

**Wayland Free Public Library
Board of Library Trustees
Minutes of Meeting Wednesday, June 15, 2016
Raytheon Room, Wayland Free Public Library**

Present: Library Director Ann Knight, Trustees Aida Gennis (chair, presiding), Anne Heller, Mark Peter Hughes, Lynne Lipcon, Suzanne Woodruff **Absent:** Sally Cartwright

Call to Order: 8:05 a.m.

Visitors and Public Comment

Assistant Library Director Sandy Raymond attended for a portion of the meeting to present information about furnishings. 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 meetings of May 18, 2016 and June 1, 2016 were approved unanimously (5-0).

Circulation, Financial, and Director's Reports

Circulation was down a bit in May at 14,252 items. Trustees agreed it is time to launch a new library card initiative, aimed especially at young families, as the number of cardholders is also down. Mrs. Knight proposed an outreach in September, which is National Library Card Month. Mrs. Knight's Director's Report highlighted recent exhibits and upcoming summer reading programs; she also reported that the boxwoods that had been killed by winter snow damage have been removed from the parking lot entrance. There were no financial reports available for this meeting.

Director Search

Mrs. Lipcon and Mrs. Cartwright reported that Kim Steere, Secretary of the Friends of the Wayland Free Public Library, has joined the search team for a new Library Director. Other town residents are now being invited to join the team as well, and a member of the Library staff will serve in a non-voting capacity.

Long-Range Plan

Mrs. Knight encouraged Trustees to review the first draft of the new Long-Range Plan in the next couple of weeks; the Library Planning Committee will be reviewing it at the same time. Mrs. Knight explained that the plan has been written with a broader brush than in past years, both because the Library will have a new Director come November who will have his or her own ideas, and because it is unclear whether there will be a building project in this time period.

Library Furnishings

Ms. Raymond presented an idea for reconfiguring and re-furnishing a space at the east end of the mezzanine where stacks were removed some time ago to allow seating for collaborative work (such as tutoring, small programs, and meetings). Ms. Raymond proposed a collection of six light tables, which can be "flipped" for storage along a wall, 10 rolling chairs, and a sound-muffling divider screen. As furnishings are not covered by the Town's operating budget for the Library, Ms. Raymond requested a disbursement from trust funds. On a motion by Mrs. Lipcon, seconded by Mr. Hughes, Trustees voted

unanimously (5-0) to allow \$3556.00 to be taken from the Draper Fund for such furnishings, as well as up to \$1,000 for shipping and delivery, as needed.

Library Planning and Design Study

Community Forums. Mrs. Knight reported on the second community forum to discuss the three sites under consideration for Library expansion: 5 Concord Road, 207/195 Main Street, and 202 Old Connecticut Path. The forum was held on June 8 and attracted about 35 people. Among the issues raised were the presence of an old burn dump at the Main Street site as well as an outstanding Order of Conditions governing the swale on 207 Main Street. Mrs. Knight was pleased to be able to inform some participants that programs they would like to see at the Library are in fact already being offered. Trustees discussed how they might continue to reach out to community groups over the summer, especially to parents with young children, who are frequent Library users but seldom come out for community meetings.

Library Program Requirements. Mrs. Knight reported that the Design Team at Tappé Architects is currently reviewing the Library Program that was recently updated by library consultant Thomas Jewell in consultation with Library staff. Preliminary findings indicate that the space required for fiction holdings may be overestimated, but the space required for a community meeting room is probably underestimated. The current Library Program calls for a 31,329 square foot library for the town.

Site Selection Matrix. Mrs. Gennis reported that the Library Planning Committee continues its work developing a site selection matrix, an instrument that will allow the LPC and Trustees to quantify their evaluation of criteria for determining which of the three sites currently under consideration for Library expansion might be most suitable. Trustees weighed in on a current draft, suggesting that more attention be given to such things as costs of site development, ability to meet state grant and constructions timelines, the need to obtain permissions from other Town boards, and “public passion.”

Update on Request for Special Legal Counsel. Mrs. Gennis and Mrs. Knight continue to work with Town Counsel Mark Lanza to determine whether there are any legal restrictions on the use of the current Library site at 5 Concord Road. Recently, the Board of Selectman accepted Mr. Lanza’s recommendation that the Town engage special legal counsel to provide an opinion on the matter. At Mrs. Gennis’s request, the Trustees voted to give Mrs. Gennis the authority to continue to work with Town Counsel to secure appropriate legal counsel to resolve issues of possible deed restrictions on the properties at both 1 Concord Road and 5 Concord Road (motion by Mr. Hughes, seconded by Mrs. Heller, 5-0).

Wastewater Update.

Mrs. Gennis reported that Massachusetts Board of Library Commissions has indicated it will consider whether the \$56,000 cost of a hookup to the Town’s wastewater system at 5 Concord Road might be an “eligible cost” for state reimbursement under a Massachusetts Public Library Construction grant.

Drainage Update

Mrs. Woodruff reported that permitting for the project to mitigate drainage problems at the Library continues to move slowly through the Town boards that are involved.

The Meeting Was Adjourned at 10:28 a.m.

Documents for This Meeting

1. Agenda for Meeting, Wednesday, June 15, 2016
2. Director's Report, June 2016
3. Minutes of Meeting May 18, 2016
4. Minutes of Meeting June 1, 2016
5. Draft 1, Wayland Free Public Library, Long-Range Plan FY 21018-2020
6. May Circulation Report
7. Monthly Statistics Dashboard, May 2016 data
8. "Draft Criteria for WPLC Planning" and a Library Planning Committee working document being used to develop a "Site Selection Matrix" for the Library Planning and Design Study.
9. Packet of material documenting options for Library furnishings titled "Flexible study/conference area: Seating for up to 10 using 6 reconfigurable tables"

Next Meeting(s)

- 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