

**Wayland Free Public Library  
Board of Library Trustees  
Minutes of Meeting Wednesday, April 6, 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:** 8:13 a.m.

**Visitors and Public Comment**

Former Trustee Nan Jahnke attended the meeting and took the minutes; there were no other visitors. Mrs. Gennis congratulated Mrs. Heller and Mark Peter Hughes on their election to the Board of Library Trustees at the Town Election held on April 4, 2016. Mrs. Heller is a returning Trustee. Mr. Hughes will begin his service after being sworn in, soon after the completion of 2016 Annual Town Meeting.

**Minutes of Previous Meeting(s)**

Minutes for February 17, 2016, which were previously approved, will have to be revisited at a later meeting as Trustees inadvertently approved a draft version of the minutes. There were no new minutes available for vote at this meeting.

**Schedule of Future Meetings**

Trustees scheduled meetings through the end of the Fiscal Year as listed at the end of these minutes.

**Financial, Statistical, and Director's Reports**

These monthly reports will be discussed at the next, regular, meeting.

**Warrant Articles for Annual Town Meeting**

Mrs. Gennis and Mrs. Heller reported that a recent interview with the Wayland Weekly Buzz about the Library Planning and Design Study went well. Mrs. Gennis is now finalizing her podium presentations for the three articles (Articles 17, 18, and 19) the Trustees are offering at the upcoming Town Meeting. Anna Meliones, a member of the Recreation Commission, will also speak to Article 17, a land transfer article concerning parcels near the former Highway Garage, as the Recreation Commission is co-sponsoring that article. Altogether the talks are allowed only 7 minutes, Mrs. Gennis will ask the Moderator whether they may be allowed an extra minute.

**As for Articles 17 and 18**, the land transfer articles, Mrs. Gennis said she will stress three things: (1) that the Trustees will ask for a transfer of land *if and only if* a location on one of these parcels is identified as a building site in an application for a state library construction grant; (2) that the Trustees will request control of *only that portion of the property* needed for a new library building and its "adjacencies" and identified as such in the state library construction grant application; and (3) that any land transfer would be contingent on the award of a state library construction grant.

**As for Article 19**, requesting flow capacity which will allow a wastewater connection for the current Library building, Mrs. Gennis will address only the need to free up more buildable land at 5 Concord

Road (by retiring and excavating the septic system); questions about wastewater capacity, fees, and so on will be directed to the Wastewater Management District Commission (WMDC). Mrs. Gennis and Mrs. Knight have confirmed that the WMDC has a member willing to speak to any technical or cost concerns. Trustees reviewed other likely questions and concerns, and were satisfied that the cases for all three articles are sound and that the Board is well prepared for Town Meeting.

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

Mrs. Gennis announced that the Town has come to terms with the architectural firm selected for the Library Planning and Design Study, Tappé Architects, of Boston, and that contract language has been agreed upon. Mrs. Woodruff, one of the Library's two representatives to the Permanent Municipal Building Committee (PMBC), will follow up with Ben Keefe, the Town's Public Buildings Director. Once the contract is signed, the Architect will meet with the PMBC, including the two members for the Library project, and with what the Trustees anticipate to be several interested members of the Library Trustees and the Library Planning Committee. Mrs. Knight, Mrs. Gennis, and several members of the Library Planning Committee (LPC) have already expressed an interest in attending PMBC meetings during the course of the Planning and Design Study.

Mrs. Knight and Mrs. Gennis noted that Rosemary Waltos, the Library Building Consultant at the Massachusetts Board of Library Commissioners (MBLC), has advised them that the MBLC expects the Library Director to be a voting member on any town building committee in charge of a state-supported library construction project. This is currently not the case in Wayland, and the PMBC is unwilling to increase the number of Library representatives to three from the current two (Mrs. Woodruff, Trustee, and Thom White, from the LPC). Perhaps the state representative should contact the PMBC. Or perhaps one of the current Library representatives should resign so Mrs. Knight can sit on the committee. Trustees agreed to take up this issue after the Town Meeting votes.

### **Legal Opinion Concerning Current Library Site**

Trustees reviewed an opinion recently received from Town Counsel about whether there might be legal restrictions on the use of the Library's site at 5 Concord Road. He specifically reviewed whether the parcel and/or building might be constrained under the will of Warren Gould Roby (d. 1897), subsequent deeds of land from his estate and from other parties, various Town Meeting votes, and Town zoning by-laws. Town Counsel felt he could not opine with a high degree of certainty one way or the other. He advised the Trustees to seek a judicial declaration about any use restrictions in the event the Town decides to change the use of the site; such a declaration might address the argument that the use of the land for Town Library purposes has become impracticable. Mrs. Gennis pointed out that the Trustees might seek the opinion of special counsel on this matter before seeking a judicial decision.

