

**Wayland Free Public Library**  
**Board of Library Trustees**  
**Minutes of Meeting Tuesday, September 27, 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. Mr. Hughes left the meeting at 10:15.

**Call to Order:** 8:06 a.m.

**Visitors and Public Comment**

Chris Blessen, Tappé Architects, and John Sayre-Scibona, Design Technique, attended the meeting for the Library Planning and Design Team. Library Planning Committee members in attendance included Lynne Cavanaugh, Sandy Raymond, and Barbara Scolnick. Public Buildings Director Ben Keefe came to discuss facilities planning. Former Trustee Nan Jahnke took the minutes. There were no other visitors and no public comment other than that noted below.

**Minutes and Reports**

No minutes were presented for vote at this meeting, and no reports were presented for review.

**Library Planning and Design Study**

Participants heard accounts of a meeting of the Recreation Commission the evening before (on September 26, 2016) at which Mrs. Knight and Tappé Architects presented work to date by the Library Planning and Design Team, along with a proposal for shared use of the parcel at 195 Main Street. New ideas floated at that meeting included developing the east end of the parcel, closest to the Middle School, as a small-sided soccer field (6v6) or perhaps as a largely unscheduled, passive recreation space geared to young families, camp uses, and after-school play. Several alterations to Tappe's designs for the site are being made to optimize the functions envisioned by the Library and the Recreation Commission, as the two bodies work to create a mutually satisfactory jurisdictional line. Trustees expressed appreciation for the efforts of all the participating boards in bringing this work to conclusion.

Next steps for the Library Planning and Design Study include finalizing jurisdictions (including the jurisdiction of the School Committee); obtaining necessary transfers of the parcels at 195 and 207 Main Street from the Board of Selectmen, Board of Public Works, and School Committee; votes on whether to file a Letter of Intent and proceed with an application for a grant from the Massachusetts Public Library Construction Program; and obtaining cost estimates for the proposed design.

Trustees turned to the votes. On a motion by Mrs. Lipcon, seconded by Mr. Hughes, Trustees voted unanimously (6-0) to file a Letter Intent with the Massachusetts Board of Library Commissioners (MBLC) expressing the Trustees' intention to file a grant application for a new Library building at 195 Main Street. Then, on a motion by Mr. Hughes, seconded by Mrs. Lipcon, Trustees voted unanimously (6-0) to compile the materials for such an application. Mrs. Gennis reported that she and Mrs. Knight would

attend an MBLC workshop on October 20 about the grant application process; in the meantime, they will assemble a team to collect the required materials and write the grant proposal.

### Library Facility Needs

Mrs. Gennis reminded participants that, no matter what the decision about a new building at 195 Main Street, the Library will be staying in the current building at 5 Concord Road for at least 4-5 years. She then invited Mr. Keefe to update the Trustees on capital planning for Library facilities. Mr. Keefe said the projected 5-Year Capital Budget, while not yet approved, currently schedules Library projects, with placeholder costs, as follows:

FY2018	No projects	\$ -0-
FY2019	Library building project	\$ 16 million
	Rotunda window replacement	\$ 85,000
FY 2020	Wastewater hookup	\$ 275,000
	ADA improvements	\$ 300,000
FY 2021	HVAC improvements	\$ 850,000
FY 2022	Painting and ceilings	\$ 70,000

Mr. Keefe stressed that these placeholder costs are “not researched” but are, rather, guesstimates.

Trustees requested that one of the key ADA improvement projects, the installation of a power-assisted door at the south entrance (from the parking lot), be moved up as the Library has received countless complaints that the current door is too heavy and awkward to manage for older and disabled patrons, as well as by parents with strollers and anyone encumbered by packages. Mr. Keefe agreed this might be done. Mrs. Knight asked whether the attic location of the current HVAC system needed assessment, and Mr. Keefe said no: now that the system is under an outside maintenance contract, there should be no need to relocate the system, which has leaked through the ceiling several times in the past, to the roof or to another outside location.

Trustees reiterated their preference that the curved windows in the Rotunda be repaired rather than replaced as they are of historical interest; the cost would be lower (the Library has received an estimate of \$10-20,000) but, as Mr. Keefe pointed out, there would be no energy savings. Mr. Blessen mentioned that a storm barrier could be fitted inside the repaired windows for energy savings; he indicated that he could offer more information on such an energy-conserving option if the Town were interested.

Mrs. Knight inquired about the phone system, noting that other Town offices recently received phone upgrades, but the Library’s phone system is now 20 years old. Mr. Keefe will determine whether this would be a Facilities item, under his department’s purview, or a technology item, under the purview of the Department of Information Technology. Mrs. Knight also brought other items to Mr. Keefe’s attention, including worn carpeting, a damaged stair railing, a drainage problem outside the Children’s Room, and the need to transition sometime soon to an RFID materials-tagging system for circulation, and possibly, later on, to an automatic sorting system.

Mr. Keefe asked whether any of these items could be paid from Library funds, and Mrs. Knight said no: the operating budget does not cover any of these items; they should not be paid for from State Aid or trust funds; and they are outside the scope of charitable support from the Friends of the Library, which pays for programming and museum passes. Mr. Keefe felt the RFID system, which has a Library-specific benefit, would not qualify as a capital project under the Facilities Department’s control; he suggested

Mrs. Knight speak to the Town Administrator about how to slot it in the capital plan; Mrs. Knight said she would like to see the system roll out in FY 2019 and FY 2020. On the other hand, Mr. Keefe reported that the Town Administrator had indicated to him that the furnishings charges, which the Library's Finance Committee liaison earlier proposed be moved from the capital plan to the Library's operating budget, should in fact come out of the Facilities operating budget.

### **Update on Library Director Search**

Mrs. Lipcon reported that the Town's Human Resources Director was meeting with the final candidate for the Library Director's position that day, September 27, to discuss the Town's offer.

### **Drainage Update**

Mrs. Woodruff reported that a bidders' briefing was held on September 21 to present information on the Town's drainage mitigation project at the Library; the work will be paid for by a grant from the Massachusetts Emergency Management Agency. Bids are due October 4, with completion anticipated by December 15. Former Public Buildings Director John Moynihan will be overseeing the project.

**The Meeting Was Adjourned** at 10:38 a.m.

### **Documents for This Meeting**

- Agenda for Meeting, September 27, 2016
- Presentation materials from Tappé Architects, including concept map for shared use of 195 Main Street (Library and Recreation uses) titled Wayland Public Library—Conceptual Site Plan, September 26, 2016, New Boundary Line (Approximate)"
- 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**

- Wednesday, October 5, 8 a.m., Raytheon Room, Wayland Free Public Library
- Thursday, October 13, 2016, 8 a.m., Raytheon Room, Wayland Free Public Library
- Wednesday, October 19, 2016, 8 a.m., Raytheon Room, Wayland Free Public Library

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