

Wayland Free Public Library
Board of Library Trustees
Minutes of Meeting Wednesday, October 19, 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.

Call to Order: 8:08 a.m.

Visitors and Public Comment

Incoming Library Director Dana Mastroianni participated in a portion of the meeting. Former Trustee Nan Jahnke took the minutes.

Mrs. Heller noted that the Friends of the Library are holding their annual membership drive in October. She also noted that through its various efforts the Friends raise approximately \$30,000 a year for Library programs, including the Museum Passes Program.

Mrs. Gennis took a moment to present flowers to Mrs. Knight in honor of her coming retirement and to express the Trustees' deep affection and gratitude for her 23 years of service to the Library, including 14 years as Director and earlier years as Assistant Director and Head of Reference.

Minutes and Reports

After making several small changes concerning dates and locations, Trustees approved the following sets of minutes unanimously (6-0): September 15, 2016 (morning meeting); September 15, 2016 (evening meeting); September 20, 2016; and October 5, 2016.

Mrs. Knight agreed to make the monthly "Dashboard" Statistics Report available to Trustees electronically in advance of each regular monthly meeting. She noted that the "Speed Read" books continue to circulate at double their numbers last year, apparently because they are now available in greater numbers, circulate for a longer loan period, and are displayed more prominently in the Library. At the same time, CD and DVD circulation continues to fall, presumably because of the availability of streaming electronic access to these materials.

Library Planning and Design Study

Concept drawings. Mrs. Gennis reported that members of the Design Team for the Library Planning and Design Study are finalizing changes to their concept drawings for a proposed Library building at 195 Main Street, which they will present at the Community Forum on November 2; those changes are based on feedback the Design Team received from Trustees, the Library Planning Committee, and Library staff during the week of October 10. The final drawings will become part of an application for a state library construction grant.

As the Design Team's contracts are expiring and the opportunity for making design changes is closing, Mrs. Gennis asked whether Trustees had any lingering concerns about the current iteration of the designs. Among the questions considered were whether there should be an entrance on Main Street, what the proposed exterior finishes will cost, whether the design of the building itself would entail an increase in staffing, what the energy costs might be, whether sound transmission in the atrium is adequately addressed, how to provide safe pedestrian access from the Middle School, and whether there is adequate provision for parking if a playing field occupies the east end of the 195 Main Street parcel. These questions will be passed on to the architects. The two major pieces of work remaining are formulating the cost and energy-use estimates, which will be presented to the Permanent Municipal Building Committee the week of October 24.

Grant workshop. Mrs. Gennis and Mrs. Knight will attend a workshop on October 20, which is required of all state construction grant applicants, to learn more about the application process. Grant applications are due in January. Trustees agreed that they would like to have the application completed by early December.

Jurisdictional lines. Mrs. Gennis announced that the Library, the Recreation Commission, and the School Committee have come to agreement on jurisdictional lines within the Town-owned parcel at 195 Main Street. Next steps are to seek transfers of jurisdiction from the boards currently holding jurisdiction over that parcel: the Board of Public Works and the Board of Selectmen. Those transfer requests will be made in the next two weeks; they are expected to be conditioned, in both the Library's case and the Recreation Commission's case, on the boards receiving funds and approvals for their proposed projects on the site. If those transfers are made, an application may subsequently be made to the Planning Board to dissolve the internal lot line between 193 and 195 Main Street since "193 Main Street" is an obsolete address with no current or anticipated Town function assigned to it that is not already entailed in the "195 Main Street" address.

Warrant article. Looking further down the timeline, Mrs. Gennis alerted Trustees to the need to draft a warrant article for the 2017 Town Meeting, scheduled for April. The article would ask voters to approve the Town's application to the Massachusetts Board of Library Commissioners (MBLC) for a Massachusetts Public Library Construction Program grant; it would also ask voters to accept the grant money, if awarded, and to authorize that the grant money, if awarded, be expended for the purpose of building the proposed Library at 195 Main Street in the event the voters later vote to fund the Town's share of the accepted Library project. A draft of such a warrant article, which would NOT include the request to fund the project (that vote would come at a later Town Meeting), would be due in January 2017.

