

**Wayland Free Public Library  
Board of Library Trustees  
Meeting Minutes of November 29, 2017  
Raytheon Room, Wayland Free Public Library, 8:00 a.m.**

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

**Visitors:** Judy Dion joined the meeting at 9:20.

**Public Comment:** None.

**Meeting Minutes of November 15, 2017** were unanimously approved.

**Director's Report:** Director Raymond distributed a brief report. She highlighted the new phones for the Assistant Director and for the Technology Specialist. The Youth Services department is looking into a program by the Tanglewood Marionettes in February. The part time reference/programming position is still unfilled. Trustees clarified that a Director's Report is only expected once a month.

**Collection Policy:** Discussion of the updated Collection Development Policy was tabled to a future Trustee meeting.

**Library Website:** Staff has been working on updating the information on the Library Building & Planning page of the Library website for easier navigation and for patrons to find specific information.

**Capital Campaign Consultant:** Ms. Gennis is pursuing several possibilities to help with private fundraising for a new building project.

**LPC Membership:** Library Planning Committee chairman, Tom Fay, has received two letters of interest from individuals interested in helping to fulfill the charge of the LPC. The Trustees believe the individuals will be thoughtful and enhance the work of the LPC.

Ms. Woodruff moved to appoint Kelly Lappin and Judy Dion to serve on the Library Planning Committee effective immediately. Ms. White seconded the motion. Vote in favor: 6 - 0

Ms. Dion was welcomed, introduced and thanked for her willingness to serve on the committee when she joined the meeting at 9:20 a.m.

**Rotunda Windows:** Town Administrator, Nan Balmer, has suggested the Trustees consider applying for a Community Preservation Act grant to restore the three large curved glass windows in the rotunda room. The town's CIP budget has a FY2019 line item for full replacement of the windows. Trustees believe restoration and preservation of the current windows will improve the energy efficiency and preserve the historic character of the building. Ms. Woodruff and Ms. Cartwright will work on developing a CPA grant application by the December 15, 2017 deadline.

**Report on MBLC Workshop of November 18, 2017:** Ms. Gennis, Ms. Hart, Mr. Hughes, Ms. Cartwright and Ms. Raymond attended the MBLC Trustees Fall Focus workshop in Sudbury. The workshop focused on State Ethics Guidelines, Open Meeting Law, and Campaign and Political Finance. The Massachusetts Library Trustee Association (sponsors of the workshop) encouraged all to join and support the association. Trustees will join the MLTA as a board, with \$100 annual dues to be paid from the Millennium Fund.

Ms. White moved to expend \$100 from the Millennium Fund for full board annual (2018) membership dues to the Massachusetts Library Trustee Association. Ms. Woodruff seconded the motion. Vote in favor: 5 - 0 (Mr. Hughes left the meeting at 10:05, before the vote.)

The MBLC also asked all trustees to advocate for library line items in the state budget. Advocacy alerts can be received by signing up at [www.CORCengage.com/alama](http://www.CORCengage.com/alama)

**Communications with other boards, committees, and public:**

The Library Planning Committee held a second meeting focusing on the impediments to fulfilling the Library Building Program at the 5 Concord Road site.

The PMBC wants the Trustees to be clear on what is needed from Tappé Architects before Annual Town Meeting. Trustees suggested virtual images, sketches for an in-library display, and a FAQ on the opportunities at the 195 site. Some rough sketches of possible re-uses of 5 Concord Road would also be helpful.

The Board of Selectmen has reissued the charge for the joint Council on Aging/Community Center committee.

The Board of Public Works has not yet submitted a memorandum of understanding to the Trustees for its use of 195 Main Street until potential construction begins.

A new Facebook page with current and accurate information on the MBLC grant and library building project is being developed, with the help of The Friends of the Wayland Public Library.

**Trustees Reports and Concerns:** Ms. Cartwright reported on attending the ESOL steering committee meeting chaired by Ginny Steel. Ms. Cartwright was very impressed by the wide ranging reach of the ESOL training program supported by The Friends of the WPL and the Trustees. Tutor trainees come from many surrounding towns, and beyond. Current learners come from China, Russia, Korea, Bangladesh, Spain, Brazil, Mexico, Syria, and Columbia. Tutors often struggle to find a suitable neutral location for tutoring. The next tutor training class will be held in February 2018. Ms. Cartwright also appreciated the staff involvement in and support of the ESOL program, most notably the well-attended English conversation group lead by MJ Wright.

Ms. Gennis is reviewing the timeline for preparation for Annual Town Meeting in April. The deadline for submission of all articles is January 16th.

**Adjourn:** 10:35

**Documents for this Meeting:** Agenda for Meeting of November 29, 2017  
Minutes of Meeting of November 15, 2017  
Director's Report - November 29, 2017  
WFPL-Collection Development Policy - draft 11/17  
WFPL Request for Reconsideration of Library Resources

**Next Meetings:** Wednesday, January 3, 2018, 8:00 a.m. WFPL  
Wednesday, January 10, 2018, 8:00 a.m. WFPL  
Wednesday, January 17, 2018, 8:00 a.m. WFPL  
Wednesday, January 24, 2018, 8:00 a.m. WFPL

Respectfully submitted by Sally Cartwright