

**Wayland Free Public Library  
Board of Library Trustees  
Minutes of Meeting Wednesday, May 4, 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:** 8:05 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)**

After making several small corrections, Trustees approved the minutes of February 17, March 17, March 30, April 6, April 11, and April 20, 2016 unanimously.

**Financial and Statistical Reports**

The monthly financial and circulation reports will be available at the Trustees next regularly scheduled meeting on May 18, along with the monthly Director's Report.

**Director Search**

There was nothing new to report about the search for a new director to replace Mrs. Knight, who is retiring in October. The job is still expected to be posted in June.

**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 directly affect the Library. Of interest, however, are the upcoming public forums to consider the Town's Open Space Plan (May 4, cohosted by the **Recreation Commission** and the **Conservation Commission**) and to present the initial findings of the **Wayland Real Asset Planning Committee** (May 11 [Mrs. Heller will attend] and May 16 [Mrs. Woodruff and Mrs. Lipcon will attend]). It was noted that the **Permanent Municipal Building Committee (PMBC)**, which oversees the Library Planning and Design Study, is now down one member after the resignation of Doug Goddard, and that Joe Nolan continues to serve as the **Board of Selectmen's** liaison to the Library. Mrs. Gennis will follow up with Mr. Nolan, perhaps inviting him to the Board's upcoming Community Visioning Forums.

Mrs. Gennis reported that Town department heads have been asked if they have any information or reports that might be of interest to Tappé Architects, the Design Team for the Library Planning and Design Study. The **Recreation Commission** has responded with some information about its interest in siting one or more fields at the 193/195/207 Main Street site. Mrs. Gennis reported that the **School Committee** has determined that it requires 0.7 acres for bus parking and dispatch; the Main Street parcel (4.7 combined acres) has sometimes been proposed for that use as well. Other Town boards will be contacted again as the idea is to gather as much potentially relevant information for the Design Team as possible and let the team determine what is useful.

Concerning **Zoning Board** requirements at the current Library site at 5 Concord Road, Mrs. Gennis reported that the parcel is in the Town's Aquifer Protection District, which might present some constraints on a buildout there, e.g. in the choice of paving materials. She also noted that it is unclear whether the Town's designation of 1 Concord Road as a parking area for the Library includes the area behind the Freight Shed.

Summarizing recent meetings of the **Board of Public Works (BPW)**, Mrs. Woodruff reported that the Town is hastening to provide required information to Tighe & Bond, the engineers working on drainage mitigation at the Library, in advance of a deadline from the funding grantor, the Massachusetts Emergency Management Agency. The drainage work will address conditions that contributed to a major flood at the Library in Spring 2010. A different, longer-range drainage plan, proposed by a member of the BPW, could be under consideration for later implementation. Trustees agreed that it is imperative that the drainage mitigation work be done well and with foresight, no matter what decision is made about locating a library building on this site.

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

Mrs. Knight reported that the team from Tappé did a walk-through of the building and site at 5 Concord Road on May 3 before heading out to see the other two sites under consideration for a Library building. The team is currently developing a matrix of site characteristics to help focus attention on the strengths and weaknesses of each of the three sites. The Library Planning Committee has already discussed a draft matrix, and Mrs. Knight will send a sample matrix to the Trustees for review.

The Board of Trustees and the Library Planning Committee will hold two Community Visioning Forums at which members of the public can meet the Design Team from Tappé and offer input on what they would like to see in a new or expanded library building. The two forums, which are expected to have the same format and agenda, will be held on Tuesday, May 17, and Wednesday, June 8, in the Raytheon Room, beginning at 7 p.m. Mrs. Gennis and Mrs. Jahnke are developing publicity for the events. A separate meeting with High School students will be held at a date to be determined.

Mrs. Gennis asked Trustees to attend the next meeting of the PMBC, which will focus on the Library project; the meeting is scheduled for Wednesday, May 18. Mrs. Knight's appointment to that committee is now being finalized.

After reviewing various potential legal issues at the three sites proposed for a Library expansion, Mrs. Gennis proposed that the Trustees request the help of outside counsel to identify all such issues and consider possible remedies. Mrs. Gennis argued that an outside review would bring needed special expertise to the Library Project, help determine the best possible site for expansion, and strengthen the Trustees' application for a Massachusetts Public Library Construction grant. Trustees agreed, adding that such a review would benefit not only the Library, which controls the site at 5 Concord Road, but also the Town as a whole as the other two sites under consideration for a library will likely be considered for other Town purposes in the future as well.

On a motion by Mrs. Lipcon, seconded by Mrs. Woodruff, Trustees voted unanimously (6-0) to request of the Board of Selectmen that the Town engage outside special legal counsel to investigate possible legal restrictions on uses of the parcels at 5 Concord Road, 193/195/207 Main Street, and 202 Old Connecticut Path—including but not limited to deed restrictions and zoning restrictions—that may arise in the course of the Library Planning and Design Study. Mrs. Gennis will present the request to the

Selectmen.

Mrs. Heller noted that communication about the Library Planning and Design Study is becoming more challenging now as Trustees and LPC members attend different board meetings. She proposed that all documents from all open meetings be collected in one place where Trustees can easily access them, and Trustees endorsed this plan.

### **Long-Range Plan**

Chuck Flaherty, the Library's consultant for the Long-Rang Plan update, has presented a set of draft Goals and Objectives to the Library Planning Committee, which will offer its comments and revisions before sending the document on to the Trustees for approval.

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

Mrs. Knight reported that after receiving complaints from patrons she has had the lines repainted in the parking lot to better delineate the parking spaces. As neither the Library nor the Department of Public Works had money remaining in their budgets for this work, the \$375 cost was paid from State Aid.

Mrs. Heller reported that the semi-annual Library Book and Bake Sale held over the last weekend of April was a success, netting more than \$6,000 for the Friends of the Wayland Free Public Library. She expressed thanks to all who helped.

**The Meeting Was Adjourned** at 9:55 a.m.

### **Documents for This Meeting**

1. Agenda for Meeting, Wednesday, May 4, 2016
2. Minutes of February 17, March 17, March 30, April 6, April 11, and April 20, 2016
3. Two fliers publicizing two Library Visioning Forums, May 17 and June 8, 2016, one titled "Meet Tappé Architects" and the other titled "MEET THE LIBRARY ARCHITECT!"
4. "Wayland Free Public Library: Proposal for Architectural Services," Tappé Architects, March 10, 2016 (digital distribution to Trustees)

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

- 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