

Wayland Free Public Library
Board of Library Trustees
Meeting Minutes
Wednesday, December 20, 2023
9:00 AM
Wayland Free Public Library
5 Concord Road, Wayland, MA

Present: Trustees Aida Gennis (Chair), Judy Dion, Leah Hart, Elisa Scola, Win Treese, and Director Christopher Lindquist.

Librarians Marjanneke Wright and Courtney Michael joined parts of the meeting. Emily Kristofek, liaison for the Friends of the Wayland Library, joined part of the meeting.

Absent: Trustee Elaine Donnelly.

The meeting was called to order at 9:03 AM.

Public Comment. None.

E. Scola moved to approve the November 21, 2023, meeting minutes as circulated. Second by L. Hart. Vote 5-0 to approve.

Review monthly reports. Trustees briefly discussed the consistent bump noted in recent years in March circulation. At present, there is no clear answer to this. A. Gennis thanked C. Lindquist for the completeness of the Director's Report, especially the process on the Library Science and Technology Act grant for improving services to homebound residents. Trustees discussed how the Library might better spread the word on online resources, including those offered through the Boston Public Library which are available to each resident of the Commonwealth.

L. Hart asked how to evaluate contributions to the community beyond what is shown in the data. C. Lindquist noted that staff involved in public communication, including both online and print, will meet in January to consider how to engage more broadly in the Town as well as improve the Library's communications in general by creating a Communications & Marketing Plan for the Library. J. Dion noted that information to the public about actual building work, as it gets going, is very important.

Funding request for preservation of documents. Marjanneke Wright, Bibliographic Librarian, joined the meeting to discuss a proposal to pay for the preservation of a Wayland Library Trustee Minutes Record Book (1870 – 1889), quoted at \$2,950.00 and to pay for archival supplies to properly house items in our local history collection that need protection, in the amount of \$1,300.00, for a total request of \$4,250.00.

E. Scola moved to allocate from the 1863 James Draper Fund \$2,950.00 for the preservation of Trustee Minute Record Book (1870-1889) and up to \$1,300 for archival supplies for items in our local history collection, to be selected as needed by staff, for a total of \$4,250.00. Second by L. Hart. Vote 5-0 to approve.

J. Dion suggested that the regular budget should include appropriate funds for archival supplies and work,

and C. Lindquist agreed to pursue that in future budget requests. L. Hart asked if there are training programs for librarians involved in archival work. C. Lindquist mentioned that there are several, and that staff will follow up on this as an area for future training as appropriate.

Discussion of adult programming. Courtney Michael, Adult Programming Coordinator, joined the meeting to discuss adult programs. She shared a handout with a general overview of adult programming at the Library. Trustees discussed opportunities and possibilities, including some related to programs funded by the Gossels Fund. C. Michael also reported that she is working with the Wayland Human Rights, Diversity, Equity and Inclusion Committee (HRDEI), on possible future programs.

Trustees thanked C. Michael for the depth and breadth of the programs and for being willing to take chances in trying new programs. A. Gennis expressed thanks for the Social Justice Book Group, which was very helpful and introduced some materials of which many people were unaware. C. Michael also asked Trustees to send her ideas for speakers and improving publicity. Trustees thanked her for bringing thought provoking and interesting programs to the community.

WFPL Working Group for Building Maintenance and Repairs. C. Lindquist and A. Gennis reported that discussion at the last meeting focused on the lower level public restrooms. One restroom needs to be slightly enlarged and a changing table in one or both is needed. Also discussed was possibly carving out space from the larger restroom, the former men's room, for a supply closet to provide additional custodial storage space. Current priorities are: ADA compliance (beyond any exemption for the building based on age) for the bathrooms, the parking lot entry door, the emergency exit in the North Wing, the elevator cab; the HVAC system; the sewage tie in. C. Lindquist is looking at possible matching grant funds for HVAC work and for other work. At this time, the allocated Town funds are insufficient to significantly enlarge the parking lot entry, as discussed with the previous director.

