

Wayland Free Public Library
Board of Library Trustees
Minutes of Meeting Wednesday, February 3, 2016
Raytheon Room, Wayland Free Public Library

Present: Library Director Ann Knight, Trustees Aida Gennis (chair, presiding), Sally Cartwright, Anne Heller, Lynne Lipcon, Thaddeus Thompson, Suzanne Woodruff **Absent:** None

Call to Order: 8:05 a.m.

Visitors and Public Comment

Assistant Director Sandy Raymond and Youth Services Librarian Pam McCuen attended a portion of the meeting to discuss purchases of Library equipment and furnishings and other matters. 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 January 27 were not yet available for Board review. They will be taken up at the next meeting, on February 17.

Financial and Statistical Reports

The monthly financial and circulation reports will be taken up at the next, regularly scheduled, meeting, on February 17.

Warrant Articles for Annual Town Meeting

Mrs. Gennis reported that Gordon Cliff is currently writing the Finance Committee's comments for the three articles that concern the Library that will come before Annual Town Meeting in April. Mrs. Gennis would like to relay to Mr. Cliff any comments that arise from the Trustees. Mrs. Cartwright noted that the Board of Selectmen will vote on those articles sometime in the next three weeks. Mrs. Gennis has sent the text of the three articles to Rosemary Waltos at the Massachusetts Board of Library Commissions to share with any other towns developing similar articles.

Library Planning and Design Study

Mrs. Woodruff reported that work on the Library's Planning and Design Study is now moving along well in the Permanent Municipal Building Committee (PMBC). Three candidates for Owner's Project Manager were interviewed on February 2, and the final selection will come soon; the next step will be developing the Request for Qualifications for the project's architect. Mrs. Woodruff echoed prior concerns that care be taken in phrasing the Scope of Work for that document so that at least two distinct options for Library expansion are delivered to the Trustees for consideration.

Because the Library Planning and Design Study will require close and friendly work with other boards in town, Mrs. Gennis proposed that the Trustees each take one or more boards to follow and liaise with. After conferring among themselves, the Trustees took the following assignments. Selectmen: Mrs. Cartwright; Wayland Real Asset Planning (WRAP): Mrs. Lipcon; Recreation: Mrs. Heller; Schools, Finance Committee Mrs. Gennis; Public Works: Mr. Thompson; PMBC: Mrs. Woodruff.

Regarding land transfers from other boards. Mrs. Gennis again confirmed that under the guidelines of the Massachusetts Public Library Construction Program (MPLCP), a municipal board can transfer a parcel to the Library contingent on the Library receiving an MPLCP grant. Such a transfer can also be restricted to that portion of a larger parcel that is described in an MPLCP grant application as being the site of the proposed Library building and its adjacencies. While pleased with the latitude these allowances give the Town, Mrs. Gennis stressed that in the early stages of the study, the Library will need access to certain parcels in their entirety so the architect may determine where on the parcel a Library might best be sited.

Long-Range Plan

Mrs. Knight reported that the Library Planning Committee will begin working on the Long-Range Plan with consultant Chuck Flaherty on February 9. Mrs. Knight noted that under certain kinds of employment arrangements the Town would require Mr. Flaherty to acquire professional liability insurance. She is working to see what can be done to avoid this requirement as the insurance is expensive and the consulting job pays rather little.

MEMA Drainage Grant

Mrs. Gennis updated Trustees on drainage work proposed for the Library under terms of the grant awarded by the Massachusetts Emergency Management Agency after the flood in Spring 2010. She reported on several discharge schemes discussed during a recent site visit she and Mrs. Knight attended along with representatives of the Department of Public Works, the Conservation Commission, and Tighe & Bond, the Town's engineering firm on this project. One plan puts a drain under Route 27; another suggests a route generally alongside the rail bed for future consideration.

New Library Furniture and Equipment

Ms. Raymond reported on searches she and Ms. McCuen recently completed for new furnishings and equipment for the Library and presented their recommendations for purchase from State Aid and Trustees' funds, as the Town's operating budget does not contain money for furnishings and technology equipment other than computers and required library peripherals.

"Current Books" display tables. After reviewing order catalogues and visiting neighboring libraries in search of furniture that can creatively display bestsellers and other current book offerings, Ms. Raymond settled on a tiered, "wedding cake" style of wooden display table. She presented several styles and sizes available from Demco, Tucker Library Interiors, and Strictly Custom Woodworking, along with their estimated costs, and recommended purchasing two three-tiered oval units in oak and wood veneer from Tucker at a total cost of \$6,302.92

Booth seating. Ms. Raymond made the case for "booth seating" in the Teen Area, arguing that it is comfortable and attractive to young people and is widely used in library teen rooms. She measured the available space and found it easily accommodates a unit from Tucker Library Interiors, which she recommended, at a total cost for the two booths and reading table of \$2,685.70.

Café table and seating. Ms. Raymond presented some simple tables and chairs that could be used outside the Children's Room for people taking a break from work in the Library, making phone calls, or waiting to use the restrooms. She recommended going with two inexpensive sets of table and chairs

from Amazon, at about \$200, just to test the concept.

