

Wayland Free Public Library  
Board of Library Trustees  
Meeting Minutes  
Wednesday, February 28, 2024  
8:30 AM  
Wayland Free Public Library  
5 Concord Road, Wayland, MA

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

Call to order: 8:37 AM

Public Comment. None

**Approve previous minutes.** E. Scola moved to approve the minutes of the meeting of January 23, 2024, and the meeting of February 16, 2024, as distributed.  
Second by J. Dion. Vote 6-0 in favor.

**Review monthly reports.** Trustees reviewed the regular monthly reports. The regular budget spending is on track for the year, with books and materials running a little ahead. C. Lindquist reported that the Library has selected Abby McBride, from Holliston, as the new Assistant Children's Librarian, with a provisional appointment pending procedural checks. She is expected to be on board by mid-March. The new contract between the Town and the Union has been ratified, and final approval by the Town will be voted on at Town Meeting. The library staff will be conducting an "observational study" of library usage in all public spaces between March 15 and June 21, counting numbers and general demographics of patrons and noting how they are using the library. The phone system should finally be replaced by the end of March.

A. Gennis mentioned a previous problem of data loss a number of years ago and questioned the adequacy of data backup. C. Lindquist briefly described the multiple backup systems in place.

Deb Hoadley, consultant for the Strategic Planning process, has been sent a contract for the project and the Library is awaiting her signature. An organizing meeting for the project is planned for March 6. Youth Services Librarian Pam McCuen and C. Lindquist will meet with a Youth Services Focus Group to get feedback about programs, services, collections, and spaces for children, teens, parents, and caregivers.

C. Lindquist reported that librarian Courtney Michaels is in discussions with a potential speaker for an event this year supported by the Gossels Fund for Human Dignity.

**Library Director Screening Committee.** Since Director C. Lindquist is now well-established at the Library, E. Scola moved to disband the Library Director Screening Committee, with thanks for their work.

Second by J. Dion. Vote 6-0 to approve.

**Trustee funds.** L. Hart moved to pay in full the Ingram company invoice #60317799, totaling \$199.75 for books to meet the minimum annual expenditure required by three early library funds: 1863 James Draper Fund (requiring \$30 for books, \$30 for repair of books or new books/maps); 1894 James Sumner Draper Fund (requiring \$30 for new books;); 1903 Grace Campbell Draper Fund (requiring \$50 for books, not fiction, with an inscription of the fund's title, "Grace Campbell Draper Fund," in each).  
Second by E. Scola. Vote 6-0 to approve.

W. Treese moved to pay renewal dues for the American Library Association in the amount of \$314 from State Aid. Second by L. Hart. Vote 6-0 in favor.

Trustees suggest this regular expense be in the operating budget in future years.

**Updates from Wayland Free Public Library-Working Group, building maintenance & repair project.** J. Dion and A. Gennis were sworn in as representatives of the Permanent Municipal Building Committee (PMBC) and attended the PMBC meeting last night. J. Dion reported on the meeting, reminding all the project was originally funded in 2022 with an estimate that is now insufficient, due largely to cost escalations, for the actual work needed. The next meeting on the working group is later today. Trustees discussed the state of the project. The PMBC involvement is very promising in making more progress. At the moment, it appears that a complete HVAC system upgrade/replacement now requires a significant amount of the funds.

Trustee E. Donnelly left the meeting.

**Meet Pam McCuen, Head of Youth Services.** Pam McCuen joined the meeting to discuss current work in Youth Services. P. McCuen noted that A. McBride previously worked at the Boston Museum of Fine Arts and was responsible for children's programs. She has extensive experience with children and is new to library work. She also has a strong interest in working with children with special needs. Abby McBride has very strong recommendations and a planned start date of March 11.

P. McCuen spoke of organizing a Youth Focus Group for the Strategic Planning process.

P. McCuen has also been hearing many compliments on the new shelving. The re-configuration of shelving allows better light into the full Children's Room and a large story time space by the windows. The horseshoe area in the back of the room is now used as a themed play area. The staff is working on a diversity audit of part of the collection of about 1,400 books appropriate for grades 6-8. This is a time-consuming process to review books that include a wide variety of topics, such as LGBTQ, racial diversity, neurological diversity, and immigration.

**Legislative Breakfast.** The Library will be hosting a regional Legislative Breakfast on March 8 for area library directors and trustees to meet with state legislators about state support for libraries.

**Friends update.** The Friends provided an update in writing.

**Trustee reports and concerns.** None.

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

The next meeting is scheduled for Wednesday, March 27, 2024, at 9:00 AM at the Library.

W. Treese moved to adjourn. Second by J. Dion. Vote 5-0 to approve.

The meeting adjourned at 10:29 AM.

### **Documents for the meeting**

2024-01-23 BoLT minutes Best.pdf

2024-02-16 BoLT minutes - special meeting Best.pdf

Aida Letters to Trustees LDSC.pdf

Board Packet February 28 2024 .pdf  
Deb Hoadley Scope of Services - Wayland Free Public Library.pdf  
Director's Report 022824 Best.pdf  
Invoices BoLT Mtg 022824 2.pdf  
Invoices BoLT Mtg 022824.pdf  
Spending Summary as of 20240223.pdf  
Trust fund Summary as of 20240223.pdf  
Trustees Circ Stats FY24 022824.xlsx  
WFPL - TE Mtg Agenda 2024.02.28 Best.pdf  
Summary of Library funds  
Letter from Meredith Tobe, President of the Friends

**Emails for the meeting**

Email from CL, 2/26/24, Board Packet: February 28, 2024  
Email from AM, 2/26/24, publicity correction  
Email from CL, Re: publicity correction 2/23/24