The group will meet again in January. It was noted, the Library's status and needs may be on the agenda for the Permanent Municipal Building Committee in late January.

Building assessment and possible reconfiguration and reallocation of space. Trustees discussed how to assess what service location changes could make sense and occur within the building. Some suggestions included gathering feedback from the community about possible changes and performing observational studies during operating hours about how people are using the spaces. J. Dion also suggested that perhaps Trustees should look at doing the HVAC work (needed in any scenario), undertaking something visible (such as improving the Children's Room), and engaging a space planner to rethink the way the building works before any other substantial interior changes.

Strategic planning process. It is time to develop a new strategic plan for the Library for FY2026-FY2030, as required by the Massachusetts Board of Library Commissioners. C. Lindquist has worked on many strategic plans during his career and noted they typically take about nine months. C. Lindquist suggests a strategic planning consultant be hired and the Library use the recommended process in *Strategic Planning for Results*, by Sandra Nelson, published by the Public Library Association. A group under the Director, of perhaps 10-11 people, including staff, would work from February to September to develop a plan by the deadline of October 1, 2024. C. Lindquist has some information about consultants and can help develop a scope of work. Trustees A. Gennis and L. Hart offered to work with C. Lindquist to develop a scope of work and review consultant responses to bring before the Trustees.

Friends update. Emily Kristofek joined the meeting as liaison from the Friends. The Friends held a special 3-hour book sale in the Raytheon Room on December 10. Although it was attended largely by book dealers who purchased a large number of books, it was not a big money maker, with \$287 in sales. She was unsure if many people in Wayland had heard about it.

E. Kristofek also asked about further consideration of moving or changing the very large heavy podium, which is blocking access to some of the books for sale. She also said many copies of the anniversary booklet have been sold at the Wayland Depot.

Trustee reports & concerns. A. Gennis reminded everyone that Trustees' required year-end Campaign Finance Reports are due on or before Jan. 20, 2024, whether any money was spent or not.

Topics not reasonably anticipated by the Chair 48 hours prior to the meeting. None.

Next meeting date. The next meeting is planned for January 23, 2024, from 3-5 PM in the Raytheon Room at the Wayland Free Public Library.

L. Hart moved to adjourn. Second by E. Scola. Vote 5-0 to approve.

The meeting was adjourned at 11:29 AM.

Documents for the meeting

2023-11-21 BoLT minutes - DRAFT 2.docx
2023.11.21 BoLT Minutes - FINAL DRAFT.pdf
AAWF Grant Award 2024.pdf
Director's Report 12.20.23 Final Draft.pdf
Spending Summary as of 20231212 (1).pdf
Trust Fund Request for Conservation_ 12.20.23.pdf
Trust fund Summary as of 20231213 (1).pdf
Trustees Circ Stats FY24 New 12.20.23 BoLT.xlsx
Trustees Circ Stats FY24 New.xlsx
WFPL - BoLT Mtg Agenda 12_20_23 Final Draft.pdf
WFPL CPA Application 2024-2025.pdf
WFPL Improvements - Architectural Plans 2023-12-13.pdf
WFPL Improvements - Working Group Meeting 2023-10-31 Notes.pdf
WFPL Improvements - Working Group Meeting 2023-12-13 Notes.pdf
Wayland Free Public Library - Letter of Intent Access for All Application 11.23.pdf
Wayland Library SD Site Plans 10-27-2023.pdf

Emails for the meeting

Email from AM 11/22/23, Moore slight revision library publicity for 11/27
Email from WT, 12/3/23, Informational: Save the Libraries! - Dec 8 - International Day Against...
Email from AG, 12/13/23, WFPL - quick quorum check for Trustee meeting Dec. 20
Email from SRH 12/15/23, Wayland Library Nov 2023 Circ Stats FY24
Email from AG, 12/15/23, Re: WFPL quick quorum check for Trustee meeting Dec. 20
Email from CL, 12/15/23, Board Packet: 12,20.23
Email from AG, Yesterday, WFPL - dec 20, 2023 TE Mtg CPC appl. support MJ request