

**Wayland Free Public Library
Board of Library Trustees
Minutes on Meeting Wednesday, June 21, 2017
Raytheon Room, Wayland Free Public Library, 8:00 a.m.**

Present: Trustees Sally Cartwright (vice-chair, presiding), Leah Hart, Anne Heller, Mark Hughes, Suzanne Woodruff; Director Dana Mastroianni. Absent: Aida Gennis

Visitors: Mike Lowery, Lynne Lipcon

Public Comment: Mrs. Cartwright shared the happy news of the birth of Mrs. Gennis' first grandchild. Trustees also expressed great appreciation for Mrs. Heller's nearly 18 years as a Library Trustee and her long service as an active member of The Friends of the WFPL and chair of the Friends Book & Bake Sale.

Minutes of Meeting of June 7, 2017 were unanimously approved with one correction.

Monthly Reports:

Circulation continues to be strong. Demand for electronic formats is increasing while traditional materials stays steady. The Hoopla service is growing in popularity. Director Mastroianni stated that Wayland's per capita circulation is about 22 items per year, which is quite high for our population group. Mr. Hughes noted the circulation statistics demonstrated the increasing scope of the 21st Century library. There was some discussion of how to improve the readability of the Circulation by I-Type report.

Director's Report: Director Mastroianni highlighted the continued popularity of the 3D Printing and the Girls Who Code workshops. An adult version of the coding class is being planned for the fall.

Financial: Director Mastroianni is working closely with Christine Pier to ensure all year end bills are paid in a timely way. Expenses for the Express Book program have exceeded estimates. Mrs. Woodruff moved to allocate up to \$8,000 from State Aid to be used for materials. Mr. Hughes seconded the motion. Vote to approve: 5 - 0.

Staffing: Two part-time clerks have been hired for the Children's Room, pending final HR checks. Applicants for the Assistant Children's Librarian will be interviewed soon.

Building: Heavy rain continues to cause flooding in the lower parking lot. May 15, May 26, June 6, and most recently June 16 all saw substantial standing water in the lower lot making several parking spaces unusable. DPW has been monitoring the drain and clearing out the catch basin. Visitor Mike Lowery, a member of the Board of Public Works, was asked for any additional information. Mr. Lowery explained that DPW Director Tom Holder is aware of the situation and plans to connect the catch basin drain to the bigger drainage line, with guidance from the new Town Engineer. There was no new information on replacing worn Book Drop boxes. The Friends would like to install a low fence on the outside perimeter of the new plantings along the east side of the side entrance. Trustees continue to be concerned for patron safety and are concerned low fencing will be a tripping hazard. Trustees prefer open access to the side entrance door. There was some discussion of defining the naturally trod walkways, possibly with mulch.

Programming: Director Mastroianni continues to investigate whether author Chris Evans may be invited as a presenter for a possible Gossels Fund Program. She has contacted Allyson Mizoguchi, the high school principal, to see how students might be engaged and will work with Mrs. Woodruff to coordinate. Potential programs with the Wayland Historical Society were also discussed.

Collection Policy: Director Mastroianni is working on updating the 2010 policy.

Accept Gift: Mr. Hughes moved to accept the gift to the Janet Tucker Swain Collection Fund from the Rosamond P. Swain Trust. Mrs. Heller seconded the motion. Vote in favor: 5-0. Mrs. Cartwright will send a thank you note to the family on behalf of the Board of Trustees.

Building Grant: Trustees acknowledged there is some opposition to pursuing a new library building if a MBLC grant is awarded, but confirmed their commitment and enthusiasm for the process. Mr. Hughes stressed the opportunities a new building would allow to meet the community's demand for library services and space. Mrs. Heller reiterated that options for 5 Concord Road have been fully and carefully studied for more than a decade, by multiple community committees, and professionals. Mrs. Hart stressed the importance of continuing to educate the community on the research and studies that have been done. Mrs. Woodruff reminded all of the many, varied community members that have been involved in these studies and in the decision to pursue a grant. Mrs. Cartwright invited visitor Mike Lowery to speak. He expressed his opposition to a new library saying he believes there are other departments with capital needs in town, there are legal restrictions on 5 Concord Road, and the project is too expensive. Director Mastroianni has been impressed by the broad scope of community involvement in the very thoughtful, thorough process. Trustees discussed encouraging the Board of Selectmen to pursue resolution of any legal issues and also to appoint an advisory committee to study creative reuse of 5 Concord Road.

Library Planning Committee: Director Mastroianni and Mrs. Heller attended two recent LPC meetings. Most members are committed to remaining on the committee. The committee's charge will be updated.

Communications: Mrs. Woodruff reported DPW continues to study sites for a lay down area. Mr. Hughes would like to produce some quick social media videos to illustrate deficiencies in the current library building and highlight opportunities in a new building.

Trustees Reports and Concerns:

Orientation Materials: Mrs. Cartwright distributed a list of MBLC and Wayland Library resources useful to new Trustees. All were asked to review the list and suggest additions.

Mrs. Heller showed a sample of new letterhead with the logo consistent with the website.

Mrs. Woodruff will review and sign bills in June and July.

Adjourned: 10:15 a.m.

Documents for This Meeting:

Agenda for Meeting of June 21, 2017

Minutes of Meeting of June 7, 2017

Director's Report June 21, 2017

Statistics by I-Type through May 2017

Wayland Circulation Stats

WFPL Trustee Orientation Information

Next Meetings: July 19, 2017, WPL 8:00 a.m.

August 23, 2017, WPL 8:00 a.m.

September 6, 2017, WPL 8:00 a.m.

September 20, 2017, WPL 8:00 a.m.

Respectfully submitted by Suzanne Woodruff, July 12, 2017