

**Wayland Free Public Library  
Board of Library Trustees  
Minutes of Meeting Thursday, March 3, 2016  
Raytheon Room, Wayland Free Public Library**

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

**Call to Order:** 1:39 p.m.

**Visitors and Public Comment**

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)**

The minutes of the meeting of February 3, 2016, were approved unanimously (5-0).

**Financial and Statistical Reports**

Trustees reviewed the operating budget report and found that, eight months into the fiscal year, expenditures were on track. On a motion by Mrs. Lipcon seconded by Mrs. Cartwright, Trustees voted to accept a gift of \$250 to the Millennium Fund.

**Warrant Articles for Annual Town Meeting**

Trustees reviewed the three warrant articles, currently numbered 19, 20, and 21, that the Library is proposing at Annual Town Meeting, along with maps that will appear in the warrant appendix. **Article 19** proposes a land transfer of two parcels at 195 and 207 Main Street near the Middle School. **Article 20** proposes a land transfer of a large parcel at 202 Connecticut Path, part of the former Paine Estate. **Article 21** proposes payment for sewer capacity for the current Library building at 5 Concord Road.

After several rounds of discussion with the Finance Committee and Board of Selectmen, the articles and their accompanying comments are at or near final draft, and both boards have voted to support all three articles. Mrs. Gennis will present the articles at Town Meeting, perhaps sharing the podium for Article 19, which is co-sponsored by the Recreation Commission.

Mrs. Gennis and Mrs. Heller will prepare an article for the Town Crier and other news outlets giving an update on the Library Planning and Design Study, explaining the three articles, and urging a Yes vote. Several friends of the Library will write letters to the editor as well. Trustees decided against holding separate open houses to present the articles, noting that the Library Planning Committee is already holding community conversations in March for the concurrent Long-Range Plan project, and questions about the articles can be easily addressed at those meetings.

**Library Planning and Design Study**

Mrs. Gennis announced that John Sayre-Scibona of Design Technique, Inc., of Newburyport, has been selected as the Owner's Project Manager for the Library Planning and Design Study. A Request for Qualifications has been posted for a Designer/Architect, and 16 architectural and engineering firms

attended a project briefing at the Library on March 2. Proposals are due March 10, and a selection committee is being formed. Mrs. Gennis hopes to have a signed contract by the end of March. Mrs. Woodruff reported that coordination with the Permanent Municipal Building Committee is going smoothly.

In a discussion of qualifications for a Project Architect, Mrs. Heller reiterated her concern that all finalists have significant experience designing libraries. Mrs. Knight urged that the Town offer an adequate fee, as other Massachusetts library projects have struggled to field enough strong candidates when offering fees of less than \$50,000. Mrs. Gennis added that the candidates should have a good track record with cost estimation as Mr. Sayre-Scibona has advised that the architect develop cost estimates, instead of an independent estimator, arguing that the Project Architect will understand the project constraints best.

Mrs. Gennis alerted the Trustees to permitting issues that will have to be addressed if the Town goes forward with a Library construction project. For example, the Library would need a permit to remove the septic system at 5 Concord Road if Trustees choose to expand to the north of the existing building. Similarly, special permits might have to be obtained to change access roads, parking layouts, or building heights. Since permits cannot be issued on the strength of a concept drawing, any application for a State library construction grant would have to include assurances that known permitting difficulties can be surmounted as the proposed project unfolds. This will require the Trustees to visit other boards over the next six months to obtain “a sense of each board” on likely permitting requests. Rosemary Waltos, of the Massachusetts Public Library Construction Program, has clearly stated that if a permit request fails, any State funding would be withdrawn, so this is a serious matter.

Mrs. Knight reported that the Board of Library Commissioners will make its official announcement of the upcoming grant round in May, with an application deadline in January 2017, as expected.

### **Communication with Other Boards**

Mrs. Lipcon is keeping the Wayland Real Asset Planning Committee advised of Library actions as that committee develops its recommendations for where and how to deliver Town services over the long term. Mrs. Cartwright reported concern expressed at a recent Board of Selectman meeting about conservation issues at the site of the municipal pad at Town Center, one of the Town’s available building parcels. Trustees reported much urging of cooperation and collaboration among boards envisioning building projects as they sort out their offerings, needs, and who might go where.

### **Long-Range Plan**

Work is proceeding smoothly on the Library’s next Long-Range Plan with the help of the Library’s consultant Chuck Flaherty. Two community conversations have been scheduled to which the public is invited to give input into the plan, and announcements have been written for the press. One conversation will be held on Monday, March 21, at 7 p.m.; the other will be held on Saturday, March 26, at 10 a.m. Both are scheduled for the Raytheon Room. Library staff will meet with Mr. Flaherty on Monday, April 4.

### **Succession Planning**

Mrs. Lipcon and Mrs. Cartwright reported that the Personnel Committee is reviewing a draft job description for the upcoming Library Director search that was developed by Mrs. Lipcon, Mrs. Cartwright, Mrs. Knight, and Human Resources Director John Senchyshyn, with input from the Trustees. The Personnel Board, which may propose changes to align the document with Town personnel policies,

will return the job description to the Trustees within the month. The job description will be finalized soon thereafter and the job will be posted at the end of May or in early June. Interviews will be held over the summer. Mrs. Heller suggested that a rough timeline for the transition be shared soon with staff, and Mrs. Lipcon agreed to draw one up. Mrs. Knight has announced she will retire in the fall, probably at the end of October.

### **Trustees Concerns and Topics Not Reasonably Anticipated before the Meeting**

Mrs. Knight announced that an Authors Festival showcasing 20 local writers will be held at the Library on Saturday, April 2.

**The Meeting Was Adjourned** at 3:52 p.m.

### **Documents for This Meeting**

1. Agenda for Meeting, Thursday, March 3, 2016
2. Minutes of Meeting, February 3, 2016
3. "Town Funds" report, [circa March 3]
4. Three press releases inviting Wayland residents to participate in updating the Library's Long-Range Plan titled "General Press Release," "For School newsletters," and "For COA Newsletter"
5. "Article 19: To Authorize the Transfer of 193 and 195 [207] Main Street to Library Trustees, Recreation Commission and School Committee"
6. Map: "193, 195, 207 Main Street – Parcel IDs 47D-005, 47D-058C, Wayland, MA, March 1, 2016," CAI Technologies
7. "Article 20: To Authorize the Transfer of 202 Old Connecticut Path to Library Trustees for Library Use"
8. Map: "202 Old Connecticut Path-Parcel ID 33-001C, Wayland, MA, March 1, 2016" by CAI Technologies
9. "Article 21: Fund Payment in Lieu of Sewer Betterment Assessment for Sewer Capacity for Town Library or Other Town Building"
10. Map: "5 Concord Road – Parcel ID 23-094, Wayland, MA, March 1, 2016," by CAI Technologies

### **Next Meeting(s)**

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

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