

**Wayland Free Public Library
Board of Library Trustees
Minutes of Meeting Wednesday, November 16, 2016
Selectmen's Hearing Room, Wayland Town Building
41 Cochituate Road, Wayland, Massachusetts**

Present: Library Director Dana Mastroianni, Trustees Aida Gennis (Chair, presiding), Anne Heller, Mark Peter Hughes, Lynne Lipcon, Suzanne Woodruff

Absent: Sally Cartwright

Call to Order: 8:07 a.m.

Visitors and Public Comment

Former Director Ann Knight attended the meeting and participated in discussion of the grant application to the Massachusetts Public Library Construction Program. Former Trustee Nan Jahnke attended the meeting and took the minutes.

Minutes

After making several small changes to the draft, Trustees approved the minutes of November 2, 2016 unanimously (5-0).

Financial and Circulation Reports

Ms. Mastroianni presented the October financial report, noting that expenditures from Town funds are on track, and that a disbursement was recently made from the Draper Fund to pay for new tables and chairs in the mezzanine, as approved by the Trustees earlier in the year. She noted that both monthly and year-to-date circulation are up over last year, and about even with 2014. Hoopla, a newly available streaming media service, is becoming popular; it allows patrons to download ebooks, movies, music, audiobooks, and TV shows from anywhere, using their library cards.

Ms. Mastroianni proposed that she develop a new weekly public communications piece to be called "Off the Shelf," which would tell people about currently popular titles they can get from the Library. Trustees supported the idea, and Mr. Hughes suggested that she use all available platforms and social media in addition to the Town Crier newspaper to publicize this piece. Ms. Mastroianni and Trustees agreed that the new Dashboard format for presenting monthly statistics is very useful and thanked Assistant Director Sandy Raymond for shepherding that effort. The Director will make the Dashboard report available to Trustees electronically going forward and will soon develop a version of the report for patrons as well. Mrs. Gennis proposed that the first page of the Trustees' version contain summary information that can be distributed separately to the public; other suggestions, for example to highlight certain kinds of statistics in different months, were made as well. Ms. Mastroianni will continue to work on the idea with Ms. Raymond.

Ms. Mastroianni also discussed ways to increase use of other Library resources, including the AWE computer station in the Children's Room (perhaps "AWEsome Saturdays"); the Lynda online video tutorial service, to which the Library subscribes; genealogy subscription services; and the Library's Macbook computers, recently made available to patrons for in-Library use, along with the Library's Chromebooks.

Director's Report

Ms. Mastroianni drew attention to the monthly Director's Report, her first, and noted some program developments since the report was written five days earlier.

- **Possible genealogy collaboration.** The Library has been approached by a woman who teaches intermediate and advanced classes on genealogical research at the Wayland Council on Aging asking whether the Library might be interested in offering a more basic "Genealogy 101" program for folks just getting started; the program could make use of the Library's various genealogy subscription services. Noting that genealogical research is popular among both Library patrons and seniors at the Wayland Council on Aging, Trustees recommended Ms. Mastroianni speak with the Town's COA Director, Julie Secord, about going forward together so as to maximize reach and minimize any duplication of services.
- **Possible Chinese cultural program.** The Library has been approached by a longtime resident proposing that she offer a cultural learning series at the Library that might be of particular interest to recent Chinese arrivals, as well as the general public, that would serve to introduce American culture to one group and Chinese culture to the other. The class would be offered in English. Trustees expressed interest in the idea, noting that the town has several hundred Chinese-speaking residents, the Library has a sizable Chinese language collection, and the high school offers a Mandarin language program as well as a student exchange program.

Mrs. Heller expressed dismay at the report that installation of a new phone system at the Library has been delayed to Fiscal Year 2020. The current system is now nearly 20 years old and faulty; other phones installed elsewhere in town at the same time have all been replaced. The Library was scheduled for an upgrade at that time but the work has yet to occur. Ms. Mastroianni will follow up with Ben Keefe, the Town's Public Buildings Director; Mrs. Gennis asked that Mr. Keefe provide an assessment of the current system and an estimate of costs for fixing it.

Safety and Security Report

Trustees discussed the findings of a safety and security audit of the Library building conducted on November 2 by an agent of the Massachusetts Interlocal Insurance Association. The audit was requested by the Library and John Senchyshyn, the Town's Assistant Town Administrator, to identify any outstanding safety issues, some of which might qualify for a grant for remediation. Overall, the report found the Library to be maintained in a safe and secure condition.

Most issues were minor and easily remedied by staff (e.g., labelling doors to storage and utilities areas, adding exit signage viewable from all areas of the main room and mezzanine, moving combustible material away from electrical panels, and removing extraneous materials from the IT service room). Three issues require further study and action, perhaps in collaboration with the Town's Facilities Department and Department of Public Works: (1) Insufficient and erratic lighting in the upper parking lot near the Freight Shed, (2) overgrown landscaping around the building, and (3) heavy entrance doors that appear not to be in compliance with ADA guidelines. Trustees asked that these matters be referred to the proper departments for a redress plan. Meanwhile, Ms. Mastroianni will look into the funding opportunity.