Early learning station. Ms. McCuen described an Early Learning AWE Station, a digital learning device for children 2-7 that offers 4,000 activities including early explorations of math, social studies, science, and reading topics that are aligned with school frameworks. The device does not require Internet access but rather delivers games and educational programs through its own pre-installed software. After discussing the product with children’s librarians in neighboring towns that have them, Ms. McCuen strongly recommended purchasing one for the Children’s Room. The cost is \$3,150.00.

Brio table and train setup. Ms. McCuen also recommended purchasing an old-fashioned Brio table and trains for a hands-on alternative to screen play and book activities in the Children’s Room. The Brio setup would replace the current bins of blocks and dinosaur figures that patrons often trip up on. The cost would be \$496.24.

Kibo Robotics. Ms. McCuen described the Kibo robotics kits developed for young children, ages 4-7, by the Tufts Developmental Technologies Research Group. The kits contain blocks that can be used to build things while teaching logical sequencing and coding operations. She recommended, as her third priority, purchasing two kits for a total cost of \$718.

After consideration, on a motion by Mrs. Heller seconded by Mr. Thompson, Trustees unanimously approved (6-0) purchasing the recommended display cases using funds from State Aid, and the booth seating, AWE Station, Brio table and trains, and the café tables and chairs using money from the Draper Fund. Trustees decided to reconsider the Kibo kits at a later date.

Library Metrics

Following up on a request from Trustees to see whether our Library metrics could be presented in a simpler visual style, Mrs. Knight and Ms. Raymond shared some models from the public library in Skokie, Illinois, along with adaptations of those models—charts, graphs, illustrated lists, and so on—to Wayland statistics. Trustees liked the examples and urged Mrs. Knight to have staff develop some templates for such statistics to use for Trustee reports, staff use, and public information going forward, including in social media and on the Library’s digital signs. Mr. Thompson suggested looking not only at “snapshot” presentations but also at trends over time.

Succession Planning

Mrs. Lipcon and Mrs. Cartwright reported that they are working with Mrs. Knight and Human Resources Director John Senchyshyn on a draft job description for the upcoming Director search, as Mrs. Knight is retiring in the fall. Trustees discussed qualifications and considerations they thought important, including clarity that the Director will often have responsibilities on nights and weekends. Also, while most building maintenance and operations are now the responsibility of the Facilities Department, the new Director will be very involved in building issues if the Town goes forward with a library construction program. On a motion by Mr. Thompson, seconded by Mrs. Heller, Trustees voted unanimously (6-0) to forward a draft job description to Mr. Senchyshyn for further discussion. Mr. Thompson suggested that the Trustees review all the Board’s policies concerning governance, supervision, management, and board relations early in the search process.

Trustees Concerns and Topics Not Reasonably Anticipated before the Meeting

Mrs. Lipcon and Mrs. Heller reported briefly on a working meeting of the WRAP Committee they attended on January 27, noting that the Town's Public Buildings Director, Ben Keefe, had suggested the Committee consider a proposal to renovate the Town Building to accommodate uses by the Recreation Department, the Council on Aging, and a new Community Center, and to move other Town functions to a building at Town Center.

Mrs. Heller reported that a group from the Friends of the Wayland Free Public library, which looks out for the Library's plantings, walked the grounds last week and found that the boxwoods lining the walkway to one of the entrances need to be replaced after suffering considerable damage last winter.

The Meeting Was Adjourned at 10:45 a.m.

Documents for This Meeting

1. Agenda for Meeting, Wednesday, February 3, 2016
2. Packet of material for tiered, "wedding cake" display units including a product description from Demco; photos of such units in use in other Metro Boston libraries; quotations from Tucker Library Interiors and Strictly Custom Woodworking; and a cover page summarizing options and costs
3. Packet of material for booth-style seating units for the Teen area, including product descriptions from Demco, photos of such units in use in Sudbury, a quotation from Tucker Library Interiors, and a cover page summarizing options and costs
4. Packet of material for café-style table and chairs, including product descriptions of offerings by Alpine and Costco (through Amazon) and an offering by Furniture Designhouse (through Wayfair), along with a cover page summarizing options and costs
5. "Suggestions for Children's Room Upgrades, February 3, 2016," including descriptions of three items proposed for purchase: AWE Early Literacy Station, Brio Table with train setup, and Kibo Robotics kits
6. Examples of various ways the Skokie [Illinois] Public Library presents statistics for such things as circulation, use of Lynda.com, monthly programming, learning resource, patron interaction, etc.
7. Examples of similar ways to present Wayland Free Public Library statistics for various media, including a graph of January Circulation statistics, Technology Use, Database Sessions, Lynda.com usage, Raytheon Room use, etc.

Next Meeting(s)

- Wednesday, February 17, 8 a.m., Raytheon Room, Wayland Free Public Library
- Wednesday, March 2, 8 a.m., Raytheon Room, Wayland Free Public Library
- Thursday, March 17, 8 a.m., Raytheon Room, Wayland Free Public Library

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