

**Wayland Free Public Library**  
**Board of Library Trustees**  
**Minutes of Meeting Thursday, September 15, 2016 (evening)**  
**Raytheon Room, Wayland Free Public Library**

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

**Call to Order:** 6:48 p.m.

### **Visitors and Public Comment**

Jeff Hoover of Tappé Architects and John Sayer-Scibona of Deign Technique attended the meeting to present work to date on the Library Planning and Design Study; Mr. Hoover is the head of the Design Team for that study and Mr. Sayer-Scibona is the Town's Owner's Project Manager.

Five members of the Library Planning Committee (LPC) attended the Trustees' meeting from 7:16 p.m. onward: Lynne Cavanaugh, Maureen Cavanaugh, Christine Cipriani, Vicki LaFarge (Vice Chair), and Barbara Scolnick; Tom Fay, Chair, joined the meeting later. The Trustees suspended their meeting at 7 p.m. as the LPC members gathered, then reconvened at 7:16. The LPC did not achieve a quorum; its members participated in the meeting at the invitation of the Trustees, as did former Trustee Nan Jahnke, who took the minutes of the meeting. There were no other visitors and no other public comment.

### **FY2018 Library Budget**

Discussion of the budget was postponed to a later meeting.

### **Approval of Minutes**

No minutes were offered for approval at this meeting.

### **Progress of the Library Planning and Design Study**

**Transfer of land to the Library and other interested parties.** Mrs. Gennis reported that the Board of Selectmen and the Board of Public Works are reluctant to transfer their jurisdiction over a portion of the site at 207-195 Main Street to the Library, as they are authorized to do under an article passed earlier this year at Town Meeting (Article 17), until the interests of the School Committee and the Recreation Commission in the site have also been addressed. This issue must be settled soon as the contract for Library design work ends in October.

Mrs. Gennis reported that the Recreation Commission's proposal to place a field on the site has not been finalized nor won approval. Since its article to conduct a feasibility study for a large multi-purpose field on the site (Article 22) failed at this year's Town Meeting, the Recreation Commission has proposed several other fields for the site, as well as a smaller multi-purpose field, an 11v11 soccer field, an 8v8 soccer field, and, most recently, a 9v9 soccer field—each with its own required adjacencies, including various arrangements of open space set aside for field rotation. Mrs. Gennis continues to work with the Recreation Director and the Commission Chair to move the work along so the Library's Design Team can confidently site a building on the parcel. She is also in discussion with the School Committee about

whether bus parking can or should be accommodated on the site. All three parties are expected to meet with the Conservation Administrator on September 16 to discuss any limitations presented by the presence of a drainage swale on the 207 Main Street parcel.

**Review of work to date on the Library Planning and Design Study.** Much of the remainder of the meeting was given over to discussion of preliminary plans for a Library building at the 195 Main Street parcel, provisionally sited on the west side of the parcel, along Main Street, to allow for other Town uses elsewhere on the site. Preliminary plans call for an east-facing entrance fronting on an 85-space parking lot; a circular vestibule that recalls the Rotunda of the current Library and leads into the large meeting room; a one-story Children's Room wing to the south, with an activities "pod" and an adjacent Reading Garden; and a main, two-story structure to the north. On the first floor, this two-story structure would house the main stacks, the circulation desk, staff offices and workrooms, and several reading and study areas, including a large reading pod in the northwest corner; the half-floored second story, which overlooks the main room below, would house the Young Adult area, computer and technology areas, the reference desk, a staff office, more stacks, and several work and study rooms. West-facing clerestory windows would allow the first and second floors to be bathed in afternoon light.

Topics of discussion included location and distribution of tables and chairs, flexibility of door openings, perimeter control of the Reading Garden, control of noise between the floors in the two-story structure, control of glare and heat gain in the west-facing windows, obtaining the maximum flexibility of work spaces, the possibility of adding a street-side entrance, and so on.

### **Upcoming Community Meeting**

Trustees and LPC members discussed plans for an upcoming Community Forum to present the preliminary plans for a Library at 207-195 Main Street to the public; that forum is currently scheduled for Wednesday, September 21, at 7 p.m. in the Large Hearing Room at Town Building.

In discussing that meeting, participants noted the importance of reviewing the long process to get to this point, with particular attention to the opportunity to apply for a state construction grant, the extensive research undertaken by the LPC, the Town Meeting votes in November 2015 and April 2016, the careful consideration of three different sites, the virtues of the Main Street site, state guidelines, and so on. Missing will be a cost estimate, which will not be available until October. Also missing, as of the time of this meeting, is a clear understanding of what other Town uses might be accommodated on the site, and how those uses might affect the placement, design, and accessibility of a Library building should the Library and Design Study go forward to construction project.

### **Update on the Long-Range Plan**

Mrs. Knight reported that the Long-Range Plan and its accompanying Action Plan have been sent on to the Massachusetts Board of Library Commissioners.

### **Topics Not Reasonable Anticipated 48 Hours in Advance of the Meeting**

- As the first order of business, Mrs. Gennis reported that Mrs. Woodruff may have inadvertently violated the Open Meeting Law earlier in the day when she sent an email to four Trustees, a quorum, concerning a public event attended by Tappé Architects at the Town Beach recently. Mrs. Gennis then read the email from Mrs. Woodruff aloud to the meeting. Mrs. Gennis

reminded Trustees that email communications are not to be between a quorum of members and that emails sent in sequence from one member to another may also violate the Open Meeting Law. She urged all Trustees to be vigilant on this matter and to restrict email communications whenever possible.

- In another matter, Mrs. Cartwright reported that a final-round candidate for the position of Library Director had been interviewed by Trustees and the Search Team that morning, and a decision on final actions is expected soon.

**The Meeting Was Adjourned** at 8:47 p.m.

#### **Documents for This Meeting**

- Agenda for Meeting, Board of Library Trustees, Thursday, September 15, 2016 (p.m.)
- Email from Suzanne Woodward to four Trustees concerning a public event at Town Beach, September 15, 2016
- Preliminary architectural drawings, Tappé Architects, "Wayland Free Public Library, September 15, 2016," two floor plans and a set of elevations

#### **Next Meetings**

- Wednesday, September 21, 8 a.m., Raytheon Room, Wayland Free Public Library
- Tuesday, September 27, 8 a.m., Raytheon Room, Wayland Free Public Library
- Tuesday, September 27, 6:30 p.m., Town Building, then, at 7 p.m., before the Permanent Municipal Building Committee, also in the Town Building
- Wednesday, October 5, 8 a.m., Raytheon Room, Wayland Free Public Library

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