

**Wayland Free Public Library
Board of Library Trustees
Meeting Minutes of March 14, 2018
Raytheon Room, Wayland Free Public Library, 8:00 a.m.**

Meeting was delayed one half hour due to snow.

Present: Aida Gennis, Sally Cartwright, Leah Hart, Suzanne Woodruff, Maureen White. Library Director Sandy Raymond. **Absent:** Mark Hughes

Public Comment: None

Minutes of March 5, 2018 and March 8, 2018 were unanimously approved.

Monthly Reports: No financial or statistical reports for this meeting.

Director's Report: Ms. Raymond noted that a parent is asking the library to limit his child's internet access while in the library. Ms. Raymond has directed the parent to town resources available to inform and assist parents. Ms. Raymond is working with Human Resources, now the responsibility of Town Administrator Nan Balmer, to create one position from two recent retirements. The library will open one hour later on Thursday, March 15 so the staff can participate in ALICE (Alert Lockdown Inform Counter Evacuate) training with the Wayland Police Department.

Facility Preparedness: Ms. Raymond discussed the library's Emergency Procedures policy. Ms. Gennis stated we should consider whether the location of the proposed new building, next to the town's emergency shelter at the Middle School, could be an extension of the shelter offering accommodation to citizens in times of need.

March 8, 2018 Public Forum: Forum was cancelled due to snow.

ATM Library Article 17: Two forums for parents of school-age children have been scheduled: March 19, 7 p.m. at Wayland High School and March 20, 7 p.m. at Happy Hollow Elementary School. One more evening forum is scheduled for March 22 at 7 p.m. at Town Building. The March 24, 10 a.m. forum will be at 5 Concord Road, with tours of the building after the presentation. Trustees will use tour notes from previous open house events. There are no snow dates for these forums.

Debt Exclusion Ballot Question 1: Ms. Gennis noted the Board of Selectmen have posted an excellent explanation of the debt exclusion ballot questions on the town's website. The questions are not a vote for or against a project. They are votes to allow for the best options to finance the projects.

Communication with Other Boards, Committees, and Public: Trustees would like to send another town-wide mailing on the library project before Annual Town Meeting. This flyer will be mailed after the Town Election results are known. The Library Planning and Design Study has funds which have been authorized for this flyer and mailing.

Ms. Woodruff moved to proceed with a town-wide mailing regarding the library project, after Town Election results are known, to be funded through any remaining funds from the Library Planning and Design Study overseen by the Permanent Municipal Building Committee. Ms. Hart seconded the motion. Vote in favor: 5 - 0.

Trustees reviewed a memo to the Finance Committee by petitioner of Article 18. Trustees again expressed dismay that the article is asking for more money to study the land and building on 5 Concord Road. More than \$200,000 has already been spent on studies over the last 15 years.

The Board has not heard from Town Council regarding the memorandum of understanding with the Board of Public Works for continued use of 195 Main Street.

In the next few weeks, Trustees will concentrate on reminding people to vote at Town Election on March 27 and at Town Meeting on April 3.

Trustees Reports and Concerns: Ms. Cartwright and Ms. White will attend the League of Women Voters of Wayland Candidate Night on Wednesday, March 14, 2018 at 7:15 p.m. at Town Building. Trustee candidate Judy Dion will also attend. Ms. Cartwright will bring two informational flyers on the library project and the Public Forum flyer for the information table.

Adjourn: 10:05

Documents for this Meeting: Agenda for Meeting of March 14, 2018
Minutes of Meeting of March 5, 2018
Minutes of Meeting of March 8, 2018
Director's Report - March 14, 2018
Emergency Procedures 2017
Memo to Wayland Finance Committee from Judy Ling, March 11, 2018

Next Meetings: Wednesday, March 21, 2018, 8:00 a.m. WFPL
Thursday, March 22, 2018, 6:45 p.m. Wayland Town Building
Public Forum on New Library with LPC
Saturday, March 24, 2018, 10:00 a.m. WFPL
Public Forum followed by Library tours
Wednesday, March 28, 2018, 8:00 a.m. WFPL
Wednesday, April 4, 2018, 8:00 a.m. WFPL

Respectfully submitted by Sally Cartwright