

**Wayland Free Public Library**  
**Board of Library Trustees**  
**Minutes of Meeting Tuesday, August 2, 2016**  
**Selectman's Hearing Room, Town Building**  
**Reconvened in School Committee Room, Town Building**

**Present:** Library Director Ann Knight, Trustees Aida Gennis, Sally Cartwright, Anne Heller, Lynne Lipcon (by phone, due to geographical distance), Suzanne Woodruff **Absent:** Mark Peter Hughes

**Call to Order:** 5:49 p.m.

**Visitors and Public Comment**

Town resident Gordon Cliff attended the meeting and spoke briefly on two subjects: the appropriate size for an addition at 5 Concord Road and the choice and display of bestsellers in the Library. Former Trustee Nan Jahnke also attended the meeting and took the minutes. There were no other visitors and no other public comment.

**Minutes of Previous Meeting(s)**

On a motion by Mrs. Cartwright, seconded by Mrs. Woodruff, the minutes of the following meetings were approved unanimously (5-0):

- Minutes of Meeting, Board of Library Trustees, Thursday, July 7, 2016
- Minutes of Joint Meeting, Board of Library Trustees and Library Planning Committee, Thursday, July 7, 2016
- Minutes of Meeting, Wednesday, July 20, 2016
- Minutes of Failed Meeting, Tuesday, July 26, 2016
- Minutes of Failed Meeting, Wednesday, July 27, 2016

**Library Planning and Design Study: Site Selection**

Mrs. Gennis reminded Trustees that the purpose of the meeting was to decide which of two sites the Board would recommend to the Permanent Municipal Building Committee (PMBC) for further study for possible Library expansion under guidelines of the Massachusetts Public Library Construction Program. The two sites are the current Library site at 5 Concord Road and a Town-owned parcel at 207/195 Main Street, near the Middle School.

Mrs. Gennis announced that the Library Planning Committee (LPC) had completed its site selection work and had arrived at its own conclusion. At a meeting July 27, the LPC voted unanimously to recommend to the Board of Library Trustees that the site at 207-195 Main Street be selected for further study. On a motion by Mrs. Cartwright, seconded by Mrs. Woodruff, Trustees voted unanimously (5-0, by roll call) to accept the recommendation of the Library Planning Committee, to thank them for their work, and to take that recommendation under advisement as the Trustees develop their own recommendation to the Permanent Municipal Building Committee.

Trustees then set about making their final decision, first reviewing a presentation that was given by Tappé Architects at a public forum held on July 26. The presentation compared the two sites and offered

concept designs for expansion at each of them. Trustees then turned their attention to the most recent version of the Library Site Selection Matrix, which was developed by the architects and the LPC to evaluate the two sites using a set of 24 questions to address five criteria: (1) location and traffic, (2) site and building characteristics, (3) permitting and other legal considerations, (4) cost of development and construction, and (5) suitability for submission for a grant from the Massachusetts Public Library Construction Program.

Trustees each filled out the matrix separately, then compiled their scores and arrived at average scores for each item, each criterion category, and in total. The results, which accorded closely with the results posted by the LPC for the same exercise, strongly favored the site at 207-195 Main Street. The results are as follows:

**Average Total Score on the Library Site Selection Matrix**

(values converted to a 1-10 scale with 0 being unfavorable and 10 being favorable)

	<b>5 Concord Road</b>	<b>207-195 Main Street</b>
<b>LPC Matrix Results</b>	4.58	8.72
<b>Board of Trustees Matrix Results</b>	4.53	8.47

Trustees discussed these findings, reviewing each criterion in turn. Among the concerns at 5 Concord Road were the tight lot, limited parking, constricted driveway access, permitting issues, wastewater issues, and history of flooding. Several Trustees pointed out that any expansion big enough to satisfy program needs at this site would almost certainly compromise the architectural integrity of the lovely 1900 building, as well as the view of it from the street. Mrs. Knight pointed out that even a small addition at this site would have difficulty meeting the requirements of the Aquifer Protection District and would almost certainly fail to meet the requirements for a state library construction grant.

As for 207-195 Main Street, Trustees expressed concern about balancing the interests of the Library, the Recreation Department, and the School Department on the 6.7 acre site. There were also concerns about traffic during school hours and the location of the site outside the geographical center of town. On the other hand, Trustees noted that the site is in a densely-populated area of town, is in close proximity to four or the town’s five schools, offers an opportunity to provide some green space, has no known legal encumbrances, and is sufficiently large to accommodate the Library program as well as parking and any future growth needs.

