

Wayland Free Public Library
Board of Library Trustees
Minutes of Meeting Wednesday, July 20, 2016
Raytheon Room, Wayland Free Public Library

Present: Library Director Ann Knight, Trustees Aida Gennis (chair, presiding), Sally Cartwright, Anne Heller, Mark Peter Hughes (left at 10:25), Lynne Lipcon (left at 10:20), Suzanne Woodruff **Absent:** None

Call to Order: 8:10 a.m.

Visitors and Public Comment

Tim Marsters, Assistant Library Director Sandy Raymond, and Betty Salzberg, all members of the Library Planning Group, attended the meeting, as did Jeff Hoover, Principal, Tappé Architects, and John Sayre-Scibona, President, Design Technique, the Owner's Project Manager for the Library Planning and Design Study; all participated fully in the meeting. Former Trustee Nan Jahnke also attended the meeting and took the minutes. There were no other visitors and no public comment.

Minutes of Previous Meeting(s)

The minutes of the meeting of June 29 were approved unanimously.

Reports

The June Financial and Circulation Reports were submitted to Trustees, along with the July Director's Report. The Library ended the fiscal year having spent 97.88% of allocated Town funds. Overages in the books, materials, and training lines were balanced by savings for equipment and equipment repair. Circulation totaled 240,598 items, up slightly over the previous fiscal year.

Library Planning and Design Study: Site Selection

Trustees reviewed some preliminary designs for Library expansion at 5 Concord Road and 207/195 Main Street presented by Mr. Hoover, representing the design team from Tappé Architects, for the Town's Library Planning and Design Study. The design team is working to create concept drawings and initial cost estimates for the two sites in advance of a community forum on July 26 and a meeting of the Trustees and the Library Planning Committee on July 27, when members of those bodies are expected to decide which site, if any, to recommend to the Permanent Municipal Building Committee (PMBC) for presentation in an application for a Massachusetts Public Library Construction grant, should one be submitted.

Mr. Hoover said the preliminary designs were guided by a suggestion that the architects take advantage of each site's unique characteristics and opportunities. For 5 Concord Road, for example, the team took special account of the current building's history and architectural significance, as well its prominence in the center of town. For 207/195 Main Street, on the other hand, the team looked to qualities of openness, light, air, and distant views; the opportunity for program flexibility; and possible synergies with the neighboring Middle School and other potential Town functions, such as a recreation field.

Preliminary ideas for 5 Concord Road. Mr. Hoover presented several initial ideas, all taking into account the constraints of the site (including its small size and setbacks, the wet area to the east, parking

difficulties, and the desire to alter little or none of the 1900 building). Among the ideas explored were building two new, two-story pavilions, one connected to each side of the historical building by an area of interior open space (this would involve demolishing the 1987 addition to the north, as well as encasing the Rotunda and bringing it into an open interior space); locating the Children's Room and Young Adult functions in the south pavilion, and Adult materials and meeting space in the north pavilion; locating administrative functions in the existing basement and perhaps on the second floor; creating some historically "referential" architectural details; and creating a covered parking area below the south pavilion as well as additional parking in a long line to the east extending behind the Freight Shed. Architectural difficulties still to be surmounted include minimizing the massing on the Rotunda side of the building; establishing open areas on the upper floor to assure views of the Rotunda; improving sightlines; locating meeting spaces close to parking; and maximizing the availability of flexible spaces. Mrs. Salzberg asked that ADA compliance at 5 Concord Road be given full consideration.

On a question from Trustees about the cost of expanding at 5 Concord Road, Mr. Hoover said the cost could be more--or less--than the cost to build a new library at 195 Main. On the one hand, there is less square footage to build at the Concord Road site as the 1900 building would be incorporated into the expansion; on the other hand; there is a lot of perimeter to contend with, parking development costs, and a restoration component. There would also be temporary location costs for the duration of construction. Mrs. Gennis pointed out that there will also be costs for a wastewater connection. The design team will be developing some initial costs estimates for the two sites in the next week.

Preliminary ideas for 207/195 Main Street. Mr. Hoover presented several ideas for a new library on the old DPW garage site, all siting the building toward the east side of the parcel nearest the Middle School. This siting was chosen for three reasons: (1) to avoid the area of the old burn dump, (2) to provide a connection to the young adults who come through this site daily during the school year, (3) and to allow room for development of other Town functions, perhaps including a playing field, on the remainder of the 6-acre site. Mr. Hoover considered two different orientations for a new building (with the main entrance facing west and the main entrance facing north), but no firm decision was reached on this matter. Among the ideas explored were building a two-story building, with a small basement, comprising two wings joined by a two-story open entrance area offering new books, checkout, and a café on the first floor; other functions arrayed on both first and second floors (including a dedicated Teen Room and Roof Garden); a landscaped entryway with a hardscape seating area; access from the Children's Room to outdoor play space; a drive-up drop-off area; and a direct connection from the Middle School to a separate library entrance over a crosswalk from the school's side parking/traffic lane.

Trustees spent considerable time discussing three things at the 207/195 Main Street site: (1) parking and entrance arrangements, (2) synergies with other possible Town uses of the site, for example, a playing field or school bus parking, and (3) how best to capture, contain, and direct the youthful energy this site offers while continuing to offer quiet and contemplative spaces for all. They also discussed how elements of the current library building at 5 Concord Road, like the columns and plaster frieze in the Rotunda, might be incorporated into a new library building on the Main Street site, and how the current library building might be repurposed for other Town uses.

