

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

The Trustees acknowledged that the agenda for the meeting of July 19, 2017 was not properly posted. The Agenda for July 19 was incorporated into the August 8, 2017 agenda. All votes were retaken.

Attendees: Aida Gennis, chair; Sally Cartwright, Mark Peter Hughes, Leah Hart, Suzanne Woodruff; Assistant Director, Sandy Raymond.

Public: Mike Lowery

Mrs. Gennis opened the meeting at 8:04 a.m. She then asked Mrs. Cartwright to continue the meeting as she had chaired the invalid July 19 meeting, to ensure consistency. Mrs. Cartwright informed the Trustees that the meeting held on July 19, 2017 was not properly posted with the Town Clerk. Mr. Lowery has submitted a public records request (which has been filled) and filed an Open Meeting Law complaint. Mrs. Gennis reviewed the complaint with the Trustees and the steps Mr. Lowery requested to remediate the violation. Mrs. Gennis will write a letter to the Town Crier acknowledging the error and confirm that no other meetings were held in person, electronically or remotely between June 24 and July 26, 2017. Trustees verbally confirmed that no meetings took place in that time. Mr. Lowery would also like a note added to the July 19 and August 8 agenda stating that the July 19 agenda was incorporated into the August 8 agenda. Assistant Director Raymond said the Town Clerk will not allow agendas to be altered in any way after a meeting date. After much discussion, it was determined that the minutes for the August 8 meeting would clearly explain the situation.

Public Comment: Mr. Lowery participated in the above discussion. He also asked if the Trustees have done any further work to connect the Library to the town sewer system. Mr. Lowery said it is not a DPW project.

Meeting Minutes of May 24, 2017 and June 21, 2017 were unanimously approved. Draft minutes for meeting of July 19 must remain a draft as the meeting was invalid.

Library Director Update: Mrs. Cartwright reviewed the resignation of Director Mastroianni. She submitted her notice to HR on June 21 with a last day of July 21. Her circumstances changed and she accelerated her departure to June 27, 2017. Assistant Director Sandy Raymond has been ably handling the day to day operations of the Library. Ms. Raymond stated staff has been very helpful in insuring all services continue to run smoothly, including programming.

Mrs. Cartwright said that Chuck Flaherty, a library consultant, had contacted Mrs. Gennis to offer his services as an Interim Director on a part-time basis 3 days a week at an hourly rate. Trustees felt that the Library needs a full-time person as acting or interim director. Ms Raymond has expressed interest in being acting director and was so voted at the July 19 invalid meeting. Mrs. Gennis asked whether Ms. Raymond would still like to be appointed acting director. She responded positively. Mrs. Hart moved to appoint Sandra Raymond as Acting Director of the WPL, retroactive to June 28, 2017. Mr. Hughes seconded the motions. Vote in favor: 5 - 0

Ms. Raymond will follow up with HR on any details that need to be handled on her part. She would also like to appoint Reference Librarian Andrew Moore as Acting Assistant Director. She will coordinate the details with HR and Andy.

Director Search: Mrs. Cartwright asked the Trustees to think about how they would like to conduct the search for a new director. The job was posted on June 29 with an end date of September 1. It

was posted to Simmons GSLIS Jobline, the MBLC, Minuteman Library Network list serves, and all required town sites. Mrs. Cartwright reported the previous search team had met to review the search process and felt the process was good. The search team did not feel it was necessary to pay for a posting on the ALA site. She also said that Chuck Flaherty had offered his services as a consultant to help guide the Trustees through the search process on a part-time basis at an hourly rate. Trustees will discuss the director search process at the August 23 meeting.

State Building Grant: On July 13th the MBLC announced Wayland as one of nine outright provisional grant award recipients from 33 applications. Trustees felt this was a clear recognition by the state of the demonstrated need for expanded library services and the deficiencies of the current building. The grant is for \$10,137,980, approximately 40 percent of eligible construction costs. Any cost estimate changes, due to reduced escalation costs estimates, would be made by the OPM. There is a grant recipient workshop scheduled for August 17.

Mrs. Hart moved the Trustees continue to pursue the grant process and ask the town for guidance for the process to secure town funds for the project. Mr. Hughes seconded the motion.
Vote in favor: 5 - 0.

Recommendations to BoS: Trustees believe all possible legal issues for 5 Concord Road should be resolved and creative reuse of the building should also be pursued. Mr. Hughes moved that the Trustees request the Board of Selectmen enlist Town Council's aid in resolving all possible legal issues for 5 Concord Road; and appoint an advisory group to determine the next best use for 5 Concord Road. Mrs. Woodruff seconded the motion. Vote in favor: 5 - 0.

