

**Wayland Free Public Library  
Board of Library Trustees  
Minutes of Meeting Thursday, March 17, 2016  
Raytheon Room, Wayland Free Public Library**

**Present:** Library Director Ann Knight, Trustees Aida Gennis (chair, presiding), Sally Cartwright, Anne Heller, Lynne Lipcon, Thaddeus Thompson, Suzanne Woodruff **Absent:** None. Mr. Thompson left the meeting at about 10:15.

**Call to Order:** 8:09 a.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 March 3, 2016, were approved unanimously (6-0). The minutes of the meeting of February 17, 2016, were still under review.

**Financial, Circulation, and Statistical Reports**

Eight months into the fiscal year, expenditures are on track. Circulation in February was down somewhat from January, as is usual, but up over February totals the last two years.

Mrs. Knight presented two sets of Wayland Library statistics (January and February) displayed in a new “Dashboard” format prepared by Library Assistant Director Sandy Raymond from a model borrowed from the Skokie Public Library in Illinois. Data collection is not automated at the Library, so these statistics take time, but Trustees found the presentation well worth it.

Mrs. Lipcon reported that the Library’s recent Gossels Fund for Human Dignity program was very good, with attendance of about 25 people.

**Warrant Articles for Annual Town Meeting**

Trustees discussed the status of the Library’s three warrant articles for Annual Town Meeting, as follows.

**Article 17,<sup>1</sup> seeking transfer of land from parcels at 195 and 207 Main Street, the site of the former Highway Garage.** It is currently unclear whether the School Committee or the Board of Public Works has control over 207 Main Street, the parcel of land to the left of the Middle School driveway, but the Town Clerk and Town Counsel are working to sort out the status. Mrs. Gennis will make the main presentation of this article at Town Meeting and has invited the Recreation Commission, which is cosponsoring the article, to speak as well.

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<sup>1</sup> The numbering of the Town Meeting warrant articles was in flux at the time of the Trustees’ meeting. These minutes use the numbers subsequently assigned for the warrant.

**Article 18, seeking a transfer of land from a 26-acre parcel at 202 Old Connecticut Path.** Mrs. Knight and Mrs. Gennis reported that they have received notice from the Wayland Historical Commission that an investigation for resources of archaeological and historical importance will be required in sensitive areas of the parcel before any construction could be undertaken. This issue does not arise in the other two sites under consideration for Library expansion—5 Concord Road and the former Highway Garage site—as these sites have already been significantly disturbed by prior uses.

**Article 19, requesting a wastewater connection for the current library building at 5 Concord Road.** Mrs. Gennis announced that the Board of Selectmen will co-sponsor the article with the Library, and the Town, not the Library, will expend the \$56,000 payment in lieu of sewer betterment assessment if the article passes. There is some uncertainty over how to calculate wastewater flow requirements as there is no designated “Libraries” category in the usual Title 5 regulations although Title 5 regulations do state how flow may be calculated in such instances; it is also unclear what body is authorized to make that determination. The Board of Health is asking for a written policy from the Wayland Wastewater Management District Commission (WWMDC) for how it determines the amount of flow required. Mrs. Knight is making inquiries about wastewater usage among similarly sized libraries in Massachusetts for comparison.

In her presentation of Article 19 at Town Meeting, Mrs. Gennis will speak only to the need to free up buildable land for an expansion of our current library building; technical questions about flow, fees, and so on will be referred to the WMD. The Board of Selectmen will not make a presentation for the article. Mrs. Knight stressed that this article must pass if there is any hope of expanding the library at 5 Concord Road with state funds; without more wastewater capacity and without excavating the current septic system to allow an expansion at that site, an architect probably could not design a building appropriately sized for the current Library Program, and so a potential state grant application for this site would likely fail.

Mrs. Gennis will speak to all three articles at the **League of Women Voters Candidates Night** on March 17. An information sheet based on an article to be published in the Town Crier that same day will be available at that meeting as well. Mrs. Heller and Mark Peter Hughes will also speak at the League of Women Voters event, as they are candidates for the Board of Library Trustees.

Mrs. Heller has drafted sample messages of support for Library articles that can be sent out by email to Wayland voters by Library friends and supporters.

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

Mrs. Woodruff, who is serving on the Permanent Municipal Building Committee for the Library project, reported that nine companies have responded to the Library’s Request for Qualifications for a Designer (Architect) for the Library Planning and Design Study. The responses are currently under review and there is consensus about the top candidates. Four firms will present their credentials to an interview group on March 23; candidates will then be ranked and their references will be checked.

