

**Wayland Free Public Library
Board of Library Trustees
Minutes of Meeting of October 18, 2017
Raytheon Room, Wayland Public Library 8:00 a.m.**

Present: Aida Gennis (chair, presiding), Leah Hart, Mark Hughes, Suzanne Woodruff, Maureen White, Sally Cartwright. Search Team: Kim Steere, Christine Pier. **Absent:** Vicki LaFarge

Visitors: M. Lowery joined the meeting at 10:30.

Public Comment: None

There were no available **meeting minutes** to approve.

Campaign Consultant: Ms. Greenfield's contract and insurance requirements are still being negotiated with the Town procurement officer.

Interview Candidate for Position of Director of WFPL: Trustees and search team members interviewed internal candidate, Sandy Raymond. The same questions and procedure were used as in the previous interview on October 12th. Ms. Raymond described her experience and background and discussed her recent experience as Acting Director of WFPL. She answered all questions thoroughly and thoughtfully.

Director Search Discussion: Ms. Raymond recused herself from the meeting while Trustees and search team members discussed their impressions. All felt Ms. Raymond was very qualified for the job. There was some discussion of the differences between candidates, in particular experience with building projects and renovations and in public speaking. Ms. Hart and Ms. Cartwright will check references for each candidate and Ms. Pier will solicit any final input from staff. Trustees hope to be able to vote on the final candidate at their next meeting on October 25th.

Monthly Reports: Acting Director Raymond rejoined the meeting. Circulation remains steady. Director's Report for October 18, 2017 was distributed but not discussed.

FY2019 Budget and Narrative: Ms. Raymond presented the FY19 Budget, Narrative and Explanatory Statement of Changes that must be submitted to the Finance Committee by October 27. Ms. Raymond reported that the numbers in the budget were the same as submitted to the Finance Department in September. Trustees reviewed the narrative and minor edits were made. Mr. Hughes moved to approve and submit the WFPL Proposed Operating Budget & Narrative for Fiscal Year 2019, with edits, to the Finance Committee. Ms. Hart seconded the motion. Vote in favor: 6 - 0.

Gossels Fund for Human Dignity Program, Sunday, November 5, 3 p.m. at the Library. Ms. Woodruff stated that the program fits nicely with Transgender Awareness Month in November. She complimented librarian Rachel Sideman-Kurtz on her work to organize and publicize the program.

LPC Forum - October 19, 7 p.m. at the Town Building. The Library Planning Committee is holding a public forum to solicit ideas for reuse of 5 Concord Road. Ms. Gennis and Ms. Woodruff plan to attend.

MBLC Construction Grant: Ms. Gennis reported on her October 5th presentation before the Mass. Board of Library Commissioners requesting an extension beyond January 12, 2018 to secure town funds for a new library. The extension was granted. Trustees now have through Annual Town meeting in April

2018 to secure funding. The Trustees will not have an article in the November Special Town Meeting. Ms. Gennis will work with the PMBC to determine what funding should be requested in the article and with the Town and Finance Committee to determine the method of funding to request in the article.

Communications with other Boards, Committees, and Public: Trustees would like to develop short, clear responses to the most frequently asked questions about the project. Of particular concern is clarifying an understanding of the restrictions on the 5 Concord Road property that prevent any meaningful improvements for library services. The New Building and Planning page of the Library website will be updated.

Discussion of Board of Selectmen Governance Guidelines, Open Meeting Law revisions, and meeting staff were postponed to future meetings.

Trustees Reports and Concerns: A 2017-2018 schedule for Trustees to review the bills was created. Nov.- Dec. Ms. Hart; Jan.-Feb. Ms. White; Mar.- Apr. Ms. Cartwright; May- June Mr. Hughes; July-Aug. Ms. Woodruff; Sept.-Oct. Ms. Gennis.

Adjourned: 11:15

Next Meetings: Wednesday, October 25, 8:00 a.m., WFPL
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 the Meeting: Agenda for Meeting of October 18, 2017
Photo of Cancelled Meeting of October 17, 2017
Director's Report - October 18, 2017
Circulation Statistics
Interview Questions for Library Director 2017
Candidate Evaluation Form

Respectfully submitted by Sally Cartwright