Capital Campaign Consultant: As discussed at previous meetings, a Request for Price Quotes for a Capital Campaign Consultant resulted in three responses. Mrs. Gennis is evaluating the proposals and checking references.

Proposal by Tappé Architects: Tappé plans to submit a proposal for continued design work, two community forums, and committee meetings. This work would be managed by the PMBC. There are Library Planning and Design Study funds remaining to pay for this work. Mrs Hart moved to recommend the PMBC retain Tappé Architects for additional work necessary to refine the design for a new library building. Mr. Hughes seconded the motion. Vote in favor: 5 - 0. Mrs. Hart suggested that it would be helpful to have multiple ways for the public to give input on the design, possibly with a suggestion box and on-line.

Funding of Project: Trustees discussed the 6-month deadline to secure town funds being different than what was anticipated and that a 9-month timeframe would have allowed an article to go before Annual Town Meeting in April. Mrs. Gennis is investigating any possible extensions with the MBLC. She is also asking advice from Town Manager, FinCom, and BoS on how best to proceed and if it is even possible to bring an article to Special Town Meeting in November.

Director's Report: Ms. Raymond distributed a report on "hoopla", a source for library patrons to stream content such as movies, audiobooks, and music. The service is very popular. Programming continues to be overseen by Rachel Sideman Kurtz. The Library Crawl on August 1 was a success. Purchase orders for FY18 are being opened. She is also working with Christine Pier on the ARIS report for the state. The Annual Report to the Town and the FY19 Budget request will need to be done soon.

Staffing Update: Ms. Raymond reported two new Children's Room clerks have been hired and a candidate for Assistant Children's Room Librarian has been offered the job pending the usual HR hiring process. Ms. Raymond is working with staff and HR to update outdated job descriptions.

Building Issues: The elevator inspection was completed. The lower parking lot experienced some flooding again on August 5. Mr. Lowery said he checked on the drain and siphoned out the drain himself. The environmental barriers will be removed and landscaping will be completed once the final connection of the flooding drain is made to the bigger drainage project.

Holiday Closings for 2018: Trustees unanimously approved the Holiday Closings Calendar for 2018.

Overdrive Sole Source Provider: Ms. Raymond asked for approval to contract with OverDrive, Inc., of Columbus, Ohio, to provide certain digital content, including ebooks, audiobooks, and streaming video through its OverDrive Advantage program, serving, as in previous years, as sole source provider. Mrs. Cartwright moved that OverDrive be approved as sole source provider of digital content and services. Mrs. Gennis seconded the motion. Vote in favor: 5 - 0.

Communications with Boards, Committees, and Public: Mrs. Gennis said she understands the School Committee will be asking for design money for the high school field rehabilitation project. She plans to attend their next meeting. A Trustee meeting is posted for this meeting in the event a quorum of Trustees attend.

Additional Public Comment: Mr. Lowery said he did not believe there were any PMBC meetings scheduled in August. He asked for a copy of the Tappé proposal. He is concerned about the sewer connection for 5 Concord Road.

Trustees Reports and Concerns: Mrs. Cartwright attended the ESOL Steering Committee meeting in late July. The program is very strong in Wayland, being well-led by Ginny Steel. The ESOL committee will be asking the Friends to increase the salary Mrs. Steel receives, of which the Trustees have been paying half. Mrs. Woodruff asked if there were any candidates to replace the Trustee vacancy left by Anne Heller. Mrs. Gennis said there may be a candidate but no letter of interest has been submitted yet.

Adjourn: 9:20 a.m.

Documents for this Meeting: Agenda for Meeting of August 8, 2017
Minutes of Meetings of May 24, 2017 and June 21, 2017
Draft Minutes of Meeting of July 19, 2017
Director's Report of July 19, 2017
Director's Report of August 8, 2017
Hoopla - Annual Review for Wayland Free Public Library
Library Director Job Posting, June 29, 2017
Press Release - WFPL Receives \$10,137,980 Library Construction Grant
Request for Price Quotes-Scope of Work - Capital Campaign Consultant
Letter: Case for a new library, July 6, 2017, Wicked Local Wayland
MBLC letter of announcement of Library Construction Grant Award

Next Meetings: Wednesday, August 9, 2017, 8:00 a.m. WPL
Wednesday, August 23, 2017, 8:00 a.m. WPL
Wednesday, September 6, 2017, 8:00 a.m. WPL
Wednesday, September 20, 2017, 8:00 a.m. WPL

Respectfully submitted by Suzanne Woodruff