

**Wayland Free Public Library
Board of Library Trustees
Minutes of Meeting of August 22, 2018
Raytheon Room, Wayland Free Public Library, 8:00 a.m.**

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

Public Comment: None

Meeting Minutes of July 11, 2018 were unanimously approved with minor edits for clarity.

Monthly Reports: Financial/Statistical - End of FY2018 Fiscal and Circulation Reports were previously distributed via email. No discussion.

Director's Report: Director Raymond reported the new book drop was installed by the DPW. She would like to add a small bench to the sheltered area by the door. M. White will investigate if the funding of the bench could be a Girl Scout project. A. Gennis moved to allocate up to \$1500 from State Aid to purchase a durable bench. M. White seconded the motion. Vote in favor: 5-0.

Director Raymond is investigating purchasing a new People Counter as the current counter has malfunctioned. She is also purchasing another Hot Spot mobile wireless device. The Hot Spots are very popular, with a wait-list to borrow them. The Friends may be able to fund this purchase.

Director Raymond said the ARIS report required by the state has been completed and submitted.

A draft FY2020 budget is being created by C. Pier and Director Raymond. FY2020 budget guidelines are for no more than a 2.5% increase. Town Treasurer, Zoe Pierce, met with C. Pier and Director Raymond to discuss State Aid.

Director Raymond will update the current 3-D Printing Policy to make it more of a policy as well as a "how to" procedure document. Wording to the effect of "no hazardous or offensive items" will be added. Director Raymond will also update, simplify, and clarify the Internet Use Policy. Some patrons have reported concerns of inappropriate use of the Internet in public spaces. Director Raymond has directly addressed those concerns. Trustees will review updated policies at their next meeting.

Trustees had concerns about the particulars of dates on the Holiday Closings for 2019 list. Director Raymond will check on the Town and Union requirements.

The WFPL entry in the Minuteman Library Network directory has been updated.

Building Exterior Conditions: Ivy encroaching in many places on the exterior of the building especially on the window frames and under the roof tiles remains a serious concern. Director Raymond continues to work with the Public Buildings Director on this issue. She has also had several discussions about the CPA funded rotunda room window restoration project. L. Hart expressed concern with the amount of time and effort Director Raymond must put in to get what should be regular maintenance done on the Library building and on the grounds.

Building Interior Conditions: Director Raymond is working with the Public Buildings Director to update the phones. J. Dion asked if the library had a long-term/short-term replacement plan for regular equipment and technology updates. S. Cartwright reminded Trustees of the DRA Town Building Use Audit Report of May 2013. It can be used as a possible guideline and cost estimate to address building access and safety concerns.

Reference Librarian C. Michael continues to do an excellent and creative job planning programming for the Library. The next Wayland Reads 2019 committee is being formed and planning will begin in September.

Director Raymond continues to work on consolidating and restructuring staff positions and job descriptions.

Annual Report for Fiscal Year 2018: Draft is being worked on by library staff and A. Gennis. The Library's Annual Report is due to the Town Administrator by September 30th.

Special Act for Town Manager: The Board of Selectmen continues to talk to town boards and committees to explain the act, address questions, and hear concerns. They will produce a summary report of those discussions once all boards and committees have been addressed.

5 Concord Road, Attorney General Opinion: Board of Selectmen discussed the non-decision from the state Attorney General's Office on the reuse of a portion of the 5 Concord Road building with Town Counsel at their July 16, 2018 meeting. All Trustees expressed disappointment in the opinion. The lack of understanding if or how the Roby portion of the building could be used or reused makes long range planning for the library very difficult.

Review and Discuss Space Needs at 5 Concord Road: Staff will further discuss the MBLC suggestions for space needs. A representative from Tappé Architects will also meet with staff to consult on space reconfiguration possibilities.

Long Range Plan: A. Gennis has a list of potential consultants to review and update the current Long Range Plan, to be hired in the fall of 2019. All Trustees should review the current plan FY2018-2020 to discuss at a future meeting.

Communications with Other Boards, Committees, and Public: No discussion except for those mentioned in above minutes.

Trustees Reports and Concerns: S. Cartwright was unable to attend the ESOL Steering Committee meeting on August 2, but reported from their minutes. MJ Wright is doing a wonderful job with the three English Conversation groups and she is thinking of some fun ESOL events.

Former Trustee L. Lipcon is working on behalf of the Trustees to develop a Gossels Fund for Human Dignity program. A program may be developed in collaboration with Wayland High School, which also has funding through a Gossels Fund. One Drop of Love is a one-woman show that is being explored as a program for this collaboration.

S. Cartwright is concerned with the 5-year Capital Budget and whether or not the money allocated for the new building project will remain or be removed. A. Gennis believed an amount would remain as a line item. There continues to be uncertainty on whether the Library should be submitting its own capital budget items or if they should all be within the town Facilities Department capital budget.

Adjourn: 10:20 a.m.

Documents for this Meeting: Agenda for Meeting of August 22, 2018
Meeting Minutes for July 11, 2018
Director's Report - August 22, 2018
Circulation Stats Final thru FY18
Circulation Stats - FY19 thru July '18
Fiscal Year End Financials - FY18
Letter from BoLT by A. Gennis to Board of Selectmen Chair, Lea Anderson, dated July 19, 2018 re: Special Act.
Draft BoS Policy on the FY2020 Budget Process, July 2, 2018.
2019 Holiday Closings
3D Printing at The Wayland Free Public Library
Internet Use Policy and Miller test for obscenity, email August 20, 2018

Assessment

Next Meetings: Wednesday, September 5, 2018, 8:00 a.m. WFPL
Wednesday, September 19, 2018, 8:00 a.m. WFPL

Respectfully submitted by Sally Cartwright