

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

**Minutes of Meeting on Wednesday, April 19, 2017
Raytheon Room, Wayland Free Public Library
5 Concord Road, Wayland, Massachusetts**

Present: Trustees Aida Gennis (Chair, presiding), Sally Cartwright, Anne Heller, Leah Hart, Mark Peter Hughes, Suzanne Woodruff; Library Director Dana Mastroianni

Absent: None

Call to Order: 8:05 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. Gennis noted an item in the *Boston Globe* reporting that Tappé Architects, who conducted the Library's Library Planning and Design Study, had recently received national recognition for their design for the Varina Area Library in Henrico, Virginia.

Minutes and Reports

On a motion by Mr. Hughes, seconded by Mrs. Cartwright, the draft minutes of March 15, March 30, and April 5, 2017, were approved unanimously (6-0).

Ms. Mastroianni reviewed the Financial Report, noting that as the fiscal year winds down, expenditures continue to be on track. She confirmed that \$7,000-\$8,000 will be taken from the State Aid account to buy more books and materials; expenditures in this budget line have increased this year due to increased circulation in the Express Books program. She noted that the "Library Gifts" line in the Financial Report includes a recent deposit of funds from the Minuteman Library Network representing reimbursement for books lost by patrons outside Wayland who had received them through interlibrary loan.

The Circulation Report was not available for the meeting, but Ms. Mastroianni noted that downloads of streaming media (books, movies, music, etc.) through the Hoopla subscription service are up considerably, which is exciting but also concerning as the current agreement with Hoopla is a pay-per-download arrangement and each download costs the Library \$1-3. Fees are currently running as high as \$1,100 a month. Ms. Mastroianni will try to negotiate a high-volume discount when the contract comes up again. Ms. Mastroianni also reported that the "Book Group in a Bag" program is doing well.

Directors Report

Ms. Mastroianni reviewed her Director's Report with Trustees, after offering two corrections. First, the vote in favor of the Library's article at Town Meeting earlier in the month was not "nearly 2/3" but just over 2/3 of the voters in the hall; second, passage of the article gave the voters' approval for the Library's application for a grant for library construction to be officially submitted to the state.

Ms. Mastroianni reported that she and Mrs. Gennis met with the Town's Public Buildings Director, Ben Keefe, on April 10 to review remaining items on the Massachusetts Interlocal Insurance Association's list of improvements suggested for the Library building. Trustees were pleased to learn that Mr. Keefe has agreed to meet quarterly with Ms. Mastroianni, during the first week of each calendar quarter, to discuss Library facilities issues. Among those issues is Mr. Keefe's desire to develop a Flood Plan for the Library. Though flood mitigation work was recently undertaken at the Library under a grant from the Massachusetts and Federal Emergency Management agencies, that mitigation is not expected to prevent all flooding at the site, but will buy time in the event that flood conditions arise.

Mrs. Woodruff inquired whether Mr. Keefe had made any decisions about replacing the Library's phone system, and Ms. Mastroianni said she would raise the issue with him again. The Library is not currently scheduled to receive a new system to replace our aging and inconsistently operating phone system.

Ms. Mastroianni reported that a recent campaign to increase the number of library card holders has not borne much fruit; new users continue to run about 30-35 a month. Mrs. Cartwright suggested including Library information in Realtors' welcome packets for area home buyers. Ms. Hart said she would be happy to work with Ms. Mastroianni to carry the campaign forward.

Events, Campaigns, and Program Updates

Mrs. Cartwright reported that the Wayland Reads program is midway through its run and has been well received. A panel discussion on April 8 on the importance of supporting the arts drew about 25 audience members and sparked a high-level discussion. Several other events are still to come.

Ms. Mastroianni confirmed that the Library will host a program on "Fake News" on Monday, April 25.

Use Policy for the Raytheon Room

Trustees spent some time reviewing the Library's policy for using the Raytheon Room, the Library's only meeting room, working from a draft provided by Ms. Mastroianni. They also reviewed the application form for use of the room. Mr. Hughes set the stage by suggesting an overarching goal: that the Raytheon Room should "be in use all the time." He then suggested that first priority should go to Library programs, which should be calendared well in advance; the room should then be made available to others for meetings, forums, etc. Trustees agreed on all points. Trustees also agreed that a goal should be to continually introduce *new* groups to the Library spaces and functions, which might sometimes mean encouraging longstanding users to find alternative spaces.

Among the criteria considered for deciding which groups and functions will have access to this high-demand space were: connection to Wayland, alignment of the group's mission with the mission of the Library, new users, and frequency of use requested. Separate consideration was given to uses that have a commercial component, for example, art exhibits at which exhibited items might be offered for sale, or a financial planning seminar presented by a professional who also offers financial services for a fee. Ms. Mastroianni proposed that there be a requirement that groups test their AV setup in advance of each meeting, as technical difficulties have often arisen in presentations throughout the Library.

