

**Wayland Free Public Library
Board of Library Trustees
Meeting Minutes of May 23, 2018
Raytheon Room, Wayland Free Public Library, 8:00 a.m.**

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

Visitors: M. Lowery, M. Melnicove

Public Comment: Ms. Cartwright, speaking for herself, urged all present to participate in the Metropolitan Area Planning Council's on-line survey concerning town meeting as a form of governance. Several area towns are participating in the survey study.

Board Officers: Mr. Hughes moved to elect Aida Gennis, chair; Sally Cartwright, vice-chair; and Leah Hart, secretary; for the Board of Library Trustees for the 2018-2019 term. Ms. White seconded the motion. Vote in favor: 6 - 0.

Meeting Minutes of May 2, 2018 and May 9, 2018 were unanimously approved.

Monthly Reports: Financial: Assistant Director Moore stated the budget was on track for this point in the fiscal year and that Training & Education line item funds were being used for several staff to attend the Massachusetts Library Association conference being held in Framingham. Trustees were encouraged to hear of so many staff being able to take advantage of this professional development opportunity. There were no circulation reports for this meeting.

Director's Report: Mr. Moore reported for Director Raymond on the positive reception from patrons for the addition of new individual carrels on the main floor and the creation of a 2nd small study space on the west mezzanine. Materials displaced for the creation of this study space have been relocated nearby. A table removed from the rotunda is now in this study space and magazines that were displaced by removing the table have found space elsewhere. The issue with the aging phone system being busy instead of bumping to another line when another call was being made has been temporarily resolved. The aging phone system, that can no longer be supported, remains a concern. The website host has been upgraded to improve how quickly the site loads.

The "library of things" will be expanded with the purchase of special glasses that allow some colorblind people to see colors. The trustees urged the staff to publicize the "library of things" to let the public know of the several unique items that are available to borrow. Trustees and staff are very enthusiastic about the "library of things" and have many great ideas but space constraints dictate that any new initiatives mean curtailing existing services.

A new, larger book return bin has been purchased and is anticipated to be installed in mid June by the Board of Public Works under the direction of the Public Buildings Director. This book drop will replace the two broken bins by the side door. Its capacity should alleviate the urgency of emptying the book drops during weekend closures.

Meeting with Library Planning Committee: Trustees were pleased with the May 9th joint meeting with the LPC and Ms. LaFarge's facilitating of the brainstorming session. LPC members expressed a variety of thoughts on what went well in the new library project and what could be improved in the future. The question is "what do we do next?" Trustees felt no decisions should be made immediately. Time should be taken to listen, absorb, digest, stand back and process the loss of the \$10.1 million dollar state grant for new library construction. Trustees and the director must give careful thought and consideration to any decisions on future actions for the library. Ms. Gennis anticipates an opinion from the Attorney

General's office regarding the petition to probate court concerning the Roby will would provide another piece of information to help guide decisions on the future of the library.

Trustees want to consider how best to provide space within the current walls that serves all demographics in a balanced way as there is not enough space for any one demographic but there must be some space for every demographic: child, teen, adult, senior, those with various impairments, and staff. Studying how space is used throughout different times of day may allow for creative, flexible space use. Moving the children's room upstairs would diminish the size but add natural light. Mr. Moore reminded all that adding anything new means subtracting something existing. There will have to be tradeoffs. He said the staff is absolutely disappointed in the outcome of the town meeting vote but will continue to strive to provide the best possible library service with the space available. The MBLC conducted a meeting with staff as part of the Mass Public Library Construction Grant Program and offered several suggestions for space use. Trustees received a copy of those meeting notes but did not directly discuss them.

Trustees would like staff work areas to be a priority in any interior reconfiguration so staff can be safe and work effectively. Accessibility is another high priority that needs to be addressed. Trustees are wondering about the level of improvements that can be performed before triggering complete ADA compliance regulations for the entire building.

Trustees discussed how teens may now get to the library and made many suggestions for some sort of cooperation with the school department on bus passes. The library was once a stop on the routes of school buses traveling by it, but this was before students had to pay a fee for bus service. Mr. Lowery suggested using the Metro West Regional Transit Authority.

Ms Gennis said the trustees need to consider the process and timing to update the current Library Long Range Plan 2018-2020. The Long-Range Plan is a key tool to help guide future planning decisions. A new long-range plan should be started soon, with the help of a consultant as has been done in the past. Ms. Gennis will ask other library trustees for recommendations.

The Trustees also want to keep the expertise and knowledge of the Library Planning Committee as decisions on the future are made. Ms. Gennis said the current charge of the LPC continues through June 30, 2019. Trustees want to make sure the LPC members know how much their hard work is appreciated and hope they will be on "stand by" for future planning.

Special Act to Create Town Manager: The Board of Selectmen have invited all board and committee members to their May 23 meeting at 7:30 p.m. to discuss the draft Special Act to Create a Town Manager as recommended by the Collins Center consultant. Ms. Gennis reviewed Massachusetts General Laws, Chapter 78 that outlines the role of the Board of Library Trustees. MGLaws categorize the library as an educational service, like the schools. In most instances, the Special Act, as written, excludes the School Department. Perhaps the library should also not be included in the departments under the jurisdiction of a town manager. Trustees would like to know exactly how the Special Act would change the statutory authority granted it by the Mass. Legislature and change the relationship with and authority of the library trustees and the library director. A reading of the act as written currently strips the board of all authority over the library director, library services, and the library budget. Trustees acknowledge the Board of Selectmen are investigating ways to improve how the town is managed and governed. Several trustees will attend the May 23 meeting to learn more and express these concerns. A similar effort in 2004 to create a town manager position did not succeed with voters. It was unclear what the process and timing of presenting the special act to voters would be.

Ms. Gennis would like to have the trustees meet directly with the BoS to discuss these issues and concerns. She will ask to be put on their agenda.

Trustees Reports and Concerns: The Mass Library Association encouraged all to advocate for budget increases for the state budget library line items. Ms. Gennis hopes all had a chance to advocate for the state library budget by writing to our state senator.

Director Evaluation: Ms. Gennis and Ms. Cartwright will meet with Town Administrator Nan Balmer to ensure all proper procedures are followed in our one-year review of Director Raymond.

Rotunda Windows: Ms. Cartwright is in touch with Ms. Schuler, Mr. Keefe, and Beth Doucette regarding the repair of the three windows using CPA funds approved at ATM. Trustees hope the project can be completed in the summer.

Adjourn: 10:15

Documents for this Meeting: Agenda for Meeting of May 23, 2018
 Meeting Minutes of May 2, 2018 and May 9, 2018
 Financial Report as of 05/17/18
 MPLCP Meeting on April 25, 2018 w/Wayland PL Staff - notes
 BoS Discuss Special Act - Town Manager (draft)
 MBLC email on advocacy - Library Technology & Resource Sharing
 Town Clerk email re: Division of Local Services New Officials Finance
Forum.

Next Meetings: Wednesday, June 13, 2018, 8:00 a.m. WFPL
 Wednesday, June 20, 2018, 8:00 a.m. WFPL, tentative
 Wednesday, June 27, 2018, 8:00 a.m. WFPL, tentative

Respectfully submitted by Sally Cartwright