

Board of Library Trustees
Meeting Minutes – August 31, 2016
8:00 a.m. – Raytheon Room, Wayland Public Library

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

Call to Order: 8:14 a.m.

Public Comment: None

Minutes: Minutes of August 24, 2016 were approved unanimously.

Reports: No financial or statistical reports at this time.

Director Search: Lynne Lipcon confirmed a finalist has been chosen and will be interviewed by the full Board of Library Trustees on September 15th. Although evening hours are part of the job description, Ann Knight expressed concern that evening programs for The Great Presenter Series have already been scheduled and will require the new director's attendance.

Schedule of Future Trustee Meetings: The next month of Trustee meetings and joint meetings was discussed and clarified.

Tuesday, Sept. 6, 6:40p.m., Town Building – Trustees will meet and then attend the P.M.BC meeting at 7:00 p.m.

Thursday, Sept. 15, 8:00 a.m., WPL – Interview director finalist.

Thursday, Sept. 15, 6:40 p.m., WPL – Joint meeting with LPC and Tappe Architects.

Friday, Sept. 16, 8:00 a.m., WPL – Vote on director candidate.

Wednesday, Sept. 21, 8:00 a.m., WPL – Vote on budget.

Wednesday, Sept. 21, 7:00 p.m., Town Building– Community Forum.

Tuesday, Sept. 27, 8:00 a.m., WPL – Joint meeting with LPC.

Tuesday, Sept. 27, 7:00 p.m., Town Building – Trustees will attend P.M.BC meeting.

Wednesday, Oct. 5, 8:00 a.m., WPL–Regular Trustee meeting.

Ann Knight will post meetings through September 16th.

Annual Report: The draft Annual Report for FY 2016 was discussed and edited. Mark Hughes motioned to accept the Annual Report as edited, Lynne Lipcon seconded. **Vote:** unanimous.

Budget FY 2018: Carol Martin, the Library's Finance Committee liaison, will attend the Trustees September 21st meeting to discuss the budget. The draft budget is a level service budget. The Salaries line is relatively low as long-time employees retire and new hires come in at a lower step. Books/Materials line was increased by \$1,500 to meet the need for more digital

materials. Training & Education was increased to encourage staff to participate in professional development programs and conferences.

The Town Administrator has requested a Capital Budget by September 2nd. The Library's capital and some operating expenses are included in other town department budgets; IT and Facilities. Ann Knight did send a list of projects that need to be addressed including a new AC system, new stair carpet, and the remediation of the Children's Room concrete steps.

The budget packet will include a narrative, the spreadsheet, and a FinCom explanation form. The budget will be discussed further and approved at the September 21st meeting.

Drainage Project: Suzanne Woodruff visited Mike Lindeman at the DPW building to get an update on the library drainage project. The Town Administrator, Facilities Director, and DPW have been discussing the project and have decided to combine the bid for work with the Rail Trail project since both drainage and Rail Trail involve excavations at the Depot parking lot and across Routes 27/126. The Town has hired John Moynihan as a contractor to manage the project. Tighe and Bond will lead in creating the RFP for the combined project. A specific bidding schedule has been established. Mrs. Woodruff will follow up with John Moynihan and clarify what impact any work will have on library parking and operation. In particular, the Freight Shed must be accessible for vehicles to move books for the Friends Book & Bake Sale from October 29 through November 7. The Library must also be notified whether any of the work, once begun, could occasion the closing of the Library for any period of time due to excavations in the Library's parking areas or disruption to the entrance of the parking lots.

The Conservation Commission issued a Full Order of Conditions at its August 22nd meeting. Mrs. Woodruff will continue to monitor the project.

Library Planning and Design Study: Aida Gennis reported Tappe Architects had a productive meeting with Rosemary Waltos of the Massachusetts Board of Library Commissioners (MBLC). Mrs. Gennis will continue to communicate and meet with the Recreation Department and the School Department. Betsy Gavron, the Middle School Principal, will be included in discussions. Tom Fay and Mrs. Gennis will reach out to PTO chairs to keep them updated on the project. The Wayland Children and Parents Association is having an event at the Town Beach on September 10th. TappeArchitects may attend.

Public questions on the future reuse of the current library building continue to be of concern if the Trustees vote to submit a state building grant application and if the grant application is successful. All were reminded that the Library is not going anywhere for quite a while; most likely we would still be operating at 5 Concord Road for a minimum of five years, and more likely even longer. We hope patrons and members of the public can understand that this is still a

very long and uncertain process upon which we may embark. However, ideas for creative reuse of the building are welcome.

To date, there is no update from special legal counsel concerning restrictions on 5 Concord Road property.

We hope that a traffic opinion for the 207-195 Main Street site will be done when road work in the area is complete. The funding for a traffic opinion is uncertain.

The Community Forum on September 21st at 7:00 p.m. will include an update on the site plan, possible floor plans and possible elevations from the architects. All trustees were encouraged to recruit friends and neighbors to attend. Emily Kristofek will produce some promotional pieces as well.

Mrs. Gennis has asked for specific numbers for impermeable surface requirements for 5 Concord Road in regards to the Aquifer Protection District.

Motion to adjourn was made by Mrs. Lipcon, seconded by Mrs. Woodruff.

Adjourned: 9:59 a.m.

Documents for This Meeting

1. Agenda of Meeting Wednesday, August 31, 2016
2. Minutes of Meeting Wednesday, August 24, 2016
3. Draft Annual Report For FY 2016
4. Wayland Free Public Library Usage Statistics
5. Draft Wayland Free Public Library Budget for FY 2018

Next Meetings:

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Sept. 15, 8:00 a.m.– Raytheon Room
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Respectfully submitted by Sally Y. Cartwright, September 1, 2016