

**Wayland Free Public Library**  
**Board of Library Trustees**  
**Minutes of Meeting Wednesday, February 17, 2016**  
**Raytheon Room, Wayland Free Public Library**

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

**Call to Order:** 8:01 a.m.

**Visitors and Public Comment**

No public comment.

**Minutes of Previous Meeting(s)**

Trustees approved the minutes of the Board meeting of January 27, 2016 unanimously (4-0).

**Financial and Statistical Reports**

No new reports presented for this meeting. It was noted that we have had several closings due to snow and electricity outage and anticipate that circulation will be affected by this.

**Warrant Articles for Annual Town Meeting**

In light of the change in the title of two of the articles, a motion was made to approve them with the revised titles for inclusion in the upcoming April Annual Town Meeting Warrant. The revisions more accurately characterize the actions requested of Town Meeting voters by adding the words "To Authorize" at the beginning of each title. Mrs. Lipcon made the motion to approve the change of title and Mrs. Cartwright seconded the motion. It passed (4-0).

Another motion was made to give Mrs. Gennis continued authority to revise articles as she deems appropriate and necessary in order to keep the process moving in support of Spring Town Meeting. Mrs. Lipcon made the motion, Mrs. Cartwright seconded it, and it passed (4-0).

Mrs. Gennis said that our State Liaison at the MLBC is insistent that we go forward with land transfer articles at April town meeting. She indicated that if we wait until a fall Town Meeting, we will not have enough time to complete a grant application. Another concern that we may have to address before Town Meeting is what will happen to an authorization for a land transfer if the Library does not use a parcel? If an authorization to transfer land to the Library is voted at Town meeting and the Library does not need that parcel, then the transfer never occurs and the parcel remains with the original board. We anticipate that any transfer of land will be conditioned upon the award of a grant by the State and a vote by Town Meeting voters to fund construction.

The discussion then turned to Article Z, which concerns acquiring capacity from the Wastewater Management District for the Library. This will be discussed at a Selectmen's meeting next week and Trustees are encouraged to attend. We will post the meeting so that a quorum may attend. Emphasis was placed on how we really need to have a decision about the wastewater issue as soon as possible, in order to make the current site an option for a potential expansion project as well as to insure the

possibility of any future use of the building at 5 Concord Road.

### **Departmental Cooperation**

There was mention of concerns conveyed to Mrs. Knight and other department heads by Town Administrator Nan Balmer, who received a memo that suggested she encourage collaboration among the Library, COA/CC, and Recreation Department in the areas of what each does and whether there are overlaps. The department heads do not perceive there to be overlaps. Trustee comments included the observation that all programs from each department seem to be fully subscribed and target different age groups. Based on this, it would not appear to be any significant overlap. Mrs. Knight commented that library programs are created to fulfill the educational mission of the library and so are designed to bring people into the library to expose them to the library and all it has to offer. No action was made relative to the topic.

### **Library Planning and Design Study**

An OPM has been selected for the study: John Sayre-Scibona of Design Technique. Ben Keefe is completing the contract with them for a sum of \$29K. The next step of hiring an architect has been started by the OPM. Advertisement of the RFQ will be listed in Central Registry February 18 stating that RFQ will be available for download February 23. The RFQ will be reviewed by Aida, Suzanne, Thom White and Ann Knight. The OPM will now be stepping in to start driving the next steps with us.

### **Long-Range Plan**

Mrs. Knight reported that library consultant James C. Flaherty will be put on the town payroll during the Long-Range Planning process and will be paid through the Draper Trust Fund. The first meeting Mr. Flaherty held with the Long Range Planning Committee to collect their input. Mrs. Knight said that another important step is to meet with the Library Staff and she would like to close the Library for half a day so that staff can give full attention to the process. She would also like to bring in some food items and lunch. Mrs. Woodruff made a motion that the library be closed on April 4, 2016, 9 a.m. to 1 p.m. for the time necessary to complete the Long Range Planning meeting and to provide lunch for the staff where the cost will be covered by State Aid to Public Libraries. Mrs. Cartwright seconded. Passed 4-0. There are public forums scheduled for March 21 and 26 with Mr. Flaherty. It will be listed in the weekly Library Notes that are sent out to usual points of publication. It was suggested that we all extend personal invitations to members of the community as we hope to get a good cross section of our population's input. The public forums will focus on programs and services.

### **Succession Planning**

Mrs. Lipcon and Mrs. Cartwright reported that they are waiting to get on the Personnel Board agenda for approval of modifications to the Director job description. The meeting last week was canceled due to snow. Mrs. Gennis reminded the Trustees to monitor other town Boards' agendas to address concerns expressed about our articles before upcoming Annual Town Meeting.

### **Update of FEMA Drainage Project**

The official document to Town of Wayland that approves the extension request was forwarded to Mrs. Knight by DPW Director Stephen Kadlik. The document was distributed for our review. The new anticipated completion date is now April 11, 2017. The proposed project schedule is on page 3 of the document.

**Topics not reasonably anticipated by the chair**

Assistant Director Sandy Raymond joined us to show us small tables and chairs that she had found for potential purchase and placement in lower lobby by restrooms. The intent is that they could be used for taking a phone call or having a snack. After she left, she then returned to say that the items were sold out and that she would look further for options.

Mark Peter Hughes has submitted papers to run for Library Trustee. Anne Heller is running for reelection. It was noted that the one open position for both the Selectman and the School Committee only have one candidate for the one open seat. Town election is April 5, 2016 with town meeting starting April 7, 2016

Mrs. Knight reported that the High School Study nights have been heavily attended and, therefore, the costs for pizza are getting higher. The Friends have been covering the cost. It was noted that we consider some other options for paying for the pizza. No decision was made on any different funding.

**The Meeting Was Adjourned** at 10:37 a.m.

**Documents for This Meeting**

1. Agenda of Meeting Wednesday, January 17, 2016
2. Directors Report February 2016
3. 2016.01.20 Extension Approval from MEMA for Drainage Project
4. Copy of the 3 articles submitted for April town meeting with Finance Committee Comments and their recommendation and arguments in favor and opposed
5. Copies of the 3 articles submitted for April town meeting on submittal forms
6. Copy of small round table and chair as found in Amazon

**Next Meeting(s)**

- Wednesday, March 2, 8 a.m., Raytheon Room, Wayland Free Public Library
- Thursday, March 17, 8 a.m., Raytheon Room, Wayland Free Public Library
- Wednesday March 30, 8 a.m., Library Administrative Office

Respectfully submitted by Suzanne Woodruff, Trustee of Wayland Free Public Library