

**Wayland Free Public Library
Board of Library Trustees
Minutes of Meeting of September 6, 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

Public Comment: None.

Visitors: Rachel Sideman-Kurtz. Three members, a quorum, of the Board of Selectmen; Lea Anderson, Cherry Karlson, and Mary Antes. Mrs. Anderson called the Board of Selectmen meeting to order to participate in the interview and appointment of the candidate for the vacant seat on the Board of Library Trustees.

Interview and Appointment of Trustee candidate, Maureen White: Ms. White introduced herself and explained her interest in serving on the Board of Library Trustees. Both Board of Selectmen members and Trustees discussed various aspects and expectations of the position.

Selectman Karlson moved to vote to appoint Maureen White to fill the vacancy on the Board of Library Trustees, effective immediately, with a term to expire after Annual Town Election in 2018. Selectman Antes seconded the motion. Roll call vote: Mrs Anderson - yes; Mrs. Karlson - yes; Mrs. Antes - yes. Vote in favor: 3 - 0.

Mrs. Hart moved to vote to appoint Maureen White to fill the vacancy on the Board of Library Trustees, effective immediately, with a term to expire after Annual Town Election in 2018. Mrs. Woodruff seconded the motion. Roll call vote: Mrs. Gennis - yes; Mrs. Cartwright - yes; Mrs. Hart - yes; Mr. Hughes - yes; Mrs. Woodruff - yes. Vote in favor: 5 - 0

Board of Selectmen adjourned their meeting and departed.

Director's Report:

Programming: Librarian Rachel Sideman-Kurtz discussed her ideas for programming in general, believing that the more community collaboration involved in Library program choices the better. Ms. Sideman-Kurtz is aware of the space constraints of the Library and the general guidelines regarding private businesses. Mr. Hughes asked if other libraries have more defined program policies than Wayland. Mrs. Hart would like some parameters for consideration of programs. Acting Director Raymond stated the Library is a focal point in the community where all kinds of ideas can be shared openly without judgement. Trustees praised Ms. Sideman-Kurtz's enthusiasm for programming and encouraged her planning.

Staff Updates: New Assistant Children's Librarian Carly Moniz started September 5th.

Annual Report FY2017: Trustees suggested additions and edits for the draft Annual Report for FY2017. The final report is due September 29th.

Draft Budget FY2019: Ms. Raymond and Assistant Christine Pier have been working very hard to complete draft budget detail forms for fiscal year 2019. The draft budgets are due September 8th. Draft capital budget items for the Library will be included in the Facilities Department draft FY19 budget forms. Final Budget FY2019 is due September 26 and must be voted by the Board before submitted.

Ms. Raymond also reported that custodian Valdo Goncalves has painted the lower lobby and the Raytheon Room. Mesh fencing and sandbags have been removed from the drainage project.

Meeting Minutes of August 23, 2017 were unanimously approved.

Library Planning Committee: Ann Knight submitted a letter of interest to be appointed to the LPC. Mr. Hughes moved to appoint Ann Knight to the Library Planning Committee, effective immediately. Mrs. Hart seconded the motion. Vote in favor: 5 - 0.

Mr. Hughes moved to vote to reappoint the full Library Planning Committee membership of Lynne Cavanaugh, Maureen Cavanaugh, Christine Cipriani, Gretchen Dresens, Tom Fay, Neil Gordon, Sarah Hubbell, Vicki LaFarge, Lynne Lipcon,

Daryl Marks, Tim Marsters, Barbara Scolnick, Rachel Sideman-Kurtz, Thom White, and Sandy Raymond and Aida Gennis (ex officio). Mrs. Woodruff seconded the motion. Vote in favor: 5 - 0.

State Building Grant:

Warrant Article: Mrs. Gennis has submitted a warrant article for Special Town Meeting. She has been working with the Finance Committee, PMBC, Facilities, Tappé Architects, and the Owners Project Manager to determine the proper dollar amount to include in the article. The state recommends asking for the full amount of the project due to the payment schedule of the grant. The final two distributions do not come until after the building is completed and open for occupancy. Escalation estimates and LEED certification also effect the total cost. The MBLC deadline for securing town funds for each of the initial grant recipients is January 12, 2018.

Special Election Process: Mrs. Gennis described the various deadline dates, and the request and approval process to hold a special town election. A large concern is allowing all involved town boards to do their due diligence for consideration and funding of the article. Trustees do not believe a special election could be held before Special Town Meeting on November 14th. Although a special election could be held after Special Town Meeting and before the January 12th deadline, the rushed process may still not allow all involved town boards to do their due diligence for the article.

The Trustees would like to ask the MBLC for an extension beyond January 12 to secure town funding for the project. This would allow the town to proceed with its traditional process for town meeting funding articles, allow for any ballot vote to occur during the regularly scheduled spring town elections, and allow time for all boards and committees to carefully review the project.

Extension Request: Mr. Hughes moved to vote to authorize the chair to write a letter to the Massachusetts Board of Library Commissioners requesting an extension to secure town funding through the Annual Town Meeting in April. Mrs. Woodruff seconded the motion. Vote in favor: 5 - 0.

Director Search Update: Kim Steere of the Friends of the Wayland Public Library has agreed to serve on the Search Team. Initial review of applications should begin soon.

Trustees Reports and Concerns: Mrs. Woodruff said the Gossels Program with Chris Edwards will happen on November 5 at Wayland High School. Librarian Rachel Sideman-Kurtz is working closely with the High School on the event.

Trustees were reminded to complete the on-line Conflict of Interest training and submit certificates to the Town Clerk. It must be completed every two years.

Documents for this Meeting: Agenda for Meeting, September 6, 2017
Minutes of Meeting of August 23, 2017
Director's Report - September 6, 2017
Letter of Interest - Maureen White, August 16, 2017
Letter of Interest - Ann Knight, August 21, 2017
FY2019 Library Budget Request
Library - FY19 Budget Detail
Article Special Town Meeting: Appropriate Funds to Construct New Library Building.

Next Meetings: Wednesday, September 20, 2017, 8 a.m., WPL

Respectfully submitted by Sally Cartwright