Permanent Municipal Building Committee. Mrs. Knight announced her intention to resign her seat on the Permanent Municipal Building Committee, to which she was appointed for the duration of the Library building project, effective October 28, the date of her retirement as Library Director. She noted that while the MBLC suggests that a town's Library Director should sit on any board directing a Library building project, when possible, Wayland's incoming director cannot do so as she is not a Wayland resident. Mrs. Knight proposed that Mrs. Gennis be recommended for the seat instead, as she is the town resident with perhaps the greatest familiarity with the Library project of all. Mrs. Gennis agreed to serve in this capacity if asked. On a motion by Mrs. Lipcon, seconded by Mr. Hughes, Trustees voted unanimously (6-0) to recommend to the Board of Selectmen that Mrs. Gennis take Mrs. Knight's seat on the Permanent Municipal Building Committee for the duration of the Library project upon Mrs. Knight's retirement as Library Director.

Community Forum. Mrs. Gennis confirmed that the town-wide Community Forum on the proposed Library building project, postponed from September 21, will be held on Wednesday, November 2, at 7 p.m. in the Senior Center. At that time the Design Team will report on their work under the contracts funded by the \$150,000 allocation approved by the voters at the 2016 Town Meeting; they will also present their concept drawings for the proposed building at 195 Main Street. Mrs. Gennis will introduce the project and Mr. Hughes will videotape the meeting. Mrs. Gennis noted that the forum will be posted as a Board of Library Trustees meeting and asked that all Trustees be in attendance.

Transition Planning

Trustees discussed plans to welcome the new Library Director, Dana Mastroianni, with flowers and perhaps a pumpkin on her first day, October 31. A poster welcoming her will also be placed in the main area of the Library, and the outdoor sandwich board will have an announcement of her arrival. An article about her is being sent to the Town Crier for publication on November 3. A more formal "Meet the Director" opportunity may be worked into the program for the Holiday Open House scheduled for December 4.

Mrs. Gennis reported that she had spoken with the Human Resources Director, John Senchyshyn, about appropriate Board supervision of the Director during and after her six-month probationary period. Trustees discussed management of their board meetings and decided they did not wish to set aside any regular portion of those meetings for discussion of personnel matters either in Executive Session or at the exclusion of the Director; they would prefer to keep their meetings as open and inclusive as ever.

Trustees expressed a preference for appointing two Trustees to shepherd the new Director through the first six months, and perhaps longer, taking feedback from staff, the public, and other Trustees, and working one-on-one with the Director to be sure goals and expectations are met and that the Director receives support at every turn. On a motion by Mrs. Cartwright, seconded by Mr. Hughes, Trustees voted unanimously (6-0) to appoint Mrs. Lipcon and Mrs. Gennis to serve as the Board's liaisons with the new Library Director to assist in her transition to the Library and to facilitate ongoing supervision and evaluation of her work by the Board of Trustees as a whole.

Topics Not Reasonably Anticipated by the Chair in Advance of the Meeting

Mrs. Woodruff reported that the drainage mitigation project at the current Library at 5 Concord Road has been combined with the construction project for the neighboring Rail Trail. The firm of I. W. Harding Construction, of West Bridgewater, has won the contract. John Moynihan, the former Public Buildings Director, is overseeing the project for the Town. The two projects will be undertaken simultaneously, but with priority given to the Library's needs and deadlines. The drainage work is expected to take about six weeks and should be completed by mid-December, ahead of the April deadline for expending the funds provided by a grant from the Massachusetts Emergency Management Agency.

A pre-construction meeting is scheduled for October 20. Mrs. Knight and Mrs. Heller asked that Mrs. Woodruff convey the need for the Library's new Director to be included in discussions as they affect Library operations, along with the Library's Custodian and Administrative Assistant. Mrs. Gennis expressed hope that the project would not interfere with the annual Holiday Open House, scheduled this year for Sunday, December 4, from 2-5 p.m.

The Meeting Was Adjourned at 11 a.m.

Documents for This Meeting

- Agenda for Meeting, October 19, 2016
- Director's Report, October 2016
- Minutes of September 15, 2016 (morning)
- Minutes of September 15, 2016 (evening)
- Minutes of September 20, 2016
- Minutes of October 5, 2016
- Financial Report, Town Funds, 10/18/2016
- September "Dashboard" Statistics, including reports for circulation, database use, Raytheon Room use, and social media traffic

Next Meetings

- Wednesday, November 2, 2016, 8 a.m., Raytheon Room, Wayland Free Public Library
- Wednesday, November 2, 2016, 7 p.m., Senior Center, at the Community Forum
- Tuesday, November 15, 2016, 7 p.m., Wayland High School Field House, at Special Town Meeting
- Other meetings may be posted as votes on jurisdictional lines and land transfers are scheduled

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