

**Wayland Free Public Library
Board of Library Trustees
Minutes of Meeting of October 4, 2017
Raytheon Room, Wayland Public Library 8:00 a.m.**

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

Public Comment: None.

Meet and Greet Staff: Long time Reference Librarian Andy Moore, now serving as Acting Assistant Director, was asked about his experience in this position. He has more work days and hours, but continues to be able to help patrons and is enjoying the job. Mr. Moore reported that the staff training morning of September 28 focused on customer service.

Meeting Minutes of September 20, 2017 were unanimously approved.

Monthly Reports: Financial balance sheet was distributed along with a written Director's Report. These were not discussed.

Budget FY19: Ms. Raymond and Administrative Assistant, Christine Pier, are working on the FY19 budget request. Trustees want to be sure the budget request meets the minimum state requirements which allows Wayland to be eligible for all State Aid and grant monies, including the State Construction Grant award of \$10,137,980.

Director Search: Ms. Cartwright reported the full 5-member search team met on September 29 to review all 14 qualified applications. Each application was individually reviewed and rated. After a thorough discussion, three candidates rose to the top for further consideration. The search team will conduct phone screenings on October 5th. Trustees discussed tentative dates for full board interviews and discussed revisions to the Interview Questions for Library Director. Ms. Cartwright will incorporate the suggestions.

Capital Campaign Consultant: The consultant is required to have professional liability insurance. Her hourly rate will increase slightly to cover the cost for the required insurance. Once under contract, Ms.Greenfield will begin by conducting focus groups on how residents use the library.

State Building Grant: Ms. Gennis will be presenting the request for an extension to secure town funding for the project at the MBLC meeting on October 5th. Their decision should be known by Friday. Whether or not to keep the submitted article for the funding of the new library in the Special Town Meeting warrant will be determined by the MBLC decision. IF the extension is granted, the Trustees will pull the article from submission to the warrant for STM.

Gossel's Fund for Human Dignity program November 5, at the Library at 3 pm: Ms. Woodruff said the presenter, Chris Edwards, will be paid his usual speakers fee of \$2500 and books will not be available for sale at the event. Refreshments will be provided. Librarian Rachel Sideman Kurtz has been very instrumental in organizing and publicizing the event and in working closely with Wayland High School to encourage their involvement in the program. Ms. Woodruff distributed a flyer and encouraged all to invite family, friends, and neighbors to attend the event. Mr. Hughes moved to spend up to \$3500 from the Gossels Fund for Human Dignity for the November 5 program with Chris Edwards. Ms. Hart seconded the motion. Vote in favor: 5 - 0.

Communications with other boards, committees, and public: The Library Planning Committee will hold a forum on ideas for creative reuse of 5 Concord Road on October 19 at 7:00 p.m at the Library.

Trustee Reports and Concerns: Ms. Gennis asked all to review the Board of Selectmen's Guidelines for Governance.

Ms. Cartwright said it was wonderful to have the Library represented at the popular Touch a Truck event. She also complimented Librarian, MJ Wright, for her creation and leadership of the new ESOL conversation groups.

Ms. Hart reported on the MBLC workshop on Campaign Finance guidelines for Public Employees held on Monday, September 25. Ms. Gennis, Ms. Woodruff and Acting Director Sandy Raymond also attended.

Adjourn: 11:00 a.m.

Next Meetings: Wednesday, October 18, 8:00 a.m., WFPL
Wednesday, October 25, 8:00 a.m., WFPL - tentative
Wednesday, November 1, 8:00 a.m., WFPL
Wednesday, November 15, 8:00 a.m., WFPL
Wednesday, November 29, 8:00 a.m., WFPL
Wednesday, December 13, 8:00 a.m., WFPL

Documents for this Meeting: Agenda for Meeting of October 4, 2017
Meeting Minutes of September 20, 2017
Director's Report - October 4, 2017
Financial Report: Other Sources, 10/3/2017
Mass Office of Campaign and Political Finance Guide
Great Presenter Programs flyer
Gossels Fund for Human Dignity program flyer - Nov. 5, 2017
Wayland Awarded State Library Construction Grant, article for local media
Extension Request Letter to MBLC - September 12, 2017
Board of Selectmen letter urging extension request - September 12, 2017
Finance Committee letter to Board of Selectmen - August 17, 2017
Interview Questions for Library Director 2017

Respectfully submitted by Sally Cartwright