

**Wayland Free Public Library
Board of Library Trustees
Minutes of Meeting Wednesday, April 20, 2016
Raytheon Room, Wayland Free Public Library**

Present: Library Director Ann Knight, Trustees Aida Gennis (chair, presiding), Sally Cartwright, Anne Heller, Mark Peter Hughes, Lynne Lipcon, Suzanne Woodruff **Absent:** None

Call to Order: 8:10 a.m.

Visitors and Public Comment

Former Trustee Nan Jahnke attended the meeting and took the minutes. There were no other visitors. Mrs. Gennis welcomed new Trustee Mark Peter Hughes to the Board and congratulated Mrs. Heller on her reelection. There was no other public comment.

Minutes of Previous Meeting(s)

There were no minutes available for approval at this meeting.

Schedule of Future Meetings

Mrs. Gennis announced that the Board will continue to meet twice a month, generally on the first and third Wednesdays, for the duration of the Library Planning and Design Study.

Financial and Statistical Reports

The March Circulation Report showed an increase in circulation over recent months. The March Statistics “Dashboard” data showed a 17% increase in Library visits since 2011, a fourfold rise in children’s program attendance over the same period, 400 hours of Internet and Office usage in March, and other interesting statistics. Library Assistant Director Sandy Raymond continues to refine this new statistics reporting system. Financial reports will be made available at a future meeting.

Director Search

Trustees reviewed another close-to-final job posting for the position of Library Director and suggested some changes. In particular they recommended including a phrase to the effect that the Library is currently conducting a Planning and Design Study and may apply for a grant from the Massachusetts Public Library Construction Program for a new or expanded Library. The job will be posted on or about June 8 with an application deadline of July 15.

Mrs. Lipcon explained the selection process. After checking that all applicants meet the minimum requirements, John Senchyshyn, the Town’s Human Resources Director, will forward the qualifying applications to a Screening Committee, organized by the Trustees, which will review all the applicants and present three to five candidates to a Selection Committee, composed of all the Trustees and others of their choosing, for interviews and final selection. Mr. Senchyshyn (or his representative) will attend all face-to-face interviews. Mrs. Knight pointed out that a deep pool of applicants might require two rounds of interviews to winnow the field. The final interview round will likely take place between August 31 and September 5.

Trustees discussed the composition of the Screening Committee and suggested that it might include two or three Trustees, a staff member, a Friend of the Library, and a member of the Library Planning Committee. Mrs. Lipcon, Mrs. Cartwright, and Mr. Hughes volunteered to serve. Mrs. Knight recommended that the staff choose its own representative; Mrs. Lipcon will ask Mrs. Raymond, the Assistant Director, to organize that selection. Mrs. Lipcon will also approach other likely candidates.

Recap of Annual Town Meeting

Mrs. Heller congratulated Mrs. Gennis and all those who worked to get the Library's three warrant articles passed at Town Meeting.

Library Planning and Design Study

Mrs. Gennis reported that a contract has been signed with the architectural firm selected for the Library Planning and Design Study, Tappé Architects, of Boston, and that the Permanent Municipal Building Committee (PMBC) is now discussing the work schedule and familiarizing itself with the requirements of the Massachusetts Public Library Construction program. Mrs. Knight confirmed that she has been appointed by the Board of Selectmen to serve on the PMBC for the duration of the Library project, replacing Mrs. Woodruff, who resigned her seat earlier in the month so that the Director could serve in that role, as the Massachusetts Board of Library Commissioners suggests.

Mrs. Gennis noted that while Article 22, sponsored by the Recreation Commission, failed to pass at Town Meeting, the Architect will take the Commissioners' interest in siting playing fields at the former Highway Garage site into account as he considers that site for a Library; similarly, the Architect will follow developments in the Wayland Real Asset Planning Committee closely.

Mrs. Gennis reported that the Architect will seek input from the Trustees and the Library Planning Committee as it develops a matrix to help evaluate sites under consideration for Library expansion. Mrs. Knight will seek examples of matrices used in other library building projects for reference. Trustees continue to explore ways to involve members of the Board of Trustees and the Library Planning Committee in the work of the PMBC on the Library Planning and Design Study.

Communication with Other Town Boards about Library Issues

Trustees reported on other Town board meetings they had recently attended, and said that no decisions were made that affect the Library. Several boards have inquired about when the Trustees will know which site might be proposed for Library expansion. Mrs. Gennis said that if the decision is made to go forward with a Massachusetts Public Library Construction project, a site must be chosen no later than October, when the Letter of Intent to apply for a state grant is due.

Mrs. Gennis reported that questions have arisen among several groups in town, including the Historical Society, the Historical Commission, and the Historic District Commission, about whether it would be appropriate and feasible to relocate the Freight Shed at 1 Concord Road to another location on that parcel to provide better parking for the current Library building, the coming Rail Trail, and the Grout-Heard House Museum. While interested in the discussion, the Trustees took no position on this idea.

Long-Range Plan

Mrs. Knight reported that the Long-Range Plan group is currently discussing Objectives and Goals.

Topics Not Reasonably Anticipated 48 Hours Before the Meeting

On a motion by Mrs. Woodruff, seconded by Mr. Hughes, Trustees voted to accept a recent gift to the Library of \$500 and to apply it to the Millennium Fund.

The Meeting Was Adjourned at 10 a.m.

Documents for This Meeting

1. Agenda for Meeting, Wednesday, April 20, 2016
2. March 2016 Circulation Report
3. "Monthly Statistics Dashboard: March 2016 data"
4. Draft job description for the position of Library Director, Town of Wayland

Next Meeting(s)

- Wednesday, May 4, 8 a.m., Raytheon Room, Wayland Free Public Library
- Wednesday, May 18, 8 a.m., Raytheon Room, Wayland Free Public Library
- Wednesday, June 1, 8 a.m., Raytheon Room, Wayland Free Public Library
- Wednesday, June 15, 8 a.m., Raytheon Room, Wayland Free Public Library
- Wednesday, June 29, 8 a.m., Raytheon Room, Wayland Free Public Library

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