

**Wayland Free Public Library
Board of Library Trustees
Minutes of Meeting of September 20, 2017
Raytheon Room, Wayland Public Library, 8:00 a.m.**

Present: Aida Gennis (chair, presiding), Suzanne Woodruff, Leah Hart, Maureen White, Sally Cartwright. Acting Director Sandy Raymond. Absent: Mark Hughes

Visitors: Mike Lowery joined the meeting at 9:20 a.m.

Public Comment: None

Welcome New Trustee Maureen White: Introductions were made and Ms. Gennis gave Ms. White new trustee orientation materials.

Meeting Minutes of September 6, 2017 were unanimously approved.

Monthly Reports:

Director's Report: Ms. Raymond reported on the notice from Conservation Administrator Linda Hansen on debris in the wetlands. The Wayland Garden Club has cleaned up all their debris and understands it cannot put yard waste in the wetlands buffer while maintaining the Library gardens during the summertime. The Trustees are very appreciative of the WGC's maintenance of the Friends' gardens along the side entrance to the Library. Ms. Raymond has asked for assistance from Facilities and DPW to clear up bigger debris from tree trimming.

No financial or statistical reports were available for this meeting.

Trustees are pleased the Library staffing needs have been filled. There is a staff professional development meeting on September 28. The Library will be closed until 1 p.m.

Annual Report FY2017: Ms. Woodruff moved to accept and submit the Board of Library Trustees Annual Report for FY2017. Ms. Hart seconded the motion. Vote in favor: 5 - 0. Ms. Raymond thanked the staff for their collaboration on writing the report.

Draft Budget FY2019: The Explanatory Statement of Change form needs to be completed, along with the Operating Budget and the Capitol Budget. The draft budget request was submitted before the deadline. The Finance Committee has not posted FY2019 Budget Guidelines yet. There was a discussion of what line item should contain the monthly fee for the popular "hot spot" devices. The Friends of the WPL are supporting the cost now. Ms. Raymond believes the budget as presented qualifies the Library for State Aid. This qualification is required in order to apply for and receive state aid and grant funds, including the state construction grant awarded this summer of \$10,137,980. Ms. Woodruff moved to approve the Library's FY2019 Budget Request. Ms. Hart seconded the motion. Vote in favor: 5 - 0.

Director Search Update: Ms. Cartwright reported 14 applications are being reviewed by the search team. They will meet on September 29 to discuss the first review. She asked Trustees to think about priorities in the qualifications they are looking for in the next director. What are their expectations for the director's involvement in a possible building project? What has more priority; day-to-day operations or new building? What kinds of support and oversight will be offered? There was no discussion of these questions, just things to keep in mind as the process moves forward.

Policy Updates: Discussion of clarifying our 3D Printing Policy and updating our Collection Development Policy were tabled to a future meeting. Ms. Cartwright will send Ms. Raymond any information she has on the current (1993) Collection Policy.

Capital Campaign Consultant: Samantha Greenfield is not yet under contract. She has been informed she needs to acquire professional liability insurance to work for the Trustees on fundraising. She is looking into policies and rates.

Library Website: Ms. Raymond has asked librarian Tyler Kenny to work on updating the Building and Planning pages of the Library website. He will review websites from several libraries and develop a dynamic format to present information on the project as it progresses.

State Building Grant: Ms. Gennis has formally requested an extension to procure Town funding to the MBLC. She was informed she must present the request at a MBLC board meeting. An article for Special Town Meeting is being reviewed by Town Council for proper wording. Trustees repeated their strong commitment (along with the Board of Selectmen and the Finance Committee) to ask for an extension, as voted at the September 6th Board of Trustees meeting.

Communications with Other Boards, Committees, and Public: Ms. Gennis and Ms. Raymond will attend an MBLC session on “dos and don’ts” of advocacy and fundraising for the building grant recipients on September 25 presented by the State Office of Campaign Finance. Trustees noted articles proposed by other boards for Special Town Meeting.

Ms. Gennis reported that the PMBC approved the preliminary conceptual design in the application and want Tappé Architects to present and discuss any proposed changes to it in response to community comments.

Trustees Reports and Concerns: Ms. Woodruff confirmed the Library’s Gossels Fund for Human Dignity program with Chris Edwards will be held on November 5, at the Library.

Ms. Cartwright said the Friends of WPL have approved a compensation increase from \$1000 to \$1200 in 2018 for Ginny Steel for each ESOL tutor training session she conducts (two a year). The Trustees share this expense equally with the Friends.

Adjourn: 10:15

Next Meetings:

- Wednesday, Oct. 4, 8:00 am, WFPL
- Wednesday, Oct. 18, 8:00 am, WFPL
- Wednesday, Nov. 1, 8:00 am, WFPL
- Wednesday, Nov. 15, 8:00 am, WFPL
- Wednesday, Nov. 29, 8:00 am, WFPL
- Wednesday, Dec. 13, 8:00 am, WFPL

Documents for this Meeting:

- Agenda for Meeting of September 20, 2017
- Meeting Minutes of September 6, 2017
- Director’s Report - September 20, 2017
- WFPL Trustee Orientation Information
- Board of Library Trustees - Annual Report for FY2017

Respectfully submitted by Sally Cartwright