

**Board of Library Trustees  
Wayland Free Public Library**

Minutes of Meeting Wednesday, June 1, 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:** 8:20 a.m.

**Visitors and Public Comment:** There were no visitors and no public comment.

**Approval of any prior meeting minutes:** There were none available.

**Reports, if available:** Monthly Financial, Statistical and Director's Report—No new reports since prior meeting. Ms. Knight shared yearly statistics highlighting Library services and use by Wayland residents— FY 2012-2016 that shows significant increase in program attendance and number of offerings for all ages.

**Discussion of next steps in Library Director search process**

Ms. Cartwright and Ms. Lipcon reported on recent meeting with John Senchyshyn and Katelyn O'Brien (HR). Our search team may include no more than 2 trustees. For the purpose of a search, 3 would constitute a quorum of trustees and require posting of all meetings. Ms. Cartwright and Ms. Lipcon will serve on the search team. Other potential members of the team are being approached. Members will be asked to serve on behalf of HR as this is a staff function. The trustees are clear that WPL staff input into the search process is critical to the success of the search. Ad will be posted June 8 on Simmons, MBLC, any town-required sites, MLS Allregion listserv and local library networks listservs. Ms. Knight will ask consultant Chuck Flaherty if there are additional places we should consider posting. Salary range has been corrected to read \$77,493-\$101,108. Finalists will be given a writing assignment/task as part of final interview. Trustees will discuss specifics of this task next meeting.

**Discussion of the progress of the Library Planning and Design Study**

**Report from the Permanent Municipal Building Committee:** WPL was not on meeting agenda last night. 5/ 18 meeting: discussed survey, our forum and site investigation (the information they do have and concerns about 3 sites). They are awaiting topographical maps. Criteria suggestions for the site comparison matrix of LPC presented. Some concerns were expressed about former DPW site because of its earlier life as a dump. There were questions as to who is most capable of evaluating site for a building. Remediation monies is available through the grant process but may be capped at \$400k. Needs to figure into decision for applicability of site.

**Project Work accomplished to date and future work**

**Tappé Architects work schedule update:** Team meeting on June 8<sup>th</sup> and visioning session for public that evening

**Site investigations:** Can build something at 195 Main St.: Is it possible to build library and a full size playing field?

**Community forums—outreach to additional groups:** High School session held May 27—

8 students participated with architects. Students wanted natural light, strong wireless signal, lots of outlets, wood floors with area rugs, lots of reading nooks, even a suggestion for an aquarium. Students expressed a strong preference for paper over digital materials. Thanks to Lizzie Francis, WPL page, who brought friends to this. Ms. Woodruff picked up and delivered pizza from Liberty Pizza. Thanks to new owner, Sam Maksimous, who offered discount and voiced support for this. Ms. Woodruff will be reimbursed \$64 from the Draper Fund.

Bookmarks encouraging participation in library survey and attendance at one of the community/architect forums just arrived. Unfortunately, the survey has closed. Next forum is June 8.

#### **Follow up on request to Selectmen for special legal counsel**

Selectmen and Town Administrator Nan Balmer have agreed to consider our request at an upcoming Selectmen's Meeting for special legal counsel to take a look at documents that control 1 and 5 Concord Rd. and determine if there are any restrictions on use of these parcels. In addition to the information received from Town Counsel, we are looking for expert advice to see IF there is a restriction before we go to expense of court proceedings. There are attorneys who specialize in such issues. We have asked Nan for suggestions of firms and to determine the scope and cost. Date for this to be on their agenda has not yet been determined.

Trustees expressed interest in understanding issues that Weston encountered as they repurposed their historic library building. Ms. Lipcon will contact a Weston resident who was involved.

#### **Library Planning Committee update**

Judy Hoyer has resigned leaving 18 members. Ann will inform town clerk that Trustees are unanimous in their decision to reduce this to a committee of 18. Ms. Knight and Ms. Gennis reviewed both the charge and term of service. While there is a stated expected end date of June 2016, the charge states that the committee will oversee the process of the grant, which will run to Jan 2017. Ms. Knight will inform Town Clerk that the term of the charge extends through completion.

### **Communication with other Town Boards and the public on Library issues**

#### **Update on MEMA Library drainage mitigation project**

5/26 Con Comm. meeting – some concerns that the Notice of Intent (NOI) is a month behind. Tighe & Bond suggested the possibility of another extension which is of concern to the Trustees. The Massachusetts Board of Library Commissioners has informed us that they will be looking carefully for flood mitigation efforts on the current library site should it be the one chosen to use in a construction grant application. Therefore, it would behoove the Town to get this drainage project completed by the application deadline of January 2017. Tighe & Bond proposes to submit the NOI document to CON COM at the next meeting. The process does not include any review from the Library. It is unclear whether the Board of Public Works will review this NOI before it is submitted. We are at a critical point in this project. Ms. Woodruff will draft a memo to Board of Public Works re. WPL concerns about delay.

**Update on wastewater capacity purchase and future connection:** Nan Balmer contacted Rosemary Waltos to ask if this cost (\$56k) could be covered by our grant. If we don't purchase capacity now and submit it as an eligible cost, it could be considered. Potential question: Why did we go to town meeting for this? Needed to know that this building could have future use whether a library or not, needed to have confidence now that the architects

can use the land where the septic system is sited for any expansion plans, if needed. If WPL grant is turned down by MBLC, we still have town commitment to preserve usability of building. Having town commitment strengthens our grant. The town will most likely wait to incur these costs until we have more clarity about whether or not we will apply for a grant. Final costs of hook up are not clear to Ben Keefe. He plans to put into capital improvement plan for next year.

May 23 Selectman Meeting- It is expected that wastewater will be coming up at next meeting (June 6).

**Update on Library Long-Range Planning process:** Ms. Knight provided a preliminary Long Range Plan draft —“Not Even 1<sup>st</sup> “ draft in today’s packet: MBLC now requires a vision statement as well as a mission statement. We agreed that our mission statement actually contains a vision statement. First paragraph is Vision and second paragraph is Mission.

**Topics not reasonably anticipated by the chair 48 hour in advance of the meeting, if any**  
Former Wayland resident and recent Great Presenter Misha Chowdhury who would like to offer a musical evening of song next Friday at 8 pm has contacted Ms. Knight. He will be performing songs from a musical he has written which was accepted at NY Musical Theatre Festival. The Trustees welcome him. While solicitation of funds is not permissible, he may have flyers available about his musical production group and how folks can support them.

WRAP committee has expressed strong interest in write-ups to educate Wayland residents about all town lands.

**The Meeting Was Adjourned** at 10:00 a.m.

**Documents for This Meeting**

1. Agenda for Meeting, Wednesday, June 1, 2016
2. Mission Statement
3. (Not Even) Draft 1 of Long Range Plan

**Next Meeting(s)**

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

Respectfully submitted by Lynne Lipcon