

**Wayland Free Public Library
Board of Library Trustees
Minutes of Meeting on Wednesday, May 24, 2017
Raytheon Room, Wayland Free Public Library
5 Concord Road, Wayland, Massachusetts**

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

Absent: None

Call to Order: 8:09 a.m.

Visitors and Public Comment

Former Trustee Nan Jahnke attended the meeting and took the minutes.

Minutes

On a motion by Mrs. Woodruff, seconded by Mrs. Cartwright, the minutes of May 10, 2017, were approved unanimously (6-0).

Election of Board of Officers

On a motion by Mrs. Heller, seconded by Mr. Hughes, Trustees unanimously (6-0) elected the following officers, each to an indeterminate term of not less than one year: Chair: Aida Gennis; Vice Chair: Sally Cartwright; Secretary: Leah Hart.

Monthly Reports

Ms. Mastroianni presented the April **Circulation Report**, which shows a decline in April circulation compared to last year, but comparable year-to-date totals. Digital media available through Overdrive and Hoopla continue to make gains that Ms. Mastroianni believes are sustainable.

Ms. Mastroianni drew attention to the **Financial Reports**, noting that all lines in the operating budget except Salaries will be nearly or completely expended before the end of the fiscal year on June 30; she expects about \$25,000 will be turned back to the Town from the Salaries line, due to vacancies and turnover. Mrs. Gennis expressed surprise at this development, noting that former Director Ann Knight was paid from trustee funds for her work on the state construction grant application in the fall because operating funds were thought to be tight this year. She will investigate the expenditures more closely at the end of the fiscal year. Mrs. Cartwright urged that all available training funds be used for the staff's professional development.

As for trustee funds, \$500 will be paid to Virginia Steel, the director of the ESOL tutoring program, from The Millennium Fund, as in recent years (the Friends match that payment from their funds). Trustees

decided that in future, payment may be made from State Aid, if funds are available. Ms. Mastroianni confirmed that about \$8,000 will soon be paid from State Aid for new book drops, and that quarterly reimbursements from the Minuteman Library Network for Wayland books lost on interlibrary loan are reflected under trustee funds under a “Gifts” category and also deposited into this category are miscellaneous gifts from private parties to the Library. Trustees remarked that, as approved by Town Counsel several years ago, both should be deposited into The Millennium Fund.

Ms. Mastroianni presented her **Director’s Report**, noting the opportunity to work with **Digital Commonwealth**, a public digital imaging repository and hosting service, to digitize selected Library holdings such as maps and high school yearbooks. She is working with the Wayland Historical Society to determine holdings that might be digitized. Mrs. Gennis proposed several resources in “The Cage” for consideration, including annual reports for the Library and minutes of meetings of the Board of Library Trustees dating back many years (the Cage is a locked repository of archive materials currently located on the Mezzanine).

Minuteman Contract Approval

Mrs. Gennis called for a vote on the Minuteman Library Network contract for the fiscal year beginning July 1, 2017. The contract enables Wayland’s participation in a consortium of 43 libraries that share resources, expertise, and services such as interlibrary loan. The cost of the contract, year totaling \$35,243.20, is calculated on a complicated formula and is up slightly over recent years. (This is not a new budget item; it appears in the Library’s operating budget every year under Contractual Services.) On a motion by Mrs. Woodruff, seconded by Mr. Hughes, Trustees approved the contract unanimously (5-0, Mrs. Heller having left the meeting).

Under **Building Issues**, Ms. Mastroianni reported that a drain in the boiler room had been fixed, and that the outside drains in the parking lot had been running slow during heavy springs rains, requiring a visit from a Department of Public Works crew to clear them. It is unclear whether those drains have been tied in to the flood mitigation work performed at the Library last fall; Ms. Mastroianni will inquire.

Under **Staffing Update**, Ms. Mastroianni reported that the position of Assistant Children’s Librarian, recently vacated by Jen Smith, has been posted, and that the deadline for applications for the position of Head of Circulation is Friday, May 26; longtime Circulation Head Jan DeMeo will retire at the end of June. Interviews for two clerk/substitute librarian positions are also underway.

Under **Programming Update**, Ms. Mastroianni reported on three upcoming programs on “fake news,” U.S. presidents and their families, and mindful charitable giving. She added that the Library has ordered umbrellas to give to presenters as a token of the Library’s appreciation for their work.

Ms. Mastroianni also announced that a new calculator function demonstrating monetary value of library services is now available on the Library website, and she passed around samples of new Library stationery.

Raytheon Room Policy

Trustees continued an earlier discussion of draft changes to the Library's policy and application for use of the Raytheon Room by outside groups and presenters. On a question from Mrs. Cartwright, Ms. Mastroianni clarified that the requester, not Library staff, would fill out the application.

While generally disposed to approve the changes proposed at the last meeting at which the matter was discussed (April 19, 2017), Trustees were unable to come to agreement about whether all presenters and those responsible parties filling applications to use the Raytheon Room (for uses other than presentations) should be required to undergo a Criminal Offender Record Information (CORI) check, as may be recommended by the Town. Ms. Mastroianni supported the idea, noting the proximity of the Raytheon Room to the Children's Room, and remarking that this small effort would protect the Town. Mr. Hughes asked about legal liability. Mrs. Gennis and others pushed back against the idea, asking if it wasn't overreaching and whether it wouldn't discourage people from gathering at the Library, a public space open to all. Mrs. Gennis and Ms. Mastroianni agreed to discuss the matter further with the Town's Human Resources Director. Having set the matter of CORI checks aside, Trustees voted unanimously to accept the draft policy and application (5-0, Mrs. Heller having left the meeting).

