

Wayland Free Public Library
Board of Library Trustees
Minutes of Meeting, Wednesday, September 21, 2016
Raytheon Room, Wayland Free Public Library

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

Absent: None. Mrs. Woodruff and Mr. Hughes left the meeting early (at 9:50 and 10:10, respectively).

Call to Order: 8:09 a.m.

Visitors and Public Comment

Former Trustee Nan Jahnke attended the meeting and took the minutes. Carol Martin, the Library's liaison from the Finance Committee, joined the Trustees for a discussion of the FY 2018 Budgets. There were no other visitors and no public comment.

Approval of Minutes

The minutes for the Board of Trustees' meetings on June 15, 2016 and August 2, 2016 were approved unanimously (6-0).

Circulation Report

Mrs. Knight noted that circulation is down somewhat in the DVD and CD categories, but way up for popular new titles, especially "Speed Reads" (titles on short loan periods), which are up 119% over last year following a decision to spend more money on these titles, lengthen the loan period from 7 to 14 days, and display them more prominently.

Update on Library Director Search

Mrs. Lipcon reported that the Trustees' choice of a final candidate for the position of Library Director had been relayed to the Director of Human Resources, whose office will perform the necessary background checks, tender an offer, and negotiate a contract. The final candidate is Dana Mastroianni, who is currently serving as Assistant Director of the Needham Free Public Library. It is expected that she will accept the offer. Public announcement of the choice will be delayed until the hiring process is complete. Mrs. Gennis thanked Mrs. Lipcon and Mrs. Cartwright for all their hard work during the selection process and presented them with flowers from the Trustees.

Proposed FY 2018 Library Budgets and Budget Planning

Trustees commended Mrs. Knight for her thoughtful "Budget Narrative," which serves as a preface to the Library's Draft FY 2018 Operating Budget, which asks for \$1,056,200 from the Town. That figure represents an increase of \$20,000 or 1.89% over the FY 2017 budget (but see anticipated changes to the draft below). After correcting a handful of typographical errors, the Trustees welcomed Ms. Martin, the Library's liaison from the Finance Committee, for further discussion.

In a discussion of unmet needs, Trustees renewed their call to add a Young Adult Librarian and an Outreach/Communications Specialist to the Library staff. Mrs. Knight pointed out that if a new library is built near the Middle School, the addition of a Young Adult Librarian position will become imperative. The Library currently has 7 full-time employees and a total of 13.8 FTEs. Although no requests for additional staff have been made for FY 2018, the Trustees will continue to make this case in the future to the Personnel Board and the Finance Committee, as it has done for the last several years.

Participants also reviewed a long list of facilities projects and capital items that are scheduled for the Library but currently fall outside the Library's operating budget and the Trustees' control. These include regular maintenance and repair items, like painting and window repair; building improvements, including a wastewater hookup and a new air conditioning system; technology upgrades, including new phones and an RFID tagging system for the collection; and several major construction projects, including an ADA-compliance project and a MEMA-funded drainage mitigation project.

Many of these items require cost estimates from the Town's facilities and technology directors. Ms. Martin was able to identify some of those costs from a recent draft of the Town's capital budget; she said she would help nail down the remainder of the estimates for the Trustees, who need the information for planning purposes. As several Trustees pointed out, no matter what decision is made about building a new library near the Middle School, the Library will be in the current building at 5 Concord Road for at least four more years, and that building needs to be kept in good condition and be equipped with adequate Library infrastructure. Mrs. Knight will ask the Public Buildings Director to attend the next Trustees' meeting to finalize the capital and facilities costs and help with the planning.

In the meantime, Ms. Martin advised adding the short list of worn-out furnishings that need replacement to the operating budget request under a new line called "Furnishings." She believes the Budget Director will accept this charge, which is estimated to be about \$10,000 for new book drops, a lectern, new book carts, and desk chairs. The addition of those items would raise the requested increase in the Library's budget to \$30,000, 2.84% more than last year. Ms. Martin suggested that, in the future, requests for funds for Library furnishings might be made through the Facilities Department as is done for the School Department.

Trustees expressed concern about an \$85,000 placeholder in the Capital Budget for the replacement of the curved Rotunda windows. Trustees prefer that these windows be carefully repaired, as they are beautiful and historic; moreover, repair would be less costly than replacement, costing about \$18,000-\$20,000 according to an estimate obtained by Trustees from a qualified historic preservation firm.

After discussion, on a motion by Mrs. Woodruff seconded by Mr. Hughes, the Trustees voted unanimously (6-0) to approve the FY 2018 Operating Budget Request as amended at the meeting.

Library Planning and Design Study

The time being short, Trustees deferred discussion of the Library Planning and Design Study to the next meeting, except to approve a motion, made by Mrs. Cartwright and seconded by Mrs. Lipcon, that if funds for the study become exhausted, then any bills for landscape design services provided to the Board or Tappé Architects, if not already paid by the Recreation Commission for their effort to determine their interest in the 195 Main Street site, may be paid from the Draper Fund up to \$3,000. The vote was 4-0, Mrs. Woodruff and Mr. Hughes having left the meeting early.

Letter of Intent

Discussion of whether the Board will submit a Letter of Intent to file an application for a grant to the Massachusetts Public Library Construction Program was also postponed to the next meeting. However, on a straw vote, the answer was yes.

The Meeting Was Adjourned at 10:41 a.m.

Documents for This Meeting

- Agenda for Meeting, September 21, 2016
- Minutes of the Board's meetings on June 15, 2016 and August 2, 2016
- August Circulation Report
- Monthly Statistics Dashboard, August 2016
- Draft, "Wayland Free Public Library, Proposed Operating Budget and Narrative for Fiscal Year 2018" with letter of transmittal dated September 21, 2016 from Aida Gennis, Chair, Board of Library Trustees, to David V. Watkins, Chair, Wayland Finance Committee
- Table of repairs, maintenance work, improvements, construction, facilities replacement, and other capital projects scheduled for the Library, with costs, if available, and name of person responsible for providing the costs (many items still not costed out)

Next Meetings

- Tuesday, September 27, 8 a.m., Raytheon Room, Wayland Free Public Library
- 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