Drainage Project

Ms. Mastroianni reported that the long-awaited drainage project for flood mitigation is in full swing at the Library and that, despite a setback, it is scheduled for completion by the end of November. Parking at the Library has been obstructed by construction vehicles but the Grout-Heard House Museum and the Trinitarian Church have offered their lots for parking and staff have parked off site, at Stop and Shop in Town Center. Mrs. Gennis will write a letter to the paper thanking patrons and staff for their patience, and Ms. Mastroianni will send notes to the church and museum and arrange for a thank-you breakfast for staff. Unfortunately, public program attendance has been affected by the construction.

Holiday Open House

The annual Holiday Open House is scheduled for Sunday, December 4, from 2-5 p.m. Trustees are hopeful that the construction will not adversely affect attendance, especially as this year's event will include a welcome of our new Director, Dana Mastroianni. Publicity has been distributed in all the usual outlets, and the Friends will provide refreshments.

Library Planning and Design Study

Mrs. Gennis reported that Tappé Architects, the design team for the Library Planning and Design Study, is making adjustments to their designs for a proposed new Library building at 195 Main Street, near the Middle School, based on feedback received at a community forum on November 2. In particular, they are rethinking the configuration and finishing of eight supporting columns in the vestibule.

Mrs. Gennis reiterated that the design that the architects have developed so far is all that is required at this stage of the study and for the grant application; i.e., it demonstrates to the state that the Library's Building Program can be sited at the proposed 195 Main Street location. If the town is awarded a grant, and if the voters approve funding for a new Library, there will be more opportunities to refine the design during the development of construction documents. The next meeting on the design-in-progress is scheduled with the Permanent Municipal Building Committee (PMBC) for November 30. That meeting will also review cost estimates.

Mrs. Gennis reported that she has been sworn in as a member of the PMBC for the duration of the Library project; she replaces Mrs. Knight, who stepped down after her retirement as Library Director in October.

Mrs. Knight distributed materials providing guidance for the submission of an application to the Massachusetts Public Library Construction Program for a grant of state funds. Mrs. Knight has been retained as a consultant to assemble the required materials and write the narrative portion of the grant proposal, which will then be reviewed and edited by a team including Mrs. Gennis, Mrs. Lipcon, Mrs. Jahnke, Ms. Mastroianni, and two members of the Library Planning Committee: Christine Cipriani and Lynne Cavanaugh. Another team will assemble the required number of copies of the grant application, which is due in January.

Mrs. Woodruff expressed concern that the PMBC was not specifically mentioned as an authorizing body in the checklist of actions provided by the Commonwealth. Mrs. Gennis explained that their approvals are required for any formal action that the Trustees, as “Owners” of the project, may take.

Mrs. Gennis confirmed that the Board of Selectmen is scheduled to decide whether to transfer its interest in 193 Main Street to the Board of Library Trustees and the Recreation Commission at its meeting on November 21. Mrs. Gennis, Mrs. Knight, Mrs. Heller, and Ms. Mastroianni will attend the meeting if the transfer is in fact on the agenda.

Mrs. Gennis said there is nothing yet to report on the findings of the special counsel hired by the Town to research whether there are any legal restrictions on the use of the property and building at 5 Concord Road, the current site of the Library.

Wayland Reads

Ms. Mastroianni reported that the Wayland Reads team is going forward with a late-winter program featuring two books about the art world: *Master Thieves: The Boston Gangsters Who Pulled Off the World's Greatest Art Heist*, by Stephen Kurkjian, about the theft of artwork from the Isabella Stewart Gardner Museum in Boston, and *The Art Forger: A Novel* by B.A. Shapiro. Programs for the town-wide reading and discussion series are now being developed. Mr. Hughes suggested that ideas might include identifying a compatible “kid read” for children, presenting a panel discussion by experts in art forgery, and staging an art heist mystery event. March was suggested as a good month for the program. Some funding will be provided by the Friends and perhaps by the Wayland Cultural Council.

The Meeting Was Adjourned at 10:03 for loss of quorum, with outstanding items postponed to the next meeting.

Documents for This Meeting

- Agenda for Meeting, November 16, 2016
- Director’s Report, 11/16/2016
- Minutes of November 2, 2016
- Circulation Report, October 2016
- Financial Report, 11/10/2016
- Monthly Statistics Dashboard, October 2016

- MIAA Risk Assessment Report for Wayland Town Library, site survey by Richard A. Afrikian, 11-2-2016
- 2017 MPLCP Library Grant Application Checklist, Wayland Free Public Library
- Application Package Submission and Format Requirements [for MPLCP grant application]

Next Meetings

- Wednesday, November 30, 2016, 8 a.m., Raytheon Room, Wayland Free Public Library
- Wednesday, December 14, 2016, 8 a.m., Raytheon Room, Wayland Free Public Library
- Wednesday, December 21, 2016, 8 a.m., Raytheon Room, Wayland Free Public Library (provisional, if required for warrant article vote)
- Wednesday, January 4, 2017, 8 a.m., Raytheon Room, Wayland Free Public Library
- Wednesday, January 18, 2017, 8 a.m., Raytheon Room, Wayland Free Public Library

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