

Wayland Free Public Library
Board of Library Trustees
Minutes of Meeting Wednesday, January 27, 2016
Raytheon Room, Wayland Free Public Library

Present: Library Director Ann Knight, Trustees Aida Gennis (chair, presiding), Sally Cartwright, Anne Heller, Lynne Lipcon **Absent:** Thaddeus Thompson, Suzanne Woodruff

Call to Order: 8:09 a.m.

Visitors and Public Comment

James C. "Chuck" Flaherty, former Director of the Public Library of Brookline and Wayland's recently selected consultant for work on the Library's Long-Range Plan, attended to discuss the Long-Range Plan. Former Trustee Nan Jahnke attended the meeting and took the minutes. There were no other visitors and no public comment.

Minutes of Previous Meeting(s)

Trustees approved the minutes of the Board meeting of January 13, 2016 unanimously (4-0).

Financial and Statistical Reports

Halfway through the fiscal year, the budget is on track. Library trust funds are showing healthy balances with approximately \$792,000 in the Millennium Fund and \$153,000 in the Draper Fund, along with small balances in miscellaneous funds.

On a motion by Mrs. Lipcon, seconded by Mrs. Cartwright, Trustees votes unanimously (4-0) to accept a \$100 gift to the Millennium Fund received late last year.

Mrs. Heller reported that the Library has contracted with UniBank to process credit card donations to the Library's Millennium Fund through the Library website. UniBank, a Town approved vendor, imposes a 3% processing fee on all transactions.

Mrs. Knight reported that the Library has not been called to present and defend its FY2017 budget to the Finance Committee and is unlikely to be called as the Library's proposed budget, which was submitted in November, is well within Finance Committee guidelines.

Mrs. Knight reported that a recent Pizza and Study Night drew about 45 high school students studying for midterms. A second Study Night will follow.

Warrant Articles for Annual Town Meeting

Trustees reviewed the three warrant articles submitted by the Board of Library Trustees for consideration for inclusion in the warrant for the Annual Town Meeting to begin on Thursday, April 7, 2016 (in one case, Article X, the Recreation Commission was a co-sponsor). Mrs. Gennis and Mrs. Heller, who attended a warrant hearing before the Finance Committee on January 25, reported on some additions and changes since Trustees last saw drafts. For example, the title for the two land transfer articles (for 193/195 Main Street and 202 Old Connecticut Path, currently labeled Articles X and Y) has changed to add the words "*Authorize the* [transfer of ...]" to the beginning of the title. Also, the address for the 26-acre Town parcel from the former Paine estate has changed from 137 Main Street to 202 Old

Connecticut Path (only the address has changed, not the parcel). Finally, the payment in lieu of sewer betterment (Article Z) has been specified as being \$56,000. Mrs. Gennis announced that Gordon Cliff, the Finance Committee's new liaison to the Library, has been assigned to present the Finance Committee Comments for the articles.

Mrs. Gennis reviewed a letter from Dianne Carty, Director of the Massachusetts Board of Library Commissioners, setting out state requirements for ownership of parcels proposed as sites for public library construction under the Massachusetts Public Library Construction Program (MPLCP). The letter clarifies, among other things, that a transfer of land that is conditioned on the Library being offered a state construction grant is sufficient "control" for the purposes of a grant application.

Regarding Article X, Mrs. Gennis noted that there was agreement at the warrant hearing that the parcel at 193/195 Main Street could accommodate more than one new use, but there was concern that it might not be big enough to accommodate all possible Library, Recreation, and School interests, e.g., a new library, a multipurpose artificial turf field, a school driveway, other drives, additional user parking, and perhaps school bus parking as well. Mrs. Heller pointed out that the current driveway to the Middle School could be relocated north or south to accommodate new uses on the two parcels.

Mrs. Gennis noted that the article proposes an unusual, three-way custodianship of the parcel(s) under which the Library, the Recreation Department, and the School Department could each receive a 100% interest in the consolidated 193/195 Main Street lot. This arrangement speaks to the importance of communication between boards as plans are formulated and also raises some issues. For example, who would decide which department's interests would prevail on which portion of the parcel(s)? Would the arrangement satisfy MPLCP requirements for "ownership" if 193/195 Main Street were selected as a site for library construction? How and to whom would the Library surrender its custody and control if the site were not chosen for library construction? And so on. These issues will have to be resolved by fall, when the Town must submit a letter of intent to apply for a state construction grant or withdraw from the running.

Regarding Article Y, Mrs. Gennis confirmed that the site at 202 Old Connecticut Path, which comprises 26 acres, is currently unimproved and difficult to access. The Library's chief interest in the property is to increase the number of sites an architect can consider for Library expansion. It could also serve as a fallback property in case adverse site conditions turn up at 193/195 Main Street and 5 Concord Road.

Regarding Article Z, Mrs. Gennis clarified that the wastewater article authorizes the purchase of a *right* to connect the current Library building at 5 Concord Road to the Town's wastewater system with an allotment of 820 gallons of flow per day; the connection itself would be an additional capital expense in the year of connection, and there would be a regular usage fee, which could be imposed immediately (Mrs. Gennis will check on this). Mrs. Gennis presented a letter written at the request of the Library by the Wayland Wastewater Management District Commission (WWMDC) to the Massachusetts Department of Environmental Protection requesting a statement of "no objection" to the Commission making such an allocation. She noted that some voters may oppose this article saying that the Town's already-allocated capacity has not been fully utilized and could be reassigned. Trustees see this article as a safety net in the event that reassignment to the Library is not successful through other channels.

