

**Wayland Free Public Library  
Board of Library Trustees  
Minutes of Meeting Wednesday, December 21, 2016  
Raytheon Room, Wayland Public Library**

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

**Call to Order:** 8:05 a.m.

**Visitors and Public Comment:** Former Director Ann Knight attended the meeting and participated in discussion of the grant application. There was no public comment.

**Minutes:** Minutes of meeting of August 31, 2016 were approved. 5 - 0

**Monthly Reports:** None presented at this meeting.

**Topic Not Reasonably Anticipated by the Chair 48 Hours in Advance:** Mrs. Gennis received a request from the Finance Committee, to review and reconsider the 2.84 percent increase in the FY 2018 budget request. All departments were requested to stay within a 2.5 percent increase. After discussion of all budget items including that the Library was encouraged to include a 'one-time furniture replacement' line in the for this budget round, which inclusion caused the budget increase to be over 2.5 percent, Mrs. Lipcon moved to reduce the Furniture line item to \$6,000, reducing the original \$10,000 request by \$4,000. Mrs. Woodruff seconded the motion. Vote 5 - 0 in favor.

This vote reduced the total FY 2018 budget increase to 2.46 percent. There remains a question of which budget should carry the furniture line item in the future; facilities or library.

**Update on Permanent Municipal Building Committee Meeting: Cost Estimate:** Owner's Project Manager, John Sayre-Scibona, was unable to attend the PMBC meeting of December 14. Mrs. Gennis and Chris Blessens from Tappé Architects attended and answered questions as clearly as possible. The cost estimate presented to the PMBC reflects an approximate additional \$1 million dollars due to expenses not originally anticipated: The demolition of the highway garage, (funds for the demolition were previously voted at town meeting), hazmat work at the site of the highway garage; a traffic study and traffic mitigation; and a special foundation and soils mitigation for the corner of the building overlapping the old landfill site. (caused by positioning the building and parking to allow space for another department's anticipated use)

Trustees expressed concern and acknowledged that a debt exclusion vote may be required at the polls, followed by a 2/3rd Town Meeting vote for funding.

Full cost estimate, including costs for 4-years of escalation, is approximately \$29 million. Base cost estimate is approximately \$26 million. If a grant is awarded, reimbursement would be about 39.2 percent, or about \$10.2 million, with the town's cost about \$18.1 million. John Sayre-Scibona is confirming eligible and ineligible costs which may cause the estimated costs to change.

Mrs. Gennis stated the PMBC would help the Trustees substantiate and explain the costs. Consensus of Trustees was to support the cost estimate, but also to carefully clarify the base cost and the escalation costs.

**Fundraising:** Director Mastroianni will ask other library directors how fundraising for new building projects was managed. Mrs. Heller will contact the Sudbury Library Foundation consultant to ask about database programs for fundraising. Mrs. Heller does have a database of 400-500 names from the Millennium Fund drive of several years ago. The list will need to be culled and cleaned. The town does have a mailing list of all households. The MBLC building program grant application does ask for a dollar amount for Trustee fundraising. We have been assured that this is not a hard number as many towns, such as ours, have not done a formal study to ascertain a reasonable goal. The Trustees must discuss this further. Furniture, fixtures, and equipment are not included in eligible costs for reimbursement.

**Grant Application:** Former Director Ann Knight reported she has been working hard on the application narrative and collecting all documents needed to complete the application. The PMBC would like to review a draft before their next meeting on January 10, 2017. Mrs. Knight stated it is a time consuming process, but it is coming together.

**Continued Discussion of Director Report presented at December 14 meeting:** Director Mastroianni reviewed the Library Holiday Closings Calendar for 2017 with John Senchyshyn. Mrs. Woodruff moved to accept the 2017 Calendar. Mrs. Heller seconded the motion. Vote 4 - 0.

Director Mastroianni reported the staff was very appreciative of the luncheon from the Trustees to thank the staff for their good nature during the month of the very disruptive drainage mitigation project. Funds from State Aid will be used for this expense.

John Moynihan will be invited to attend a Trustee meeting in February to explain what work still needs to be done on the drainage project in the spring before the grant deadline.

Staff positions have been filled and offers accepted, pending standard checks by Human Resources. Mrs. Woodruff complimented Director Mastroianni on developing a good working relationship with HR.

Director Mastroianni will be on vacation December 22 through January 3. She will have Assistant Director Sandy Raymond post the January 4 meeting.

**Documents for this Meeting:**

Agenda for meeting December 21, 2016  
WFPL 2017 Holiday Closings Calendar  
WFPL Proposed Operating Budget and Narrative for FY 2018, dated Sept. 22, 2016

**Next Meetings:**

Wednesday, January 4, 8:00 a.m.; Wayland Town Building  
Wednesday, January 11, 8:00 a.m.; WFPL  
Wednesday, January 18, 8:00 a.m.; WFPL

Respectfully Submitted by Sally Cartwright, January 5, 2017