

Wayland Free Public Library
Board of Library Trustees
Minutes of Meeting of November 1, 2017
Raytheon Room, Wayland Free Public Library, 8:00 a.m.

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

Public Comment: M. Lowery asked about the capital campaign for private funds; how funds would be collected; if contributions were contingent on town meeting vote to approve the building project; and what would happen to funds if the project was not approved at town meeting.

M. Upton asked for the document that was used to determine the size of the proposed new building. She was directed to the WFPL website for the Library Building Program document.

Director Search Follow-up: Ms. Cartwright reported the Trustee vote of October 25 to appoint Sandy Raymond as Director of the WFPL that same afternoon to the HR department. Ms. Cartwright called the external candidate and notified the search team members of the decision. Press releases were sent to the local media and Ms. Pier notified the Library staff via the all-staff email. Ms. Raymond was interviewed by the MetroWest Daily News. A blurb was put in the November Library Newsletter. Ms. Cartwright and Director Raymond also attended the October 30th Board of Selectmen meeting to introduce Director Raymond during public comment.

Meeting Minutes of October 12, 2017; October 18, 2017; and October 25, 2017 were unanimously approved.

Director's Report: Director Raymond remains concerned about the elevator, although it functions and has been inspected recently. The Acting Assistant Director does not have a telephone for his use. When he needs a phone, he steps out of his office and borrows one at the desk of another staff person. The Assistant Director needs a phone, one has been requested, it has still not arrived. Director Raymond is working with the Police Department to arrange staff safety training. A defibrillator will be installed in the building.

Gossels Program for Human Dignity, November 5, 2017: Ms. Woodruff is concerned about an overflow crowd. Trustees suggested possibly using the Raytheon Room to remotely broadcast the program. Presenter Chris Edwards did a video promoting the event for the Library's Facebook and Instagram posts.

Policy Updates: Library Staff is developing an updated Collection Development Policy for the Trustees' review. Director Raymond suggested there be a policy for use of the 3D Printer and would like Trustees to revisit the Raytheon Room Use Policy. Director Raymond will send Trustees samples of other libraries' policies for review and comparison.

Capital Campaign Consultant: Ms. Greenfield has withdrawn her name for consideration as our capital campaign consultant for the new building project. Ms. Gennis will contact the other respondents to the Scope of Work sent out in the summer to see whether they are still interested to work on this project. The Scope of Work can also be reissued and Ms. Gennis will contact other vendors to find several who will be willing to review the Scope and submit a quote. Trustees were asked to think of any volunteers that might be willing to take on the task to assist/advise the Trustees on fundraising. Trustees also discussed the possibility of establishing a foundation.

MBLC Construction Grant: The New Building & Planning page of the Library website will be updated and redesigned. A FAQ section will be added. Ms. Gennis believes there is a volunteer willing to work on this.

Meet and Greet Staff: Youth Services Librarian Pam McCuen joined the meeting and introductions were made. Ms. McCuen reported on exciting new programming for youth, particularly around graphic novels with the assistance of the new Assistant Youth Services Librarian Carly Moniz. Ms. McCuen is excited about the opportunities a new library would offer for children's programming with more space for all that is compromised in the current building, such as space for collections, activities, story-time, seating, etc. Ms. McCuen is very excited that the Children's Room in the new building will be in a location to offer better spaces and daylight. She is particularly interested in expanding multi-cultural programs considering the growing diversity of the Wayland community.

LPC Meeting on Reuse of 5 Concord Road: Trustees were asked to view the video of the October 19th LPC meeting on WayCam on Demand. The LPC is working on creating a list of options as requested by the Board of Selectmen. Ms. Gennis will be on the Wayland Weekly Buzz filmed on November 8 for later broadcast.

Communications with other Boards, Committees, and Public: The Board of Public Works is working on a memorandum of understanding defining their needs for use of 195 Main Street until construction begins.

Trustees Reports and Concerns: All Trustees signed the Certificate of Receipt of Open Meeting Law Materials for the Town Clerk. Materials were reviewed at the October 25th meeting.

A Facebook group opposing the new library project named Friends of 5 Concord Road has been formed. There is concern over the confusion the name could cause with the Friends of the Wayland Library group.

Adjourn: 10:00 a.m.

Documents for this Meeting: Agenda for Meeting of November 1, 2017
Minutes of Meetings of October 12, 18, and 25, 2017
Director's Report - November 1, 2017
WFPL - Collection Development Policy - Draft rev. 11/17

Next Meetings: Wednesday, November 15, 8:00 a.m. WFPL
Wednesday, November 29, 8:00 a.m. WFPL
Wednesday, December 13, 8:00 a.m. WFPL

Respectfully submitted by Sally Cartwright