Trustees were encouraged to send any further comments directly to Ms. Mastroianni. Mrs. Heller offered to help edit and proofread both the Use Policy and Application documents as they come closer to completion, with a goal of having a close-to-final draft for the Trustees' next meeting. In the meantime, Trustees approved use of the Raytheon Room by Moms of Amazing Kids, a support group for parents of children with special needs, as well as a seminar on trust and insurance planning.

Ms. Mastroianni asked for guidance on a request from Arts Wayland and the Grout Heard House Museum to reduce the percentage of sales from their Holiday Art Exhibit that comes to the Library. Historically that percentage has been 20%, but the organizations this year will be featuring more affordably priced work and were hoping to lower the Library's share of the proceeds. Trustees decided to make no changes, they also agreed the organizations could have a volunteer on hand to act as cashier at the event. Finally, Trustees reaffirmed their general prohibition against allowing organizations to hang banners or place sandwich boards advertising their events at the Library on Library property.

Library Construction Grant Application

Mrs. Gennis reported that a certification of the vote at Town Meeting on Article 11, which gave the Town's approval to submit a grant application to the state and receive grant funds if awarded, was duly submitted to the state after Town Meeting adjourned. A decision about grant awards will come sometime in July. In the meantime, she urged Trustees to be attentive to the work of Town boards and to look for opportunities to connect with those boards to inform them about the Library project.

Communications: Logo Design

Mrs. Heller reported that work on the redesign of the Library logo for use on Library stationery has been completed.

Library Building at 5 Concord Road

Trustees continued their discussion of possible use restrictions at 5 Concord Road and potential library-related uses at the site should the Library move to 195 Main Street. They reviewed concerns raised at Town Meeting about how the Town might honor the intention of providing a library use in the building more than 100 years after the original portion of the Library was built. Trustees wondered whether a Warren Roby Reading Room might be established in the Rotunda, and expressed hope that a town-wide advisory committee might be formed to explore all options for repurposing the building at 5 Concord Road should a library building project go forward at another site. Mrs. Gennis said she believes such a committee would have to be appointed by an elected Town body. Trustees agreed that because the land and building belong to the Town as a whole, should the Trustees determine that it is time to form such an advisory committee, the appropriate appointing body would be the Board of Selectmen and not the Board of Library Trustees.

Trustees' Concerns

Mr. Hughes, who has been producing some short videos for the Library's online communications platforms, asked fellow Trustees to think about the Library's **social media presence** and especially what problems or opportunities it might address.

Mrs. Heller asked that the Library extend an invitation to newly elected and appointed Town officials to **tour the Library**, as has been the custom in recent years. She also extended an invitation for all to come to the **Friends Book and Bake Sale** to be held the weekend of April 28-30. Ms. Heller also expressed concern that the empty **garden beds** alongside the entrance from the parking lot be planted soon, as she feels they are unsightly.

Mrs. Cartwright reported on a recent meeting about future directions of the **English for Speakers of Other Languages (ESOL)** program, which is held at the Library, noting that the current director is beginning succession planning and the program is putting together a new conversation group.

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

Ms. Mastroianni reminded Trustees that a **trustees' orientation and training workshop** sponsored by the Massachusetts Board of Library Commissioners will be held in Medford on April 27. New and current trustees are welcome to attend. Ms. Mastroianni also reported that recent plans to replace two **book drops** at the Library had fallen through, so she is reconsidering what to do.

The Meeting Was Adjourned at 10:20 a.m.

Documents for This Meeting

- Agenda for Meeting, April 19, 2017
- Minutes of Trustees' Meetings of March 15, March 30, and April 5, 2017
- Director's Report, April 19, 2017
- Financial Reports, Town Funds and Other Funds, 04/18/2017
- "Use of the Raytheon Room—[Draft] Policy Statement"
- "Wayland Public Library, Application Form for Use of Raytheon Room (Meeting Room)," updated April 2017
- "BPL Design a Winner," by Mark Shanahan, *Boston Globe*, clipping, 04/16/17, mentioning award to Tappé Architects for library design in Henrico, Virginia.

Next Meeting

- Wednesday, May 10, 2017, Wayland Free Public Library, 8 a.m.
- Wednesday, May 24, 2017, Wayland Free Public Library, 8 a.m.
- Wednesday, June 7, 2017, Wayland Free Public Library, 8 a.m.
- Wednesday, June 21, 2017, Wayland Free Public Library, 8 a.m.

Respectfully submitted by Nan Jahnke, a friend of the Wayland Free Public Library