After reflection, on a motion by Mrs. Cartwright, seconded by Mrs. Woodruff, Trustees voted unanimously (5-0, by roll call) to recommend to the Permanent Municipal Building Committee that the site at 207-195 Main Street be selected for further study under the Library Planning and Design Study approved by voters at Town Meeting in November 2015. The Board’s sixth Trustee, Mr. Hughes, who could not attend the meeting, sent a letter in support of the selection of 270/195 Main Street, which Mrs. Gennis summarized for Trustees.

**Recess**

At 6:51 p.m., Trustees voted to recess and reconvene at 7 p.m. the same evening in the School Committee Room, where they would attend the meeting of the Permanent Municipal Building Committee.

## **Meeting of the Permanent Municipal Building Committee**

Four Trustees (Mrs. Gennis, Mrs. Cartwright, Mrs. Heller, and Mrs. Woodruff) attended the meeting of the Permanent Municipal Building Committee (PMBC) but did not deliberate as a body. Mrs. Knight participated in that meeting as an appointed member of the PMBC for the duration of the Library Project, and Mrs. Gennis participated at the invitation of the PMBC. Tappé Architects also had representatives at the meeting.

At that meeting, the PMBC voted unanimously to accept the recommendation of the of the LPC and the Board of Library Trustees to go forward with a study of 207-195 Main street as a site for possible Library expansion and to develop a comprehensive proposal suitable for presentation in a grant application to the Massachusetts Public Library Construction Program.

The PMBC then offered guidance to the architects, the LPC, and the Trustees on how to go forward with the study. The architects were encouraged to look at the entire site, to consider relocating the main driveway, to design with minimal impact on abutters, to allow for some open space, and to design for growth or other uses after 20 years. The committee recommended a two-story height limit, stated that there should be no building over the site of the former burn dump, and said that parking on the upper level of the parcel near the west entrance of the Middle School (this portion of the site is currently under the jurisdiction of the School Committee) should not be included as a required element of any design. Trustees were encouraged to work with other Town bodies interested in the site (e.g., the School Committee and the Recreation Commission), and to keep the best interests of the town as a whole in mind. Details of the PMBC's guidance, as well as public comment, are contained in the meeting minutes of the PMBC.

After the PMBC meeting adjourned, at 9:20 p.m., the four Trustees met briefly but, the hour being late, took no action, postponing further consideration of the matter, as well as all remaining agenda items, to the Board's next meeting, on August 10.

**The Meeting Was Adjourned** at 9:26 p.m.

### **Documents for This Meeting**

- Agenda for Meeting, Board of Library Trustees, Tuesday, August 2, 2016
- Agenda for Meeting, Permanent Municipal Building Committee, Tuesday, August 2, 2016
- Minutes of Meeting, Board of Library Trustees, Thursday, July 7, 2016
- Minutes of Joint Meeting, Board of Library Trustees and Library Planning Committee, Thursday, July 7, 2016
- Minutes of Meeting, Wednesday, July 20, 2016
- Minutes of Failed Meeting, Tuesday, July 26, 2016
- Minutes of Failed Meeting, Wednesday, July 27, 2016
- Public comment from Gordon Cliff, 2 Highfields Road, August 2, 2016
- Table titled "Site Selection Questions," listing Criteria 1-5, with scores for 5 Concord Road and 207-195 Main Street as determined by the Library Planning Committee
- Table titled "Site Selection Questions," listing Criteria 1-5, with space available for scoring the sites at 5 Concord Road and 207-195 Main Street by the Board of Library Trustees
- Letter from Trustee Mark Peter Hughes in support of the selection of the site at 207/195 Main Street for further study for the Wayland Library Planning and Design Study, [August 2, 2016]

- Letter from Trustee Lynne Lipcon in support of the selection of the site at 207-195 Main Street for further study for the Wayland Library Planning and Design Study [August 2, 2016]

### **Next Meetings, Tentative**

- Wednesday, August 10, 9:30 a.m., Raytheon Room, Wayland Free Public Library
- Wednesday, August 24, 9 a.m., Raytheon Room, Wayland Free Public Library
- Wednesday, August 31, 8 a.m., Raytheon Room, Wayland Free Public Library
- Wednesday, September 14, 8 a.m., Raytheon Room, Wayland Free Public Library
- Wednesday, September 28, 8 a.m., Raytheon Room, Wayland Free Public Library

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