

**Wayland Free Public Library  
Board of Library Trustees  
Minutes of Meeting Wednesday, December 14, 2016  
Raytheon Room, Wayland Free Public Library  
5 Concord Road, Wayland, Massachusetts**

**Present:** Library Director Dana Mastroianni, Trustees Aida Gennis (Chair, presiding), Sally Cartwright, Anne Heller, Mark Peter Hughes, Lynne Lipcon, Suzanne Woodruff; Mr. Hughes left at 9:35 a.m. and Mrs. Heller at 10 a.m.

**Absent:** None

**Call to Order:** 8:09 a.m.

### **Visitors and Public Comment**

Former Director Ann Knight attended the meeting from 9 a.m. on and participated in discussion of the grant proposal to the Massachusetts Public Library Building Program. Chris Blessen, of Tappé Architects, the design team for the Library Planning and Design Study, participated in the meeting from 9:10 a.m. on. Former Trustee Nan Jahnke attended the meeting and took the minutes. There were no other visitors and no public comment.

### **Minutes**

After an addition to the minutes of November 16 concerning the Library's aging phone system, Trustees approved the minutes of November 16, 2016 and November 30, 2016 unanimously (6-0).

### **Reports**

After two Trustees noted that they were not receiving their full **packets** of information by email prior to Trustee meetings (presumably because of space limitations on their servers), Ms. Mastroianni agreed to set up a Google Drive space for dissemination of such materials.

Trustees reviewed a draft of a **welcome letter** to new Wayland residents that Ms. Mastroianni is developing. The letter, which is based on a letter written some years ago by former Library Director Louise Brown, describes Library services and urges newcomers to come to the Library. Trustees made several suggestions, such as including more information about library cards, staff expertise, and social media. They also suggested Ms. Mastroianni explore various channels of distribution, including through real estate agents, school mailings, and the Wayland Children and Parents Association. Mrs. Heller suggested that the Library stationery and other older materials be updated to include the Library logo adopted during the redesign of the Library website in 2015; Mrs. Heller said she will arrange for that work.

Ms. Mastroianni reported that the Town's **quarterly tax bill mailing** will include an insert that announces the Library's winter Wayland Reads program. Trustees reviewed Ms. Mastroianni's proposed **2017**

**calendar of Library holidays and closings** and asked that she check the union contract for staff availability around Labor Day and Veterans Day; they also recommended checking the Veterans Day observance against the schools' calendar (Veterans Day falls on a Saturday in 2017) and agreed that the Library may be closed on Christmas Eve Day (a Sunday).

Trustees received the December **Director's Report** with appreciation. Ms. Mastroianni reported that a representative of the Town's Facilities Department would visit that day to follow up on a recommendation made in a **safety and security audit** conducted by the Massachusetts Interlocal Insurance Association (MIIA) on November 2. The recommendation was for additional exit signage. A second recommendation, to assess the lighting in the upper parking lot near the historic Freight Shed, is under review at the Facilities Department. Implementation of the remaining five recommendations falls to the Library. Library staff are looking into the opportunity to receive grant money through the MIIA to upgrade the door-opening mechanism at the Library's side entrance to make the entry more accessible to people with disabilities, as well as to people entering the Library with strollers, deliveries, or armloads of books. A free-standing, stanchion-mounted device is under consideration as historic preservation groups have suggested that the historic building should not be compromised. Mrs. Gennis noted that the door at the side entrance of the Library is not original to the building; it is a recent addition to the building procured by the previous Town's Public Buildings Director.

Ms. Mastroianni presented the **Circulation Report**, noting that intermittent Library closings and parking disruptions caused by a drainage construction project at the Library from November 7 to December 7 affected both visitor numbers and circulation in that period; total circulation was down a little over 10% in November. Family usage seems especially to have been affected, as seen in fewer-than-usual museum pass sign-outs and lower-than-normal Children's Room circulation (down 13% over last year). On the positive side, Ms. Mastroianni noted that the new Hoopla streaming-media service is gaining momentum; the service allows patrons to stream certain audiobooks, videos, ebooks, and other digital media free from anywhere using their library card. An analysis of circulation by type of media from August through November showed that the three most popular forms of media are consistently books, fiction DVDs, and Speed Read titles (in that order).

