

**Wayland Free Public Library
Board of Library Trustees
Minutes of Meeting Wednesday, March 30, 2016
Director's Office, 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 and Mrs. Heller left before the conclusion of the meeting, around 10 a.m.

Call to Order: 8:08 a.m.

Visitors and Public Comment

Mark Peter Hughes, candidate for the Board of Library Trustees in the upcoming Town Election, attended the meeting as did former Trustee Nan Jahnke, who took the minutes. Assistant Library Director Sandy Raymond attended for a brief time to update Trustees on Library furnishings. There were no other visitors and no public comment.

Minutes of Previous Meeting(s)

The minutes of the meeting of February 17, 2016, were approved unanimously (6-0) after recording some small edits.

Communication with Other Town Boards about Library Matters, Including Warrant Articles and the Library Planning and Design Study

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

Mrs. Heller reported that the **Recreation Commission** would like Commissioner Anna Meliones to share podium time with Mrs. Gennis at Town Meeting to jointly present Article 17, which is being co-sponsored by the Library and the Recreation Commission. Trustees agreed this is a sensible plan.

Mrs. Lipcon reported that the **Wayland Real Asset Planning (WRAP)** Committee did not address Library issues at its last meeting, but Mrs. Gennis reported she had had a conversation with the WRAP's liaison to the Library, Gretchen Schuler. Mrs. Schuler informed her that the WRAP Committee had voted its unanimous support of Library Articles 17 and 18, the land transfer articles; it has not yet voted on Article 19, seeking funds to purchase capacity for a wastewater connection for 5 Concord Road. The WRAP Committee also supported the Recreation Commission's Article 22, which (in part) seeks to fund a study to determine the feasibility of locating fields at the former Highway Garage site. Mrs. Schuler also asked for some clarification about state construction grant rounds and deadlines.

Mrs. Woodruff reported that the **Permanent Municipal Building Committee (PMBC)** has formally accepted the selection of the Library's Owner's Project Manager, John Sayre-Scibona of Design Technique, Inc., of Newburyport; it has also approved the first invoice of payment to his firm and has organized a process to negotiate a contract with the likely Designer (Architect). She also reported that the PMBC has organized a project group for the Library project consisting of all five members of the PMBC plus two representatives from the Library: Mrs. Woodruff and Thom White, an architect who serves on the Library Planning Committee. This is a voting committee. As Mrs. Woodruff understands it, the PMBC expects the Owner's Project Manager and the Architect will report directly to this group.

It is apparent to Trustees that some means of delivering information and support to the PMBC during the Planning and Design Study is important. Trustees discussed how this might occur and wondered whether a separate, nonvoting advisory group might be formed. Interested parties might include Mrs. Gennis, Mrs. Knight, and other members of the Library Planning Committee, which was originally charged with oversight of the Study. The PMBC seemingly welcomes the participation of members of the Library Trustees and the Library Planning Committee at its project meetings. The PMBC also has made it clear that there will be no increase in the voting membership of its body; any others who attend its meetings do so at the pleasure of the PMBC. Mrs. Gennis and Mrs. Knight will work with the PMBC, the Owner's Project manager, and the Architect to clarify lines of responsibility, decision-making, and authority.

Mrs. Gennis reported that the **School Committee** supports Article 17 and is excited by the prospect of more synergy between the Library and Schools, especially if a site near the Middle School is chosen for new Library construction.

Mrs. Cartwright reported that the **Board of Selectmen** has scheduled a Special Town Meeting for November 15-16, 2016.

Mrs. Woodruff reported that the **Board of Public Works** has not taken any recent actions that affect the Library.

Mrs. Gennis reported that the **Council on Aging/Community Center Advisory Committee (COA/CC)** is currently working on a program document and would like information from the Library about the Library's program and spaces. Mrs. Gennis referred them to the Library's recently updated Library Program and advised them that the Architect for the Library Planning and Design Study will also be reviewing and updating this document as part of his work over the next months.

Mrs. Gennis reported that the COA/CC has asked for the Library's support of its Article 21 at Town Meeting. The Article requests funds to pursue a plan for a joint COA/CC building at Town Center. After discussion, on a motion by Mr. Thompson, seconded by Mrs. Woodruff, Trustees unanimously (6-0) adopted the following language of support:

Recognizing that the Council of Aging has an urgent need for more space and better facilities, and supporting the vision of a vibrant municipal presence at Town Center, the Board of Library Trustees voted unanimously on March 30, 2016, to support the passage of Article 21 at the 2016 Annual Town Meeting.