Revisiting the Site Selection Matrix. Mrs. Knight circulated a draft of a new Site Selection Matrix that Trustees and members of the Library Planning Committee might use to help inform their decision about which of the two sites might be recommended to the PMBC for possible library expansion. The draft was based on the earlier Site Selection Matrix, used to evaluate the initial three sites, differing chiefly in the addition of a new column to record factors known to be of concern to the Massachusetts Board of

Library Commissioners as they review applications for state construction grants. Trustees reviewed the items with Mr. Hoover, consolidating some items and clarifying others. After discussion, on a motion by Mrs. Cartwright, seconded by Mrs. Heller, Trustees voted to authorize Mrs. Gennis to modify the matrix to better clarify and weight questions, if that is deemed necessary during upcoming discussions with the Study Team and the PMBC, and to forward the completed draft on to the Library Planning Committee for review and implementation; the vote was unanimous (4-0, Mrs. Lipcon and Mr. Hughes having left the meeting for previously scheduled appointments). Trustees requested that the design team also complete the matrix so the Board and LPC can have the benefit of Tappé's professional opinion.

Community Forum on Library Site Selection

Mrs. Gennis reminded Trustees that there will be a Community Forum on Tuesday, July 26, at 7 p.m. in the Large Hearing Room in the Town Meeting at which Tappé's design team will present concept drawings and initial cost estimates for the two sites currently under consideration for library expansion.

Changes to the Library Planning Committee and Finance Committee

Mrs. Gennis reported that Jen Gorke has resigned her position on the Library Planning Committee, effective July 19, 2016, in order to accept an appointment to the Finance Committee. As the committee is already quite large and its work is in the late stages, Trustees voted unanimously (6-0) not to make a new appointment, but rather to reduce the number of members of the Library Planning Committee from 18 to 17; Mrs. Lipcon made the motion and Mrs. Woodruff seconded. Mrs. Gennis noted that with the new fiscal year, Carol Martin has been assigned the role of liaison from the Finance Committee to the Library.

Special Legal Counsel

Mrs. Gennis reported that the Board of Selectman has approved a contract and approved funds for the Town to engage a special legal counsel to address possible deed restrictions on the parcels at 1 and 5 Concord Road.

Library Drainage Project

Mrs. Woodruff reported that the Town is perilously close to missing the opportunity to implement a drainage mitigation project at 5 Concord Road for which the Town received a grant from the Massachusetts Emergency Management Agency (MEMA). The grant was awarded after the library building on that site suffered extensive damage in the spring flood of 2010. A peer reviewer has reviewed the project, but questions remain. It is the Trustees' understanding that if the project is not completed by April 2017 the grant money may be forfeited. MEMA has already extended the deadline for completion once. The Trustees continued to express their dismay at the holdup, noting that the state is unlikely to fund a construction project at 5 Concord Road unless the known risk of flooding at that site has been addressed.

Library Director Search

Mrs. Cartwright reported that nine candidates had submitted applications for the position of Library Director by the Town's July 15 deadline. A preliminary screening team is in place to review qualifying applications after they are forwarded from the Human Resources Director.

Long-Range Plan

Discussion of the draft of the recently revised Long-Range Plan was postponed to a later meeting for lack of time and quorum.

Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of Meeting

- **Pokémon GO.** After a member of the public expressed concern about a sign at the Library welcoming players of a popular augmented reality game called “Pokémon GO” to the Library, Trustees reviewed the game and agreed that the welcome sign was not inappropriate. On a motion by Mrs. Lipcon seconded by Mr. Hughes, Trustees voted unanimously to allow a welcome sign to remain on the Library door.

The Meeting Was Adjourned at 11:25 a.m.

Documents for This Meeting

1. Agenda for Meeting, Wednesday, July 20, 2016
2. Director’s Report July 2016
3. Minutes of Meeting June 29, 2016
4. Financial Reports, June 30, 2016
5. Circulation Report, June 2016
6. PowerPoint slide presentation of preliminary design sketches for library expansion at 5 Concord Road and 195 Main Street (hard copy available, dated July 20, 2016)
7. Draft, Site Selection Questions for 5 Concord Road and 207-195 Main Street, with Known MBLC Concerns, [July 19, 2016], prepared by Mrs. Knight and John Sayre-Scibona.

Next Meeting(s)

- Tuesday, July 26, Community Forum on Library Site Selection, 7 p.m., Town Building Large Hearing Room (a quorum of Trustees may not be in attendance)
- Wednesday, July 27, 7 p.m., Raytheon Room, Wayland Free Public Library (meeting with the Library Planning Committee, a quorum of Trustees may not be in attendance)
- Tuesday, August 2, 5:45 p.m., Wayland Town Building; will include a meeting at 7 p.m. with the Permanent Municipal Building Committee
- Wednesday, August 10, 8 a.m., Raytheon Room, Wayland Free Public Library (tentative)
- Wednesday, August 24, 8 a.m., Raytheon Room, Wayland Free Public Library (tentative)
- Wednesday, September 7, 8 a.m., Raytheon Room, Wayland Free Public Library (tentative)
- Wednesday, September 21, 8 a.m., Raytheon Room, Wayland Free Public Library (tentative)

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