

**Wayland Free Public Library
Board of Library Trustees
Minutes of Meeting Wednesday, July 13, 2016
Conference Rm 2, Town Building**

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

Call to Order: 5:38 p.m.

Visitors and Public Comment There were no visitors and no public comment.

Library Planning and Design Study Update The site selection matrix form was submitted to the PMBC. At tonight's meeting, Library Planning Committee and PMBC member Tom White will speak to the process and architect Jeff Hoover will lead discussion of matrix, reviewing it line by line. The Trustees are confident about the effectiveness of the matrix. Several members of the public attended last week's LPC meeting and expressed appreciation for the time and work that went into site selection process. Trustees may prepare Q & A for July 26 Community Meeting (7 p.m., location TBD) where concept drawings will be presented by Tappe and for the July 27 joint LPC/Trustees meeting in the Raytheon Room. Tonight's PMBC meeting may bring to light some questions that we should be prepared to address. There was discussion of a request to expand the scope of work to develop concept drawings and costs for three sites, instead of two. Tappe said they have neither the time nor the staff to do so. There was a question about designing a smaller building at 5 Concord Road in order to remain at 5 Concord Road. Tappe noted that the Study is to determine how the Building Program can fit at the sites to be studied. Without the grant funding, the Town may get less than half of the program at 5 Concord Road while still paying the full cost of the Town's share of a grant. (A grant would pay about 45% of the construction costs and the Town would be responsible for 55%.)

Ms. Gennis met with town council and proposed Special Legal Counsel. Mr. Lanza has requested funding from Town Administrator and approval from Selectmen to review possible deed restrictions associated with current library site (5 Concord Road and the town owned 1 Concord Road used for overflow parking). Both the scope of the job and the time sensitivity were reviewed. It is thought that the task could be completed in a couple of weeks.

Ms. Gennis will prepare a press release for the Community Meeting on July 26 and a letter to the editor for next week's Town Crier.

Update on Library Drainage Project

At a recent Board of Public Works meeting, Tighe and Bond (T & B) presented a recap of the Conservation Committee meeting where they presented the design for the MEMA funded drainage project. They said it would be helpful to have more vocal support from those abutters who are in favor of the project proceeding. Town Council Lanza and Town Surveyor Alf Barry will be requested to do deed research to determine if there are any easements for the town over the neighboring properties. T & B will try to contact Verizon regarding the possible existence of an easement. Procurement of easements (both from Verizon and private owners) should not be a barrier to moving forward. Ms. Woodruff suggested drafting a strong letter of support that abutters could sign. Project could get approved with condition that swale be maintained. It was noted that the estimated costs of this project are so outdated that it may no longer be possible to accomplish the full scope of work. If the actual work is not completed, the cost of all the engineering studies will not likely be reimbursable by the MEMA grant.

Ms. Woodruff has done some preliminary investigation of what other towns have done to re-purpose historic library buildings and will continue with this investigation. Trustees are interested to know what might be possible with the current library building should a grant be applied for that is for the construction of a new library at a different parcel in town.

Update of Library Director search

Applications are due by July 15. Currently seven applications have been received. The review team will begin actively reading the applications as soon as all are available after the deadline.

OverDrive Sole Source Procurement

There was a unanimous vote to designate OverDrive as sole-source procurement.

There were no topics not reasonably anticipated 48 hours before the meeting.

Meeting suspended at 6:44 p.m. to attend the PMBC meeting.

Meeting reconvened at 9:10 p.m. and adjourned at 9:10 p.m.

Respectfully submitted by Lynne Lipcon.