Mr. Hughes asked whether it would yet be possible to combine Library, COA, and/or Community Center functions in one facility, a suggestion that was earlier explored for a joint Library and COA. Mrs. Gennis explained that the "Municipal Pad" site at Town Center was found to be too small for a joint Library/COA building and that the Massachusetts Public Library Construction Program timeline makes a joint project infeasible for the next round of grants. She noted, however, that in recent years the Trustees have certainly been open to such suggestions.

Finally, Mrs. Gennis reported that she and Mrs. Heller would sit for an interview with the **Wayland Weekly Buzz** on the afternoon of March 30.

Retirement of Thaddeus Thompson

Mr. Thompson confirmed that he will retire from the Board of Library Trustees following the vote in the upcoming Town Election and the completion of Town Meeting. Mr. Hughes is running for his seat.

Trustees expressed dismay at Mr. Thompson's departure and thanked him for his service, commending his ability to frame issues and assist the Board with financial decisions.

Library Furnishings

Assistant Director Sandy Raymond updated Trustees on new Library furnishings authorized earlier. The BRIO table and AWE Learning Station have been installed in the Children's Room and are both well received. End cap shelving for the Teen Area will arrive the first week of April, and the two "wedding cake" display tables for the Main Rooms will arrive by May 25.

Mrs. Raymond presented two options for inexpensive café-style tables and chairs to be installed in the downstairs hallway for patrons seeking a place to sit briefly while making phone calls, chatting with friends, waiting for the restrooms, and so on. After discussion, on a motion by Mrs. Lipcon, seconded by Mrs. Cartwright, Trustees voted to approve the purchase of two Outdoor 3-Piece Bistro Sets, in red, at a total cost of approximately \$180.00 plus tax. The vote was unanimous (4-0, Mr. Thompson and Mrs. Heller having had to leave early). Pursuant to a vote at the Trustees' meeting on February 3, funds will be made available from the Draper Fund.

Warrant Articles for Annual Town Meeting

Trustees applauded Mrs. Gennis for her talk at the League of Women Voter's Candidate's Night on March 17, when she presented the three articles that the Library is bringing to Town Meeting. Mrs. Gennis, Mrs. Heller, and Mrs. Jahnke are now finalizing the podium presentations for those articles at Town Meeting, which begins on April 7.

The presentations for **Articles 17 and 18**, the land transfer articles, are close to done. Mrs. Knight has asked peer libraries for information about their wastewater usage to support **Article 19**, which seeks funds to purchase capacity which will allow the current library building at 5 Concord Road to be connected to the Town's wastewater system. In her presentation of that article 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 capacity, fees, septic removal, and so on will be referred to the Wastewater Management District Commission. The article does not request funds for the cost of the connection itself, this would be funded through the Facilities Department budget.

A poster urging Yes votes on the Library articles will be displayed in the Library through Town Meeting.

An email message encouraging voters to come to Town Meeting and vote Yes on the Library articles will be sent to Library supporters in the first week of April for dissemination to their friends and colleagues as they desire. Mrs. Lipcon suggested that the message include a suggestion to send out information by Twitter.

A handout will be made available to voters at Town Meeting. The handout will be based on an article that appeared in the Town Crier on March 17, and will include maps showing the parcels referenced in the warrant articles.

Long-Range Plan

Development of the Library's new Long-Range Plan is coming along under the direction of our Long-Range Plan Consultant Chuck Flaherty. Two public forums conducted for the Plan attracted 20-25 people each in March, with some interesting comments, especially about community engagement. A meeting with Library staff will take place on April 4.

Succession Planning

Mrs. Lipcon and Mrs. Cartwright reported that the Personnel Committee has almost finalized the job description for the upcoming Library Director search. They also presented a draft timeline for that search that is also close to final. Mrs. Lipcon noted that under the timeline, Trustees should expect to need to be available for key votes at the end of summer.

The Meeting Was Adjourned at 10:28 a.m.

Documents for This Meeting

1. Agenda for Meeting, Wednesday, March 30, 2016
2. Minutes of Meeting, February 17, 2016
3. "Wayland Free Public Library Usage Statistics [FY 2011-FY2016]"
4. "Proposed time line for Director Search," DRAFT [circa March 30]
5. Tear sheets with product descriptions from Amazon.com for "Outdoor 3 piece Bistro Set" and "RED Bistro Set," both printed March 16, 2016
6. Massachusetts Board of Library Commissioners publication "State Funding Cuts Are Putting Library Resource Sharing at Risk."

Next Meeting(s)

- Wednesday, April 6, 2016, Raytheon Room, Wayland Free Public Library

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