

Wayland Free Public Library  
Board of Library Trustees  
Meeting Minutes  
Friday, February 16, 2024  
9:00 AM  
Wayland Free Public Library  
5 Concord Road, Wayland, MA

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

Call to order: 9:04 AM

**Strategic planning update.** C. Lindquist reported that the Library received four solid responses to its invitation to bid for a consultant to facilitate the strategic planning process. Of the four, two were interviewed by C. Lindquist, A. Gennis, and L. Hart.

The unanimous recommendation from the interview group was to engage strategic Planning Consultant Deb Hoadley. She has extensive experience developing strategic plans with Massachusetts libraries and is also an external consultant through the Massachusetts Library System. Her bid, at \$12,000, was also lower than the other leading candidate. Locally based, D. Hoadley is much closer geographically than the other interviewed candidate, which will allow her to participate in person for planning activities. Reference checks are in progress and are very positive so far.

As part of the overall project, and in coordination with the strategic planning consultant, the Library may engage assistance from Massachusetts Library System (MLS) for space planning, focus groups, or other possible needs. Also, a Wayland resident who has facilitated previous Library focus groups is available for some assistance.

E. Donnelly moved to hire Strategic Planning Consultant Deb Hoadley to facilitate the development of the Library's next Strategic Plan, FY26-FY30, for up to \$13,000 from State Aid, subject to positive reference checks.

Second by L. Hart. Vote 6-0 in favor.

W. Treese moved to authorize the Chair, Aida Gennis, to sign the contract to engage Deb Hoadley, as approved by the Board of Library Trustees.

Second by E. Scola. Vote 6-0 in favor.

**Trustee reports and concerns.** It is anticipated the Permanent Municipal Building Committee (PMBC) will be meeting shortly and the Library building project will be on the agenda. A. Gennis and J. Dion were previously nominated as library representatives to the PMBC for this project.

The working group met recently and reviewed updated cost estimates. The original cost estimates dated from early in the pandemic. Due to cost escalations, delivery delays, and other necessary projects in town proceeding, status and priority of these library projects will be reviewed. It was anticipated project costs would cover a proposed hybrid HVAC system and also: the sewage connection; ADA improvements; removing the risers, adding new carpeting in the Children's Room; and external work on the building. The HVAC system may consume a sizable portion of the budget. There may be opportunities to offset some costs with grants, which will be applied for, such as from the Massachusetts Cultural Council, and with rebates from MassSave. once costs are incurred in the project work.

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

**Public comment.** None.

E. Scola moved to adjourn the meeting, with a second by J. Dion. Vote 6-0 in favor.

The meeting adjourned at 9:26 AM.

**Documents for the meeting**

Wayland Free Public Library Strategic Planning Proposal 2024.pdf

**Emails for the meeting**

Email from AG, 2/13/24, WFPL- next Trustee meeting 9 a.m. Friday, February 16.

Email from CL, 2/14/24, WFPL- next Trustee meeting 9 a.m. Friday, February 16.

Email from CL, 2/14/24, Proposal from Deb Hoadley of Hoadley Consulting

Email from CL, 2/14/24, Re: Proposal from Deb Hoadley of Hoadley Consulting