Finally, Mrs. Gennis reminded Trustees that all applicants for a wastewater connection must demonstrate that a Title V-compliant septic system could be sited on the property seeking a sewer hookup. This

provision is apparently designed to ensure that land in this corridor in Wayland is not overdeveloped. It is unclear whether the portion of a property designated for the hypothetical Title V septic system must be left open and available for septic use or could be built upon; Trustees believe that both Town Counsel and the WWMDC say there is no such requirement, but Mrs. Gennis will check further. The question is important to the Library, as retiring the Library's current 29-year-old septic system is one of the few ways the Library could free up land to expand at its current site at 5 Concord Road. Mrs. Gennis noted that a resident has proposed that, should an open septic-qualified parcel be required, land for that purpose might be purchased from the Library's neighbor to the north on Concord Road; if such a solution were to be part of a grant application for expansion at 5 Concord Road, the Town would need to execute a purchase and sale agreement and a Special Town Meeting would have to approve the purchase before January 2017, when grant applications are due.

Regarding the timing of the warrant articles, Mrs. Gennis stressed that the Library is seeking the land transfers now (instead of at a later Special Town Meeting) because the Trustees do not want to spend taxpayers' money on investigations and concept drawings for sites which the controlling boards or the voters may later decline to transfer to the Library. However, if Articles X and Y fail, the Library will consider petitioning for a Special Town Meeting in the fall to approve any land transfers required for the Town to file a valid application for a state construction grant. According to the state timeline, a Letter of Intent to file a grant application must be submitted by September 2016, and all application documents are due in January 2017.

Looking ahead. Mrs. Heller recommended that the Library's presentation at Town Meeting stress that the three articles are companion pieces, all three designed to facilitate the investigation of sites for Library expansion as approved by the voters at the 2015 fall Special Town Meeting.

Library Planning and Design Study

Mrs. Knight reported that the Permanent Municipal Building Committee has reviewed the 11 responses the Town received to the Library's Request for Qualifications for an Owner's Project Manager to oversee the upcoming Library Planning and Design Study, but the hiring process is moving very slowly. Next steps include reference checks and interviews. Mrs. Gennis will be meeting with the Town Administrator soon to try to move the process along.

Long-Range Plan

Mr. Flaherty greeted the Trustees, reviewed his credentials, and briefly described the process he expects to undertake to develop the Library's next Long-Range Plan. Mrs. Knight noted that the recommended process has changed somewhat from the one used for the last Long-Range Plan, which was approved in 2012. For example, the familiar "SWOT" strategic planning exercise used to uncover strengths, weaknesses, opportunities, and threats to an institution has been replaced by a more "aspirational" "SOAR" exercise that emphasizes strengths, opportunities, aspirations, and results.

Trustees explained the history of the Library Planning Committee, which will work with Mr. Flaherty on the plan, and Mr. Flaherty reviewed the timeline, which currently foresees a final draft for vote by the Trustees at the end of the fiscal year. Open questions at this time include whether to revise the Library's mission statement and how to formulate a plan that does not unduly tie the hands of a new Library Director, as Mrs. Knight will be retiring in October 2016.

Succession Planning

Mrs. Lipcon and Mrs. Cartwright reported that they had met with Human Resources Director John Senchyshyn to discuss the process for selecting and hiring a new Library Director to serve after Mrs. Knight's retirement in the fall. They will continue to work on a draft job description in advance of a meeting with the Personnel Board in March and an ad posting at the end of June. Open questions at this time include how to form a search committee, how widely to advertise the position, whether travel expenses can be paid from Library funds (such funds are not available from the Town), and whether the new director might spend a short period working with Mrs. Knight as he or she transitions to the role.

The Meeting Was Adjourned at 10:30 a.m.

Documents for This Meeting

1. Agenda of Meeting Wednesday, January 27, 2016
2. Minutes of Board of Trustees Meeting, January 13, 2015
3. Financial Report: "Town Funds" and "Other Sources" 1/12/2016
4. Circulation Report, December 2015
5. [ANNOTATED DRAFT] Articles X, Y, and Z submitted for consideration for inclusion in the Warrant for the 2016 Annual Town Meeting: Article X concerning transfer of 193 and 195 Main Street to Library, Recreation, and School Departments; Article Y concerning transfer of 202 Old Connecticut Path to the Library; Article Z concerning a payment in lieu of sewer betterment assessment for sewer capacity for Town Library buildings [articles drafted by Town Counsel Mark Lanza and annotated with changes proposed at Finance Committee warrant review January 25, 2016]
6. Map of 26-acre parcel at 202 Old Connecticut Path marked "Parcel C"
7. Letter to Aida Gennis, Chair, Board of Library Trustees from Dianne Carty, Director, Massachusetts Board of Library Commissioners, January 20, 2016 concerning ownership of land to be used in a proposed Massachusetts Public Library Construction Program project
8. Letter to Eric Worrall, Acting Regional Director, Northeast Region, Massachusetts DEP from Fred Knight, Chair, Wayland Wastewater Management District Commission, [undated but on or after Jan. 15, 2016], requesting confirmation of no objection to reallocation 820 gallons per day of Title V design flow
9. "Draft Schedule for Long Range Planning 2016," by Chuck Flaherty and Ann Knight for initial meeting with Library Director and Board of Trustees, January 27, 2016

Next Meeting(s)

- Wednesday, February 3, 8 a.m., Raytheon Room, Wayland Free Public Library
- Wednesday, February 17, 8 a.m., Raytheon Room, Wayland Free Public Library
- Wednesday, March 2, 8 a.m., Raytheon Room, Wayland Free Public Library
- Thursday, March 17, 8 a.m., Raytheon Room, Wayland Free Public Library

Respectfully submitted by Nan Jahnke, Friend of Wayland Free Public Library