Reviewing the monthly **Statistics Dashboard**, Trustees noted that circulation of Speed Read books is up 88%, a remarkable increase due almost certainly to the prominent positioning of the new display units that Assistant Director Sandy Raymond suggested the Library acquire. Circulation declines in November were difficult to assess because of the overall disruption of services occasioned by the drainage work. Trustees noted the popularity of the new "Girls Who Code" program, run by two Wayland fathers using a national program guide. Trustees discussed ways to increase use of social media to promote library services, including (1) reviving an earlier campaign in which children give brief "video shout-outs" for books they like that can be posted to Facebook and Snapchat or through Instagram and (2) running a contest or showcase in which patrons can videotape messages about "What My Library Means to Me." Trustees discussed formatting the first page of the Statistics Dashboard report as a stand-alone information sheet that could be made available to the public, with implementation soon.

According to the **Financial Report**, five months into the fiscal year, expenditures are on track. Trustees received a letter from the Massachusetts Board of Library Commissioners confirming that the Town has

met all requirements to receive its FY2017 award of **State Aid**, and that the first of two installments, totaling \$8,737.46 will be disbursed soon. Ms. Mastroianni reported that there is now a balance of approximately \$36,000 in the State Aid account.

### **Drainage Project**

Ms. Mastroianni reported that the drainage project for flood mitigation at the Library has finished for the season, with remaining work postponed to spring. The work took longer than expected (a month to date) and entailed more disruption to Library services than hoped. Spring work will include more drainage work on the east (wetland) side of the building, some curb repair, and line painting in the parking lot. It was unclear how much, if any, critical engineering work remains to be done and whether the structure now in place is operational. Trustees expressed concern, as the threat of high ground water and wetland flooding is greatest in the spring, and asked that a member of the engineering team be invited to address the Trustees at a meeting in January. Ms. Mastroianni will make that request through John Moynihan, the Town's project manager. Mrs. Woodruff asked that Trustees receive not just a spring worklist but a full assessment based on conditions encountered during the project work so far. Work on this project is being funded by a grant from the Massachusetts Emergency Management Agency.

### **Cost Estimates for the Proposed Library Building Project**

Mr. Blessen presented preliminary cost estimates for the proposed library building project, which is projected to total approximately \$29 million, an amount that includes approximately \$4.3 million in escalation costs, \$1.8 million in construction contingency costs, and approximately \$485,000 in costs properly charged to the Town but eligible for partial State reimbursement and therefore subsumed under the grant (e.g., for demolition of the Highway Department garage and hazmat abatement). Approximately another \$250,000 will be needed for a traffic study and possible traffic mitigation, a cost that is not eligible for State reimbursement. Of the \$29 million total cost, approximately \$26.2 million would be eligible for partial reimbursement under a Massachusetts Public Library Construction Program (MPLCP) grant, if awarded, at 39.13%. The remaining cost to the town would be approximately \$18.8 million, plus interest on the bond.

Mr. Blessen explained that the estimate is deliberately roomy, but Trustees were a bit disheartened by the total nonetheless, as they had hoped the Town's portion would come in closer to the \$16 million earmarked in the Town's Capital Plan, or lower, and because they had expected the State contribution to be closer to 45% of eligible costs. Mr. Blessen explained that the State's funding formula is tricky, reimbursing at a higher percentage for the first \$3 million and at lower levels at increments thereafter.

Trustees discussed ways to reduce the cost, including lowering the level of LEED certification, producing some energy on site (e.g., through the use of solar panels), changing the materials specified for the building structure and façade, seeking grant support for sustainability measures, and other ideas. While open to all suggestions, Trustees were reluctant to compromise on energy efficiency and sustainability measures, arguing that the responsible choice for a public institution--especially a future-minded, science-respecting, financially prudent Library--is to aim for the highest level of LEED certification possible. In fact, Trustees asked whether the standard window glazing specified in the cost estimate should be replaced with "smart glass," which would add about \$376,000 to the bill. Mr. Blessen noted

that an energy model could inform Trustees how long it would take to recapture such costs through energy savings.

