

**Wayland Free Public Library
Board of Library Trustees
Meeting Minutes of May 2, 2018
Raytheon Room, Wayland Free Public Library, 8:00 a.m.**

Present: Sally Cartwright, Leah Hart, Maureen White, Mark Hughes, Judy Dion
Wayland Library Director Sandy Raymond. Absent: Aida Gennis

Visitors: Margo Melnicove

Public Comment: None

Welcome new trustee: Judy Dion was welcomed as a new trustee. Ms Dion received orientation materials.

Meeting minutes of March 21, March 22, March 24, March 28, April 3, and April 4, 2018 were unanimously approved.

Monthly Reports: April 2018 Circulation Statistic report - as expected

Director's Report: Ms Raymond reported that the Friends of the Wayland Library staff appreciation lunch was well received and appreciated. She will send a note of thanks to the Friends. Programs: Comic Fest and David Polansky events were held upstairs and well attended. Ms Raymond made patrons aware in advance of the noise on these dates. Staff update: Schuyler was formerly part-time circulation and is now part-time reference librarian. Book drops: a new larger book drop will be purchased and placed near the side walk as you approach the building on the right side. This will replace two older book drop containers. The smaller book drop container in best condition will remain by the door. A concrete pad will be installed for the new container. The larger container should eliminate the need to empty the container over a long weekend and it can be placed closer to the parking lot for ease of use. Funds will come from the library budget. Policy updates: 3D policy will be discussed at a later date. Building: Goodnow Library offered 8 carrels, without charge, and Ms Raymond accepted the carrels to replace some tables in the North Wing in an effort to provide more independent work area seating to patrons. Carrels can accommodate 1- 2 people and have access to electricity. Parking lot lines need to be repainted. Ms Raymond is communicating with Ben Keefe on this matter. New microphone headset system has been purchased. Staff members will be trained on how to operate the system. The Library may now use the town Amazon account for immediate purchases that cannot be done with the usual purchase order process. Ms. Raymond and Christine Pier will keep a record of all such purchases. Oil tank was successfully removed with minimal disruption to the Library. Parking: Ms Raymond questioned if it would be possible to add street parking in front of the library. Ms Dion questioned if the completed rail trail will impact library parking. Budget: Fiscal year 2018 is winding down. Book ordering has been interrupted due to staff shortage at times. This is being addressed.

Staff Meeting with MBLC - April 25: As part of the MBLC grant process, the MBLC scheduled a staff meeting and a walking tour of the public spaces of the library. They sought staff input on space use and offered suggestions as well. The MBLC will provide a summary of the visit to Ms. Raymond.

Annual Town Meeting - Article 17 followup: Ms Gennis sent a notification letter of the Annual Town Election vote and the Annual Town Meeting vote to the MBLC. Ms Gennis was thanked by the trustees for her well written letter.

Library Planning Committee: Joint meeting with the library trustees and LPC to discuss Article 17 follow-up and future library planning is May 9 at 7:00 p.m. Trustees would like to hear thoughts and ideas from members of the LPC.

Capital Campaign Consultant - next steps: Elizabeth Saltonstall has a current contract, given no active project, she suggests ending the contract at this time and rehire when needed. Ms White moved to terminate the capital campaign consultant contract with Elizabeth Saltonstall. Mr Hughes seconded the motion. Vote in favor: 5 - 0.

Meet and Great staff: Courtney Michael - cancelled

Communications with Other Boards, Committees, and Public: Ms Cartwright reported the Board of Selectman discussed the status of the 5 Concord Rd petition to the probate court on a decision regarding the Roby parcel at their April 30th meeting. The Attorney General has not made a decision yet.

Trustees Reports and Concerns: Director Raymond has passed the Town's required 6 month probationary period and the Human Resources form has been filed. A formal annual review is planned for June, the retroactive start date for her position. The Lydia Maria Child Award was awarded to the ESOL program at ATM. The trustees and the Friends support this program financially. Ginny Steel has done a wonderful job as the leader. Rotunda Room Windows and CPA grant - Ms Cartwright will coordinate the project details with Ms Raymond and the CPC.

Adjourn: 9:40 a.m.

Documents for this Meeting:	Agenda for Meeting of May 2, 2018 Meeting Minutes for March 21, March 22, March 24, March 28, April 3, and April 4, 2018 April 2018 Circulation Statistics FY18 Director's Report - May 2, 2018 Trustee Orientation List and Contact Info WFPL Letter to MBLC - dated April 9, 2018 Town of Wayland - Annual Town Election Vote Certificate and Annual Town Meeting Vote Beth Klein.
Certificate, from	

Next Meetings: Wednesday, May 9, 2018, 7:00 p.m. with LPC
 Wednesday, May 23, 2018, 8:00 a.m. WFPL
 Wednesday, June 13, 2018, 8:00 a.m. WFPL
 Wednesday, June 20, 2018, 8:00 a.m. WFPL

Respectfully submitted by Leah Hart