

**Wayland Free Public Library  
Board of Library Trustees  
Minutes of Meeting Wednesday, May 18, 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:** 8:15 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 the Trustees' meeting of May 4, 2016, were approved unanimously (6-0).

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

After a dip in February, circulation has risen steadily to nearly 15,200 items in April. As the fiscal year comes to a close, the budget is on track with adequate funds to guarantee future deliveries of books already on order.

Mrs. Gennis explained to Mr. Hughes, the newly elected Trustee, the Trustees' practice of reviewing all Library bills and signing warrants on a weekly basis, the job falling to individual Trustees on a rotating basis. Though not required to do so in our municipality, the Trustees believe this practice helps fulfill the Board's fiduciary duties to the Library's building and funds. Trustees were assigned to upcoming bill-review periods as follows: the remainder of May and June, Mr. Hughes (Mrs. Woodruff will provide the training); July and August, Mrs. Gennis; September and October, Mrs. Heller.

Mrs. Woodruff reported on a meeting of the Wayland Trust Fund Commission on May 16 at which Bartholomew & Company, the Town's investment service, presented a historical overview of Town funds from the 18<sup>th</sup> century to present, along with a performance report for the period from July 2015 to April 2016, during which time the funds showed a 1.01% return in what was described as a "volatile market."

On a motion by Mrs. Lipcon seconded by Mr. Hughes, Trustees voted to accept a gift of \$500 from a former assistant director of the Library and to apply it to the Millennium Fund.

Mrs. Knight highlighted a section of her Director's Report concerning draining mitigation at the library, noting that the engineers are still pursuing permits from the Conservation Commission as a project deadline looms. The current project, which is being paid for with state and federal emergency management funds, addresses conditions for a 100-year flooding event like the one that occurred in Spring 2010. Remediation is expected in fall 2016. At a later date, the Town may pursue a second drainage solution, one that would address 25-year events, using Town funds.

**Election of Officers**

On a motion by Mrs. Woodruff, seconded by Mr. Hughes, Trustees voted unanimously (6-0) to elect the following officers for Fiscal Year 2017: Aida Gennis, Chair; Sally Cartwright, Vice Chair, Lynne Lipcon,

Secretary. These are the same officers as are serving for Fiscal Year 2016. Trustees chose to approve this slate to ensure continuity as the Board undertakes its Library Planning and Design study and decides whether to apply for a grant from the Massachusetts Public Library Construction Program (MPLCP). Former Trustee and Friend of the Library Nan Jahnke will continue to take the Board's meeting minutes to allow Trustees to focus on that work.

### **Director Search**

Mrs. Lipcon reported that the search for a new library director is on track. Mrs. Knight reported that Sandy Raymond, the Library's assistant director, has asked to take vacation days from November 14-18, a period shortly after the new director is expected to assume his or her position. After discussion of how best to ensure good coverage and, on assurances from Mrs. Knight that other senior staff will be available to help with the new director's transition, Trustees agreed Mrs. Raymond could take the time off.

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

Mrs. Gennis reported that the Tappé architects are moving along through their schedule of site evaluations. She also reported that she will submit the Trustees' request for special legal counsel to investigate possible site constraints to the Board of Selectmen as early as May 18.

On a report that a member of the Library Planning Committee had resigned, and mindful of the difficulty of achieving a quorum for the 20-member board in summer, Trustees voted unanimously (6-0) to approve a reduction in the size of the committee to 18 members (Mrs. Gennis made the motion and Mrs. Lipcon seconded it). Mrs. Gennis will see that the necessary notifications are made to the Town to finalize the change.

Mrs. Gennis reported that the first of two Community Visioning Forums with the Design Team from Tappé Architects was held on May 17 and attracted about 30 people. A similar meeting with high school students will be held on May 27, and a second community-wide forum will be held June 8. Trustees discussed ways to engage busy families with young children, including devising a survey to distribute at Story Hours and at meetings of the Holistic Moms and Wayland Dads groups. Trustees also discussed ways to involve Town officials, including the Library's liaisons from the Board of Selectmen and Finance Committee.

### **Long-Range Plan**

Mrs. Knight reported that the Massachusetts Board of Library Commissioners (MBLC) expects that the need for a new Library facility, or expanded Library building, be squarely addressed in the most recent Long-Range Plan of any library applying for a grant from the MPLCP. Mrs. Lipcon advised that this information be made immediately available to the Library Planning Committee, which is guiding work on the new plan.

### **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, is the **Wayland Real Asset Planning Committee's** continuing work to uncover synergies and redundancies in different departments' programs and space needs; its interest in the idea

of developing a campus-style community complex at 202 Connecticut Path; and its ongoing concern about what will become of the current library building at 5 Concord Road if the Library moves to a new location.

Mrs. Gennis reported that the Town Administrator has made inquiries to the MBLC on behalf of the **Board of Selectmen** about possible timetables and payments for a wastewater hookup for the current library building at 5 Concord Road; no answer has yet been received.

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

Mrs. Cartwright announced that part-time Library staff member Rachel Sideman-Kurtz has expressed a willingness to take on much of the work of the **Wayland Reads** program going forward. Mrs. Cartwright will remain the Trustees' liaison to the popular program, which this summer will host a Wayland Reads Summer Book Selection: a new novel by Wayland author Juliette Fay titled "The Tumbling Turner Sisters."

**The Meeting Was Adjourned** at 10:15 a.m.

### **Documents for This Meeting**

1. Agenda for Meeting, Wednesday, May 18, 2016
2. Director's Report, May 2016
3. Minutes of May 4, 2016
4. Memorandum to Chairs of Library Trustee Boards, et al., from Dianne Carty, Director, Massachusetts Board of Library Commissioners, May 5, 2016, announcing an application round under the Massachusetts Public Library Construction Program, including Program Notice for the General Construction Grant, Letter of Intent Form for same, and Calendar for same
5. April Circulation Report
6. Monthly Statistics Dashboard, April 2016 data
7. "Wayland's Trust Funds Date Back to 1747," by Mike Patterson and Jay Evan, [February 25, 1994] [Draft?]

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

- 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
- Wednesday, July 13, 8 a.m., Raytheon Room, Wayland Free Public Library (tentative)
- Wednesday, July 20, 8 a.m., Raytheon Room, Wayland Free Public Library (tentative)
- Wednesday, August 10, 8 a.m., Raytheon Room, Wayland Free Public Library (tentative)
- Wednesday, August 24, 8 a.m., Raytheon Room, Wayland Free Public Library (tentative)
- Wednesday, September 7, 8 a.m., Raytheon Room, Wayland Free Public Library (tentative)
- Wednesday, September 21, 8 a.m., Raytheon Room, Wayland Free Public Library (tentative)

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