Mrs. Gennis asked whether project funds might be available outside the Town's tax resources, e.g. from trust funds, grants, and private fundraising. Discussion centered first on the Library's own Millennium Fund. The Millennium Fund, an unrestricted fund under the control of the Board of Library Trustees, comprises hundreds of gifts to the Library from Wayland residents and other friends of the Library over the last 17 years, all made in anticipation of building a new library or otherwise providing for modern, 21<sup>st</sup>-century library services in Wayland (hence the name, Millennium Fund). The Trustees expressed a willingness to commit a sizeable portion of the current balance of those funds to the project should a grant be awarded and the Town vote to go forward with construction.

Trustees then discussed whether the town has the capacity to support a private fundraising campaign for Library construction with a sizable goal of perhaps \$1.5 million (in addition to funds available from the Millennium Fund). No one could say. Mrs. Gennis noted that a member of the Library Planning Committee with experience in fundraising for nonprofit organizations is currently weighing this question and will report back soon to Trustees.

Mrs. Gennis and Mr. Blessen were scheduled to present the preliminary cost estimate and the Trustees' ideas to the Permanent Municipal Building Committee (PMBC) at their meeting on the evening of December 14. Earlier meetings with the PMBC suggest that the board might wish to increase the contingency costs line for the project and perhaps also increase the factor for determining furnishings costs. The PMBC has oversight over the Library project and the chair of the PMBC must sign off on the cost estimates—indeed, on the entire grant application—before the application is submitted to the MPLCP in January.

### **Grant Application**

Mrs. Knight reported that the narrative and appendices for the Town's application for a grant from the MPLCP are coming along with completion expected by January 18, 2017. The application must be postmarked by January 26, 2017 to be eligible for consideration in the 2016-2017 grant round. Mrs. Gennis has obtained the required certified copies of the minutes of the meetings of the Board of Public Works and Board of Selectmen at which those boards transferred jurisdiction of a portion of 195 Main Street to the Board of Library Trustees. Staff members are giving input into the grant proposal, and Christine Cipriani, a member of the Library Planning Committee, is assisting Mrs. Knight with the writing and editing. Mrs. Gennis, Mrs. Heller, and Mrs. Jahnke will also assist with the editing in later drafts.

### **Holiday Open House**

Mrs. Cartwright reported that the annual Holiday Open House, held this year on Sunday, December 4, from 2-5 p.m., was well attended despite the disruption of the drainage project work. She thanked the Friends, especially Kim Steere, for their refreshments and hospitality, which contributed greatly to the very pleasant festivities and warm welcome to the new Director, Dana Mastroianni. Ms. Mastroianni, in turn, thanked the Trustees for their welcome and support.

## **Wayland Reads**

Ms. Mastroianni reported that Wayland Reads is on track and that staff have made a good connection to the high school in support of the program.

## **Gossels Program**

Mrs. Lipcon reported that the speaker tentatively identified for an upcoming Gossels Program lecture is unavailable on the dates desired, so it is back to the drawing board.

**The Meeting Was Adjourned** at 11:07 a.m. for loss of quorum, with any remaining agenda items postponed to the next meeting.

## **Documents for This Meeting**

- Agenda for Meeting, December 14, 2016
- Director's Report, December 2016
- Minutes of November 14, 2016
- Minutes of November 30, 2016
- Financial Reports, Town Funds and Other Sources, 12/9/2016
- Circulation Report, November 2016, with separate report of circulation by type of media, July-November 2016
- Monthly Statistics Dashboard, November 2016
- Letter from Dianne Carty, Director, Massachusetts Board of Library Commissioners, to Aida Gennis, Chair, Wayland Board of Library Trustees, confirming Wayland's eligibility for a FY2017 State Aid grant of approximately \$17,500 and the upcoming award of the first installment
- List of 7 recommended actions to be taken after Massachusetts Interlocal Insurance Association safety and security audit, November 2, 2016 (review)
- Draft of information about the Library suggested for inclusion in quarterly tax bill insert
- Draft of welcome letter for Wayland newcomers introducing Library services
- Draft calendar of Library holidays and closings
- Draft, Wayland Free Library, Grant Project Cost Estimate, 12/13/2016

## **Next Meetings**

- Wednesday, December 21, 2016, 8 a.m., Raytheon Room, Wayland Free Public Library (provisional, Mrs. Gennis will advise)
- Wednesday, January 4, 2017, 8 a.m., location TBA (provisional, Mrs. Gennis will advise)
- Wednesday, January 11, 2017, location TBA
- 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