

Wayland Free Public Library
Board of Library Trustees
Minutes of Meeting Wednesday, June 29, 2016
Raytheon Room, Wayland Free Public Library

Present: Library Director Ann Knight, Trustees Aida Gennis (chair, presiding), Sally Cartwright, Anne Heller, Mark Peter Hughes (left at 10:10), Lynne Lipcon, Suzanne Woodruff **Absent:** None

Call to Order: 8:10 a.m.

Visitors and Public Comment

Chris Blessen, of Tappé Architects, presented his firm’s work to date for the Library Planning and Design Study. 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)

No minutes were presented for approval at this meeting.

Circulation, Financial, and Director’s Reports

As the fiscal year comes to a close, 98.94 percent of Town funds have been expended with small overages in the “Books & Materials” and “Training & Education” lines that are balanced by underspending in “Equipment Repairs & Maintenance,” “Small Equipment,” “Contractual Services,” and “Supplies.”

Library Planning and Design Study

Mr. Blessen presented the work done so far by Tappé Architects, the firm hired by the Town to prepare the Library Planning and Design Study. That work has included document review, site investigations, a review of the Library’s most recent “program” (The Library Building Program, by Tom Jewell, an analysis of Library services, program goals, and space needs), two community meetings targeted to adults, one community meeting targeted to teens, a community survey, three proofs of concept (one for each of three possible sites for Library expansion), and meetings with various Town officials and committees, including the Permanent Municipal Building Committee and the Library Planning Committee. Work now focuses on developing a “site selection matrix” to assist in deciding which one, two, or three possible sites deserves fuller consideration.

Three sites, three themes. Mr. Blessen explained that the three sites under consideration for Library expansion offer three different themes for Library development, as follows:

- **5 Concord Road (current Library site)**
Library + History, capitalizing on the site’s 116-year history as a Library and its proximity to such historical resources as the Historic District, the Grout-Heard House Museum, the Depot, and the Freight Shed
- **195 and 207 Main Street (former DPW Building near the Middle School)**
Library + Learning, capitalizing on adjacency to Middle School, proximity to a densely populated district within walking distance, senior housing, and a possible new community playing field, with an emphasis on lifelong learning

- **202 Old Connecticut Path (a former Paine Estate parcel south of Traditions, an undeveloped “greenfield” site)**
Library + Nature, capitalizing on a wooded, river-view setting in an area that can support a “campus” of other Town services including, e.g., Council on Aging, community center, Town offices, et al.

Site investigations and proofs of concept. Mr. Blessen reported that the architects were able to produce a proof of concept for each of the three sites, i.e., a demonstration that 31,000 square feet of Library space could be accommodated on each site, though sometimes awkwardly or with significant constraints and deficiencies. Such constraints and deficiencies include, for example, (a) tight siting, wetlands issues, and insufficient parking at 5 Concord Road; (b) the existence of a former burn dump and a standing Order of Conditions surrounding an ecologically sensitive swale at the former DPW site; and (c) the cost of road building, clearing, and providing utilities to 202 Old Connecticut Path. In addition, all three sites would have to address issues arising from being located within aquifer protection zones.

Mr. Blessen presented several concept drawings showing how an expanded Library could be accommodated on each site. Interesting features of these concept drawings include an expansion over a covered parking deck in front of the Rotunda at 5 Concord Road; possible co-siting with a community playing field near the Middle School; and siting of a new Library on the highest elevation of the untouched Old Connecticut Path site, perhaps anchoring a future gathering of Town buildings there.

Trustees were interested to learn that all three sites had both promise and difficulties, giving the Trustees and the Permanent Municipal Building Committee (PMBC) some flexibility and critical information to help them decide which site(s) to pursue further.

Many questions arose, such as these:

- Mrs. Lipcon noted that the Massachusetts Board of Library Commissioners wants towns undertaking building projects to consider ways a current project might be expanded, if need be, in 20 years; she wondered if that board would also want to know that there will be sufficient parking over the long term (parking is an issue at two of the three sites).
- Mrs. Gennis asked whether relocating the Freight Shed to the front of the parcel at 1 Concord Road might free up space for more parking at the current Library site, as the current proof of concept for that site accommodates only about 60% of the spaces required. Alternatively, she wondered whether additional parking could be created at 5 Concord Road itself in some fashion.
- Mrs. Gennis wondered if the proposed community field at the Main Street site is too big for the site and might be scaled back since the proof of concept was not able to accommodate parking for the proposed field.
- Mrs. Knight asked whether road building and infrastructure for 202 Old Connecticut Path would have to be approved by Town Meeting, and if so, when.
- Several Trustees asked how much of any such infrastructure costs might be eligible for reimbursement under a state library construction grant.
- Questions were raised whether any future Town Meeting votes or regulatory actions might be needed to support expansion at any of the three sites.

These and other questions were noted for further investigation as the study goes on.

The Site Selection Matrix. Mr. Blessen introduced the “site selection matrix” that the architects are developing in collaboration with the Library Planning Committee (LPC) to help decide which site(s) to study further for possible Library expansion. The matrix helps match the needs of the project against the merits and drawbacks of the sites under consideration. It does this by identifying important criteria (like location, traffic, parking, size and shape of lot, architectural and historical significance, existing infrastructure, environmental considerations, and costs), assigning weighted values to those criteria, and then evaluating each site on those criteria using available information. The data are then presented in a side-by-side format comparing the suitability of the three sites. The use of a site selection matrix is considered good practice for evaluation of building projects and is strongly urged by the Town’s Permanent Municipal Building Committee.