After Mrs. Cartwright inquired whether other policies needed review and updating, Mrs. Gennis drew attention to the "Trusty Trustee Pocket Guide," in which the Massachusetts Board of Library Commissioners recommends that Trustees and Directors review all Library policies on a yearly basis; there is also a statutory requirement that all public libraries have a Collection Development Policy. Mrs. Cartwright and Ms. Mastroianni will review all of Wayland's Library policies and let Trustees know where we stand at a future meeting; they will also make sure Trustees have all pertinent materials in their Orientation Binders.

Building Grant Application and Library Construction

Mrs. Gennis reported on the Library's application to the Massachusetts Public Library Construction Program for state funds to build a new library at 195 Main Street. Thirty-three towns have applied for grants, and decisions are expected on July 13. At that time, the Town's project could be approved, rejected, or put on a waitlist. In the meantime, the town's **Library Planning Committee** has met to consider changes to the design of the exterior of the building, following some public concerns about the cladding materials.

Trustees reported on meetings of other town boards with interests touching on Library matters. Mr. Hughes noted that the **Wayland Real Asset Planning Committee** held a public forum presenting the key recommendations of their upcoming final report. Among the recommendations are (1) to establish a town-wide capital planning committee, (2) to arrive at a long-term funding plan, and (3) to resolve the question of possible use restrictions on portions of the land and building at 5 Concord Road, the site of the current Library. At the meeting, a town resident inquired about the future of the current building should the Library move to 195 Main Street. Among the capital projects currently being discussed in town are field improvements at the high school (**Recreation Commission** and **School Committee**, \$6.4–\$8 million) and the long-discussed **Council on Aging** project.

Mrs. Gennis reported that a resident had approached her concerned about the possibility of school bus parking on the **School Committee** property at 207 Main Street. Mrs. Gennis remarked the resident

stressed that such a use could dampen public enthusiasm for a Library project next door, as it might be seen as overdevelopment in that Cochituate neighborhood.

Plans for private fundraising for any future construction project are still in development, beginning with defining the scope of work should an outside consultant be hired to lead the effort.

As for **legal expenses**, Mrs. Gennis reported that the Board of Selectmen's proposal to recoup unanticipatedly high legal expenses from funds controlled by various town boards has met some resistance from some of those boards. The Board of Library Trustees voted earlier this month to recommend a contribution of \$7,952 (the full requested amount) from funds of the Library Planning and Design Study held as contingency funds in the event Wayland receives a construction grant; however, the decision whether to turn over any or all of that amount lies with the Permanent Municipal Building Committee (PMBC), which oversaw that study. The PMBC will take up the matter soon, perhaps at its next meeting.

Wayland Weekly Buzz

The Wayland Weekly Buzz (a program of WayCAM, Wayland's non-profit, community-access media company) has recently begun providing a weekly summary of developments in Wayland Town government called "Town Board Recaps" to the *Wayland Town Crier* newspaper. In furtherance of that effort, the Buzz is soliciting "volunteer citizen reporters" to submit items for publication. After discussion, Trustees declined to nominate one of their own for this job at this time, noting that the Library already provides a great deal of information to the paper on a weekly basis in the Library News section, as well as in frequent columns and letters to the editor; in addition, Ms. Mastroianni has been placing public service announcements on cable TV. Mrs. Gennis suggested that it would suffice to contribute items to the Buzz not weekly, but as needed or requested.

Trustees' Reports and Concerns

Trustees agreed on a schedule of meetings through the summer, as listed below. Mrs. Gennis expects to be out of town for the month of July; Mrs. Cartwright will run meetings in her absence.

The Meeting Was Adjourned at 10:29 a.m.

Documents for This Meeting

- Agenda for Meeting, May 24, 2017
- Director's Report, May 24, 2017
- Minutes of Trustees' Meetings of May 10, 2017
- April 2017 Circulation Report, "Wayland Circulation Stats" with detailed breakout of "Circ by Type"
- Financial Report, "Town Funds" and "Other Sources," 5/18/17

- “Use of the Raytheon Room—[Draft] Policy Statement,” April 2017, as revised for Board meeting on May 3, 2017
- “Wayland Public Library, Application Form for Use of Raytheon Room (Meeting Room),” April 2017, as revised for board meeting on May 3, 2017
- Massachusetts Board of Library Commissions, “Trusty Trustee Pocket Guide,” 2015
- Samples of new Library stationery
- “Town Board Recaps,” by the Wayland Weekly Buzz, in *The Wayland Town Crier*, May 18, 2017

Next Meeting(s)

- Wednesday, June 7, 2017, Raytheon Room, Wayland Free Public Library, 8 a.m.
- Wednesday, June 21, 2017, Raytheon Room, Wayland Free Public Library, 8 a.m.
- Wednesday, July 19, 2017, Raytheon Room, Wayland Free Public Library, 8 a.m.
- Wednesday, August 23, Raytheon Room, Wayland Free Public Library, 8 a.m.
- Wednesday, September 6, 2017, Raytheon Room, Wayland Free Public Library, 8 a.m.
- Wednesday, September 20, 2017, Raytheon Room, Wayland Free Public Library, 8 a.m.

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