Trustees took the matter under advisement, awaiting the outcome of the Library Planning and Design Study.

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

Trustees reported on other Town board meetings they had attended and on expressions of support for the Library's warrant articles and Library Planning and Design Study. So far, expressions of support have come from the Board of Selectmen (Articles 17, 18, 19); the Finance Committee (Articles 17, 18, 19); the Library Planning Committee (Articles 17, 18, 19); the Wayland Real Asset Planning Committee (Articles 17, 18); and the Recreation Commission (Article 17). The Council on Aging/Community Center Advisory Committee will vote whether and how to support the Library at its meeting on April 6. The Planning

Board is believed to support all three articles as well.

Mrs. Woodruff reported that the Board of Public Works voted at a recent meeting to transfer its parcel at 207 Main Street to the School Department. The transfer is subject to certain restrictions on snow storage, planting, and fertilization as set forth in a document dated March 8, 2006. Mrs. Woodruff's understanding is that the authorization to transfer the parcel was voted at a Town Meeting in 1968 but was apparently not executed until now; or perhaps the record of an earlier transfer was lost. Mrs. Woodruff also reported that it seems drainage mitigation work at the Library, to be accomplished under a Massachusetts Emergency Management Agency grant, is moving into the permitting process.

### **Long-Range Plan**

Mrs. Knight reported on a productive meeting between the Library's Long-Range Plan consultant, Chuck Flaherty, and Library staff. Mr. Flaherty is now working to create three or four overarching Goals and Objectives for the Plan. One goal will reflect an interest that was repeatedly expressed in a series of recent public meetings in more "community engagement" at the Library (e.g., through programming and through events responding to community ideas, issues, and concerns). The other goals and objectives are still in development. Once these are articulated, the Library staff will work on a list of Activities to achieve them. Mr. Flaherty expects to have the Goals and Objectives completed in April and the Activities in May, with a draft of the completed Long-Range Plan to the Trustees in June.

### **Library Food Policy**

Mrs. Knight asked Trustees for their thoughts about whether to issue an official food policy for the Library, noting that problems with odors and spillage sometimes arise when patrons bring food or drinks in the Library. Food and drink are not currently prohibited at the Library, although alcoholic beverages are prohibited. Trustees agreed that the Library's chief concern in this area should be to encourage Library use, ease of use, and enjoyment; seeing no need for an official policy, they encouraged the staff to use their own common sense and good judgment in matters of food and drink at the Library.

### **Director Search**

Mrs. Lipcon and Mrs. Cartwright presented a close-to-final job description for the position of Library Director recently developed by them (representing the Trustees) and the Personnel Board and Human Resources Director John Senchyshyn (representing the Town). The job description was developed in advance of a wide search, perhaps nationwide, for a Director to succeed Mrs. Knight, who will retire in the fall. The position will be advertised in June, so a search committee will need to be formed soon. The salary range for this position is currently listed as N10 on the Non-Union salary scale. Mrs. Knight will assemble some information from comparable towns to supplement salary research already undertaken by Mrs. Cartwright and Mrs. Lipcon.

### **Trustees Concerns and Other Topics Not Reasonably Anticipated Before the Meeting**

Mrs. Knight reported that despite efforts to save them, the boxwoods along the path from the parking lot are seemingly dead and may need to be removed. Permission will be sought from the Friends of the Library, who donated the plants and have maintained them over the years. Mrs. Knight will ask the President of the Friends, Sara Hubbell, if she would like to come to a Trustees' meeting to discuss any new plantings or maintenance measures.

Mrs. Knight reported that the recent Authors' Fair was very successful both for the authors and for the

public. She thought there might be interest in a separate Children's Authors Fair in the future. Mrs. Gennis added that several authors commented to her that a Children's Authors Fair would be well received noting that there were several authors and an illustrator of children's books present already.

Finally, Mrs. Knight noted that she is meeting soon with the "Great Presenters" program organizers about next year's series. She asked whether Trustees want the program to go forward under the new Library Director, noting that it takes a fair amount of the Director's time as well as a once-monthly evening commitment. Trustees agreed to another year of programming, with future plans to be determined by the new Director.

**The Meeting Was Adjourned** at 10:19 a.m.

### **Documents for This Meeting**

1. Agenda for Meeting, Wednesday, April 6, 2016
2. Letter from Mark J. Lanza, Attorney At Law, to Aida Gennis, Chair, Board of Library Trustees, captioned "Re: Town Library Site Use Restrictions," March 30, 2016
3. "Town of Wayland Position Description: Library Director," March 21, 2016

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

- Wednesday, April 20, 8 a.m., Raytheon Room, Wayland Free Public Library
- 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