.
- Wednesday, May 24, 2017, WPL, 8 a.m.
- Wednesday, June 7, 2017, WPL, 8 a.m.
- Wednesday, June 21, 2017, WPL, 8 a.m.

Respectfully submitted by Sally Cartwright April 17, 2017