

**Wayland Free Public Library
Board of Library Trustees
Minutes of Meeting of August 23, 2017
Raytheon Room, Wayland Public Library, 8:00 a.m.**

Present: Aida Gennis (chair-presiding), Suzanne Woodruff, Leah Hart, Mark Hughes, Sally Cartwright; Acting Director Sandy Raymond

Visitors: Samantha Greenfield (arrived 8:30), John Schuler (arrived 9:00)

Minutes of August 8, 2017 and August 9, 2017 were unanimously approved. Approval of August 8 minutes will allow the FY18 purchase order for Overdrive to be opened and for Mrs. Gennis to send notice to the state to resolve the open meeting law complaint filed due to the inadvertently incorrectly posted agenda for the July 19, 2017 Trustee meeting..

Director Search Process: Mrs. Cartwright distributed the criteria considered for a director and asked for any input from Trustees. As with the prior search, Mrs. Gennis would like a new director to have a vision for the future of the Library and desire to improve Library services whether the Library continues in a new building or at its current location. Mrs. Cartwright proposed forming a small screening team to review all qualified applications, conduct initial phone or in-person interviews as needed, and recommend finalists to be interviewed by the full board of Trustees. The screening team would be composed of two Trustees - Mrs. Cartwright and Mrs. Hart- a member of the Friends of the WPL; a member of the LPC; and a non-voting staff representative. Trustees expressed concern that full-time staff have a chance to meet and talk to all finalists before any hiring decisions are made.

Capital Campaign Consultant: Samantha Greenfield joined the meeting to discuss how to get the private fundraising started. She will create a timeline and start to compile a potential donor list with suggestions from Trustees. The Millennium Fund donor list will be a place to start. She anticipates attending some library events already scheduled to talk with attendees. She would like Mr. Hughes' help to create a short video marketing piece. Ms. Greenfield will also create some promotional materials to hand out and to post on the website.

Director's Report: Acting Director Raymond said the Library is in its usual summer mode with all running smoothly. The Summer Reading ice cream social was well attended.

3-D Printing Policy: Ms. Raymond does not want to censure patrons, but would like to consider a defensible 3-D printing policy after a recent request to print a gun was submitted. This request is "on hold" for the moment. The current policy (more of a how-to) does state that the Library reserves the right to refuse any 3-D print request. Ms. Raymond will ask for input from the Chief of Police. More research will be done before reconsidering the topic at a future meeting.

State Building Grant: Mrs. Gennis reported on attending the MBLC grant recipient workshop on August 17, 2017. She said it was a review of next steps once local funding is secured. Attendees also asked for clarification on what Trustees were allowed to do in terms of advocacy under state ethics guidelines and campaign funding laws. Mrs. Gennis is still investigating the proper town procedures for procuring funds. Mrs. Gennis appeared before the Board of Selectmen at their August 21st meeting to discuss securing local funding, a potential Special Town Meeting article, and a possible ballot question. The Board of Selectmen strongly recommended that the Trustees ask the MBLC for an extension to allow Wayland to consider the funding in our traditional budget process timeline, regularly scheduled spring election, and Annual Town Meeting in April. The Finance Committee submitted a letter to the BoS strongly urging the same.

Mr. Hughes moved to allow Mrs. Gennis to file for an extension with the state. Mrs. Hart seconded the motion. Vote in favor: 5 - 0.

Warrant Article-Special Town Meeting: Mrs. Gennis would like to craft an article for Special Town Meeting to open the dialogue on how best to pursue town funding for the project. Deadline for articles is August 31st. There is a question of how much money should be asked for in the article. The state recommends requesting the full amount of the project. The Permanent Municipal Building Committee will also be asked for an opinion. Mrs. Gennis led a discussion of pros and cons for the comments section of the article. Trustees noted that Wayland was one of 9 outright grants of 33 applications and one of three grants for significant amounts. It is clear the state reviewers believed Wayland's application demonstrated strong need to improve library facilities and services to meet the needs of the town. The Trustees also discussed the value the town places on strong education and diverse culture and how a 21st Century library would demonstrate that identity.

Mrs. Woodruff moved that the chair prepare a warrant article for Special Town meeting to request funding for the library project. Mrs. Hart seconded the motion. Vote in favor: 5 - 0.

Mrs. Woodruff moved to approve the article for town funding of the library project, as written by the chair and submitted, as directed by the board. Mr. Hughes seconded the motion. Vote in favor: 5 - 0.

Public Comment: Mrs. Gennis asked if visitor John Schuler would like to make any comments. Mr. Schuler expressed his opposition to the town taking on any new building projects. He cited cost, increased taxes, scope of project, competing needs, legal issues, and unknown fate of 5 Concord Road.

Library Planning Committee: A new charge has been written for the Library Planning Committee. Its members have agreed to remain on the committee to help the Trustees move the project forward. The Board of Selectmen have asked the LPC to work on reuse possibilities for 5 Concord Road. Trustees mentioned multiple potential reuse options.

Mrs. Cartwright moved to approve the Extension of Charge to Library Planning Committee. Mrs. Woodruff seconded the motion. Vote in favor: 5 - 0.

Budget Process FY19: Ms. Raymond and Christine Pier are working on draft operating budget forms and draft capital budget forms to be submitted by September 8.

Annual Report: A draft annual report is being written by Ms. Raymond. It is due on September 29th.

Trustees Reports and Concerns: One candidate has submitted a letter of interest to fill the vacant Trustee position. Mrs. Gennis will invite the candidate to attend and be interviewed at the next Trustee meeting September 6th. A quorum of the Board of Selectmen must attend and participate in the interview and vote, per state statute for filling vacancies of elected positions.

Adjourn: 10:32 a.m.

Documents for this Meeting: Agenda for Meeting of August 23, 2017
Minutes of Meeting of August 8, 2017 and August 9, 2017
Criteria for Candidate for Position of Library Director 2016
Director's Report - 23 August 2017
Article for Special Town Meeting - sample from MBLC
Extension of Charge to Library Planning Committee

Next Meetings: Wednesday, September 6, 2017, 8 am, WPL
Wednesday, September 20, 2017, 8am, WPL

Respectfully submitted by Sally Y. Cartwright