

Wayland Free Public Library
Board of Library Trustees
Minutes of Meeting September 5, 2018
Raytheon Room, Wayland Free Public Library, 8:00 a.m.

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

Public Comment: None

Meeting Minutes of August 22, 2018 were unanimously approved with minor edits for clarity.

Monthly report: Financial/Statistical - Circulation Report August 2018 statistics were consistent with August 2017.

Director's Report: Director Raymond provided an update on landscaping and grounds. DPW has mowed, edged the beds and given the bushes around the building a good trimming. The Friends' Garden has been cleared of mulch and much topsoil. Dir. Raymond has been in contact with Joe Doucette at the DPW to request mulch be added back to the Friends' Garden, that the prickly quince bush be removed and that the bushes be trimmed to allow more daylight into the office staff rooms located in the sub-ground floor level of the Library beneath the round room. At the suggestion of the Friends' regarding type of plantings, Dir. Raymond requested that vinca and low growing juniper (similar to what is at the Town Building) be planted along the walkway to the side entrance of the Library.

The aging People Counter, more than 15 years old, needs to be replaced.

Although the Rail Trail is not yet officially open for travel, cyclists and walkers are beginning to access the bike path. Staff have noticed individuals parking in the upper lot with bicycles mounted on their cars, dismounting the bikes and biking away on the Rail Trail. Trustees do welcome the bike path as an additional way for bikers and walkers to reach the library.

Trivia night in August was a hit with more than 30 people attending. Kudos were given to Reference Librarian Courtney Michaels for organizing this event.

Trustees reviewed and approved the 2019 Holiday Closings list.

Policy Updates: Director Raymond presented an updated 3 D Printing Policy and requested Trustees approve adding a guideline that "no hazardous or offensive items" be manufactured at the Library. After discussion, M. Hughes moved to approve the updated Policy and M. White seconded the motion. Vote in favor 5-0.

Internet/Computer Acceptable Use Policy was discussed at length. Dir. Raymond suggested language to clarify and simplify the Policy and to add the following language: "the display of sexually explicit material is inappropriate in a public environment and is prohibited". Also discussed and added to the Policy is the following: "the Wayland Free Public Library does not control or monitor access to material which may be accessible from other Internet sites." Further clarification of the Library's policies was added for parents/guardians of children. M. Hughes moved to approved the updated Policy and J. Dion seconded the motion. Vote in favor: 5-0. J. Dion suggested a future discussion of internet filters on computers in the Children's Room.

Draft FY2020 Budget Proposal is in process, the budget guidelines given to Dir. Raymond call for no more than a 2.5% increase. The WFPL proposed operating budget is responsive to this

guideline. Director Raymond noted that for the Library to qualify for State Aid, the Books/Materials budget must be 16% of the allocated budget.

On Mon., Sept. 17, Board of Selectmen are holding a public presentation about Fiscal 2020, L. Hart and Assistant Director Andy Moore will attend.

Annual Report for Fiscal Year 2018: Trustees reviewed the draft created by library staff and A. Gennis and will submit any edits of the draft to Director Raymond prior to the September 30th Annual Report due date to the Town Administrator.

Special Act for Town Manager: No new information.

Review and Discuss Space Needs at 5 Concord Rd: Dir. Raymond discussed the current limited space for teens and concerns about the children's environment. Trustees suggested referring to the long-range planning report as a factor and a tool when evaluating priorities and timelines. Dir. Raymond spoke about further development of a "library of things," Libraries of Things have been established in other libraries with great success and our small collection of loanable items have been popular. The concept has generated interest and enthusiasm here, however, the question of where to house items, what type of items, and space/system to catalogue the items will be addressed at a future meeting.

Communications with other boards, committees, and public: as noted in minutes

Trustees Reports and Concerns: Concern was expressed about the growth of ivy on the building. It is once again encroaching on windows, shafts, the gutters, up and over onto the roof. It is determined in its expansion. Ms. Gennis informed Trustees that the Mass. Library Trustees Association is looking for trustees to join their board. They are having a meeting on Wed. September 19 in North Attleborough.

Adjourn: 10:15 a.m.

Documents for this Meeting:

Agenda for Meeting September 5, 2018
Meeting Minutes August 22, 2018
Director's Report - September 5, 2018
August Circulation Stats
WFPL proposed Operating Budget for FY 2020
Library FY Budget Detail
2019 Holiday Closings
3D Printing at the WFPL
Internet/Computer Acceptable Use Policy
MBLC FY 2019 State Aid to Public Libraries (ARIS)
Annual Report for FY2018 draft

Next Meeting: Thursday, September 20, 2018, 8:00 a.m. WFPL

Respectfully submitted by Leah Hart