

**Wayland Free Public Library  
Board of Library Trustees  
Meeting Minutes of June 13, 2018  
Raytheon Room, Wayland Free Public Library, 8:00 a.m.**

**Present:** Aida Gennis, Judy Dion, Mark Hughes, Leah Hart, Maureen White. Director Sandy Raymond.

**Absent:** Sally Cartwright

**Visitors:** none

**Public Comment:** none

**Meeting Minutes of May 23, 2018** were unanimously approved.

**Monthly Reports:** Financial/Statistical: Director Raymond stated the budget was on track for this point in the year. and circulation statistics are on track.

Director's Report: Director Raymond reported that the book return pad was poured by the Department of Public Works. The location for the pad was determined by the Public Buildings Director in consultation with the Conservation Administrator and the DPW. Delivery date for the book return box is uncertain, the DPW will install it when it arrives. At this time there is no new information on when restriping of the parking lot will occur, the lines have faded significantly. The large oak table from the Rotunda has been moved to the west mezzanine creating a second study area that will accommodate 4 patrons. Patrons noticed it quickly and have begun using it. This study space was created just in time for the popular teen study & pizza nights during finals week. For guidance in the selection of 2 chairs and a coffee table for the Rotunda, she will contact the interior design professional who assisted us after the Flood of 2010 with the Rotunda renovation and furniture selection. Director Raymond has received positive feedback on the usefulness of the carrels (study cubicles) which replaced the 5 tables on the main floor, although some patrons noted missing the feeling of a clear open view and space through this area between the tall bookshelves to the north end of the library.

Trustees encouraged Ms. Raymond to send the monthly library newsletter to the Board of Selectmen to share the library's news and information. Ms. Raymond stated the colorblind glasses had arrived and available for lending to patrons. An adult summer reading initiative has started. It leads patrons to explore different genres and library services. All are encouraged to explore the library and its resources.

Director Raymond provided an update on staffing, a part time youth services person and two part time circulation clerks have been hired to fill open positions. Director Raymond and Assistant Director Moore plan to be cross trained in the payroll and billing systems by Christine Pier to increase their familiarity with these detailed procedures.

Library Trustees welcome ideas for improving the building and library services. Several suggestions have been recently communicated to individual trustees and to Ms. Raymond for consideration. Trustees appreciate the public's thoughts:

1. Using unoccupied storefronts at the Town Center?

The suggestion is to temporarily move part of a library function, such as part of the Children's Room or Teen Space, to an unoccupied storefront to allow an expansion of those services that cannot be accommodated within the four walls at 5 Concord Road. Trustees found this appealing and yet were brought to understand that investments in staffing & technology would be required that may be cost prohibitive. Massachusetts Board of Library Commissioners were consulted and informed Trustees that having a partial function located off the site of a main library produces frustration in patrons who cannot have full library needs met at any one location. The MBLC offered that a small style facility/space, accessed by a patron's library card could house materials on

“hold” with a book drop for returns could be explored. Such a system does exist in other parts of the country with large (geographically) lightly populated counties. Trustees wondered how such an off-site space would be monitored and maintained, noting staff would be needed to do this work on a steady, reliable basis to meet customer satisfaction.

2. Using an offsite location for “back of house” functions

Trustees discussed the idea of processing new books and perhaps sorting loaned materials from other libraries and returns at an offsite location. When discussed further, Trustees understood the logistics of receiving materials offsite where they would be unpacked, processed, repacked and transported to 5 Concord Road, then distributed to their proper locations, would be very time consuming and very challenging. Should current staff move offsite, new staff would be needed at 5 Concord Road, as the staff currently tasked with these functions also have other functions that require their presence at 5 Concord Road.

Trustees also noted that moving these functions offsite does not make available any new space at 5 Concord Road for public needs, since all these listed functions occur in already overcrowded staffed office space.

3. Repurposing spaces at 5 Concord Road.

Trustees carefully reviewed a suggestion to repurpose the Rotunda and reconfigure the lower level. The resident appreciated that there are certainly teens who would frequent the library if sufficient and appealing space were available. It was suggested that the Rotunda could be used in a more robust way as a meeting space while teens are in school and as a teen space after school and during the evenings. Glass walls and an entry door could be added to the Rotunda between the columns to allow the Rotunda to continue to be viewed. Moveable furnishings appealing to teens and seating for meetings should be acquired. Also suggested was enlarging the Children’s Room by incorporating the Raytheon Room into the Children’s Room function, perhaps removing the intervening wall, moving the circulation desk, reconfiguring the stacks, adding adult furniture, moving the bistro style tables and chairs within this space. Losing the Raytheon Room as the one dedicated meeting space is a concern. It was suggested that meetings could occur in the evening in this reconfigured space on the lower level.

4. Staff has been asked to consider patron usage of the spaces at 5 Concord Road and will be consulted by Trustees for their input before any decisions are advanced. The MBLC does not recommend Trustees make any major changes or incur any major expenses during this time of reflection and consideration of next steps for library services for Wayland, meanwhile appreciating that some reconfiguration at this time is desired. Tappe Architects has offered to consult, on a limited basis, when Trustees are ready.

**Long Range Planning** the trustees are actively seeking the names of consultants to facilitate the development of the next long range plan

**Annual Report and Budget-** Trustees will begin to craft the Annual Report and 2018 Budget during the summer months.

**Friends Meeting** June 8, 2018- The Friends of the Wayland Public Library were sincerely thanked for their support, and efforts during these past 4 years of library planning. Their support since the award of the \$10.1 million grant by the MBLC was deeply and sincerely appreciated.

**Town Plan to engage a Town Manager-**

Trustees have read the Special Act for a Town Manager. Several Trustees attended the May 23d Board of Selectmen meeting and objected to the inclusion of the library and director under the management of the proposed Town Manager.

Ms. Gennis informed the BoS that the Massachusetts Legislature established the libraries of the Commonwealth to be independent of the management of the executive branches of town and city governments. In doing so ensured their independence from political pressure in the development of their materials collections and their policies. The chapter establishing libraries was enacted in the 1800's. Chapter 78 of the Massachusetts General Laws establishes the county law libraries and the city and town libraries throughout the Commonwealth. In establishing the town libraries, the Legislature established the election of trustees (sec. 10) with the following authority: the custody and management of the land, building and funds of the library (sec. 11); the submission of an Annual Report (sec. 12); the development of policies for the collection of materials (American Library Association standards) and building use; the hiring, disciplining and firing of a director (sec. 34); requiring that all patron information and records of inquiry be excluded from the Public Records Law (sec. 7), and more.

By establishing the public libraries and public schools independent of the executive branch of local governments and placing them under the jurisdiction of independently elected boards accountable only to the voters, the Massachusetts Legislature insulated libraries and schools from political pressure in the development of materials, curriculum and policies.

**Adjourn:**

**Documents for this Meeting:**

Agenda for Meeting of June 13, 2018  
Meeting Minutes of May 23, 2018  
June Temporary 2018 Circulation Stats FY 18  
Suggestions for Repurposing from a Resident

**Next Meetings:**      Wednesday, July 11, 2018, 8:00 a.m. WFPL  
                              Wednesday, August 22, 2018, 8:00 a.m. WFPL  
                              Wednesday, September 5, 2018, 8:00 a.m. WFPL  
                              Wednesday, September 19, 2018, 8:00 a.m. WFPL

Respectfully submitted by Leah Hart and Maureen White