An information session on Massachusetts Public Library Construction Program grants will be held that same day, March 23, in South Hadley. Mrs. Gennis, Mrs. Woodruff, Mrs. Knight, and Thom

White, a member of the Library Planning Committee and the PMBC, plan to attend that session before the interview session that evening.

Mrs. Gennis and Tom Fay, Chair of the Library Planning Committee (LPC), are exploring ways to form an ad hoc advisory design group to work alongside the PMBC to support its work with information and experience available to the Board of Trustees and LPC. The group might consist of 7-9 people.

### **Communication with Other Town Boards about Library Matters**

Trustees reported on communications received and on their attendance at meetings of other Town boards considering Library issues.

Mrs. Woodruff reported that the Recreation Commission asked the **Board of Public Works** (BPW) for support of its articles at Town Meeting, including Article 17, jointly sponsored by the Library; no action was taken. BPW reports that the drainage mitigation project at the Library is coming along. Vacuum excavations to determine the location of existing pipes are complete and permits to do the necessary work will be acquired soon. The drainage project is being conducted under a Massachusetts Emergency Management Agency grant awarded after the spring flood of 2010.

Mrs. Gennis reported that the **Wayland Real Asset Property (WRAP) Committee** has sent a memorandum advising Trustees of its concerns about possible legal restrictions on the use of the land and current library building at 5 Concord Road. The WRAP Committee urges a careful review of relevant deeds, legal opinions, and laws by a real estate attorney with special expertise in arcane property restrictions. Mrs. Gennis explained that any hiring of Special Counsel would have to be done through the Board of Selectmen. Mrs. Gennis also mentioned that a review of land documents suggests that the Board of Library Trustees may have control of less land at 5 Concord Road than thought; some land usually associated with Library use may in fact be controlled by other Town entities.

Coming up are the League of Women Voters Candidates Night (March 17), the Finance Committee's Warrant Article Hearing (March 23), two open houses for the Long-Range Plan (March 21 and March 26), The Moderator's Forum (March 23), an interview with the Wayland Weekly Buzz (March 30).

### **Succession Planning**

Mrs. Lipcon and Mrs. Cartwright reported that the Personnel Board met on February 29 to discuss the upcoming Library Director search and the job description for the Library Director. A preliminary list of responsibilities, considerations, and minimum qualifications was circulated for comment. Though the list does not reference a responsibility to ensure the Library's place as a welcoming gathering place in the community, as the Trustees had suggested, Trustees voted unanimously (5-0) to accept the draft as a working document (Mr. Thompson having left the meeting before adjournment); Mrs. Lipcon made the motion and Mrs. Woodruff seconded it.

### **Other Topics Not Reasonably Anticipated 48 Hours Before the Meeting**

In response to a query from the Town Administrator about the disposition of Town-owned property at 47 and 48 Sycamore Road, Trustees voted a unanimous statement of “no interest” (5-0, Mr. Thompson having left the meeting early); motion by Mrs. Lipcon, seconded by Mrs. Gennis.

**The Meeting Was Adjourned** at 10:40 a.m.

### **Documents for This Meeting**

1. Agenda for Meeting, Thursday, March 17, 2016
2. Minutes of Meeting, March 3, 2016
3. Financial Report, 3/15/2016, “Town Funds” and “Other Sources”
4. February Circulation Report
5. “Monthly Statistics Dashboard: June 2015,” Skokie [Illinois] Public Library
6. “Monthly Statistics Dashboard: January 2016 data,” Wayland Free Public Library
7. “Monthly Statistics Dashboard: February 2016 data,” Wayland Free Public Library
8. Letter to Ann Knight from Elisa Scola, Chair, Wayland Historical Commission, March 4, 2016 [relating preliminary concerns about archaeological resources that may be present on the Town-owned parcel at 202 Old Connecticut Path]
9. Memorandum from WRAP Committee to Wayland Library Trustees, March 11, 2016, titled “Assistance in Review of Deeds and Other Documentation”
10. [Memorandum] to All Boards, Committees, and Department Heads from Nan Balmer [Town Administrator] titled “Disposition of Town-Owned Parcels 47 and 48 Sycamore Road, March 14, 2016
11. Article for Wayland Town Crier titled Library Articles at Town Meeting [03/14/16]
12. Town of Wayland, Position Description, Library Director [preliminary list of considerations and minimum qualifications][circa 03/15/16]

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

- Wednesday, April 6, 2016, Raytheon Room, Wayland Free Public Library [tentative, perhaps Thursday, April 7, 2016, at 2 p.m., instead]
- Wednesday, April 20, 2016, Raytheon Room, Wayland Free Public Library

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