Mr. Blessen is developing a worksheet to guide participants through the process of evaluating the criteria for the matrix. After discussion of whether Trustees and LPC members should complete the worksheets individually or as a group, it was decided that individual responses would give a better sense of the range of responses. Trustees and LPC members will work through the matrix criteria individually and without any consultation among themselves. Worksheets are due back to Mr. Blessen by Wednesday,, July 6. The LPC and the Board of Trustees will discuss the results at a special combined meeting on Thursday, July 7, at 7 p.m., in the Raytheon Room.

Concern about 5 Concord Road. The purpose of the matrix exercise is to narrow the field of potential Library sites from three to two. The two selected sites will then enter a second, more in-depth round of investigations and design work later this summer; after consideration, one site may then be chosen as the site for possible Library expansion, with an application for a state construction grant to be prepared in the fall.

Looking ahead, Trustees considered some difficult eventualities. Most worrying was this question: *What if the evaluation of the three sites demonstrates that the current Library site at 5 Concord Road should not make the cut?*

Given the evident constraints and deficiencies of the site, 5 Concord Road is likely to score low in several key areas of the site selection matrix. And yet our current Library is beloved by many residents who treasure its architecture, history, small-town character, and location in the historic center of town. Moreover, the Trustees have stated that 5 Concord Road will be one of the two sites studied closely before selecting a possible site for expansion. The Town’s contract with Tappé specifies consideration of just two sites for concept designs and initial cost estimates. We do not have the funding, and probably not the time, to prepare concept drawings and initial cost estimates for all three sites.

So, what if 5 Concord Road is the clear third-place scorer? Should the Trustees keep 5 Concord Road in the running anyway, despite its difficulties and what could be a very difficult path to state funding? Would the Trustees be doing the Town a disservice by not considering the other two sites more seriously? Is there time to ask the Town for more money to do so?

Would building a better smaller building at 5 Concord Road be a “good enough” solution for the Library’s future needs? Or would it be just be building a “better bad building”? What if the cost of building a small expansion on Concord Road is higher than the cost of building a larger new building somewhere else? What if the proposed building on Concord Road does not meet the requirements for state funding? Would “staying put and doing nothing” be better than going forward on a new site? How

would such a solution be in the best interests of the Town in the long run? Where do the Trustees' responsibilities lie?

These and other knotty problems will occupy Trustees throughout the summer, and the Trustees' welcome all public comment.

Special Legal Counsel

Mrs. Gennis reported that a candidate for special legal counsel has been identified who might be able to assist the Library in addressing possible deed restrictions on the property at 5 Concord Road. She and Mrs. Knight expect to speak with the candidate and Town Counsel before the end of the month. It is hoped that an evaluation by special legal counsel will be contracted for and completed before the site selection process is completed.

Director Search

Mrs. Lipcon and Mrs. Cartwright reported that Kim Steele, Secretary of the Friends of the Library, and Neil Gordon, a member of the Library Planning Committee, have agreed to serve on the group being formed to evaluate candidates for Director of the Library after Mrs. Knight retires in the fall. Andrew Moore, our Reference Librarian, will represent the staff. Several applicants have come forward since the job was posted on June. The application deadline is July 15.

Long-Range Plan

Trustees have reviewed the draft of the Long-Range Plan for FY2018-2020 prepared by the Library Planning Committee with help from consultant Chuck Flaherty. Mrs. Cartwright expressed the thoughts of the Board when she described the document as an enthusiastic, upbeat, matter-of-fact road-map that will assist our new Director in negotiating his or her transition and perhaps also shepherding a building project. After making several small changes and taking suggestions about census figures, an appendix, the tone of the introduction, and other matters, Trustees expressed satisfaction with the Plan pending comments and concerns from the LPC. Trustees will vote whether to approve the Plan at an upcoming meeting, probably in July.

Communication with Other Town Boards about Library Issues

Mrs. Woodruff reported on a recent meeting of the Board of Public Works (BPW) at which there was discussion of the drainage project being conducted at the Library with funding from the Massachusetts Emergency Management Agency. She noted that one of the BPW members has recused himself from the discussion going forward as he is an abutter to the project. The Conservation Commission will be reviewing the drainage project at its meeting on June 30. It was unclear if the Town Administrator or any representatives of the Department of Public Works or Facilities Department would attend that meeting, but Mrs. Woodruff and Mrs. Gennis will attend on behalf of the Library Trustees.

The Meeting Was Adjourned at 10:35 a.m.

Documents for This Meeting

1. Agenda for Meeting, Wednesday, June 29, 2016
2. Financial Report, "Wayland Town Funds," 6/28/2016
3. Slide presentation prepared by Tappé Architects on work to date for the Library Planning and Design Study
4. Draft, Wayland Free Public Library, Long-Range Plan FY2018-2020

5. Draft, Site Selection Matrix, Version of June 27, 2016, for 5 Concord Road, 207-185 Maine Street, 202 Old Con. Path. Prepared by Tappé Architects

Next Meeting(s)

- Thursday, July 7, 8 a.m., Raytheon Room, Wayland Free Public Library
- Thursday, July 7, 7 p.m., Raytheon Room, Wayland Free Public Library (joint meeting with the Library Planning Committee)
- Wednesday, July 13, 8 a.m., Raytheon Room, Wayland Free Public Library
- Wednesday, July 13, 7 p.m., a quorum of Trustees might attend the meeting of the Permanent Municipal Building Committee, Town Building
- 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, a friend of the Wayland Free Public Library, with thanks to Mrs. Cartwright, who took notes for the last 15 minutes of the meeting.