

**Wayland Free Public Library
Board of Library Trustees
Meeting Minutes of April 24, 2019
Raytheon Room, Wayland Free Public Library, 8:00 a.m.**

Present: M Hughes, M. White, L. Hart, J. Dion, S. Cartwright, vice-chair, presiding. Library Director Sandy Raymond.
Absent: A. Gennis

Public Comment: We welcome new trustees, Sarah Hubbell and Courtney Conery, who were voted in at the polls on April 23rd. Thank you to retiring trustee Sally Cartwright for her ten years of exemplary service to the Board of Trustees and the Library. Thank you to retiring trustee Mark Hughes for his three years of dedicated service to the Board of Trustees and the Library.

Meeting Minutes of April 3rd, 2019 were unanimously approved

Monthly Reports:

Circulation: no reports for this meeting.

Financial: Year to date budget report on track for this time period. Library over due fees go to the town's general fund, not to the Library. \$3,750.82 collected as of 3/28/2019.

Director's Report:

Community Resilience Building Workshop: Director Raymond attended the workshop along with other department heads and members of the public. The group identified what they considered as the most crucial risks. Rising water level was one of the identified risks in town.

Citizens Academy: Director Raymond presented an overview of the Library services to citizens. S. Cartwright complemented Director Raymond on her presentation to the public. The Council on Aging, Park and Recreation, and Youth and Family Services provided overviews of their function and services.

Building Issues:

Fallen terra cotta roof tiles: Director Raymond notified Ben Keefe, Facilities Director, that the recent major wind storm pried loose several roof tiles that fell on the landscaping at the front of the building. Director Raymond will contact former director, Louise Brown, for guidance on replacement tile information.

Server: The old server is still the back up server. This system needs to be continuously monitored by the Director and Assistant Director to make sure it is functioning.

Teen Loft update: Two accent walls were painted to freshen the look of the teen space. New carpeting is expected next week. Furniture is expected in May.

Round Room Windows: Director Raymond will check to see if the project has gone out to bid. Trustees discussed the necessity that the work be completed by experts at restoring the historic windows.

Trust Fund balances: no information provided

Programs and Services: Youth Services offered several great programs in April for school vacation week. Creative Teachers introduced some fascinating animals. Lindsay brought in puppets and performed skits. Children wrote poems, created word magnets, and enjoyed a scavenger hunt. The theme for this summer's reading program is Outer Space, and the name of the program is A Universe of Stories. Pam McCuen and her team are finalizing plans.

Wayland Reads 2019 *Live from Cairo* by Ian Bassingthwaight with twelve terrific programs garnering 158 attendees has come to a close. The author's book reading and presentation was well attended. The trustees thank Courtney Michael for the diverse and engaging programs.

Photography and Video Policy: Trustees reviewed the revised draft.

M. Hughes moved to accept the Photography and Video policy as written with revisions. M. White seconded the motion. Vote in favor: 5 - 0.

Director Raymond will date and post the policy. Two future policies Director Raymond wants to review are General Patron Behavior and Child Behavior.

Capital Projects, update for town planning: Director Raymond responded to Finance Director, Brian Keveny's, request for information on important capital projects. She provided information from the 2018 Annual Town Meeting Warrant pg

22/2: ADA improvements, Wastewater connection, telephone system, HVAC upgrade, exterior painting/sealing, new server. Also DRA Comprehensive Building /Program Audit May 10, 2013 pg 15 identified \$1,749,359 worth of library projects as “potentially critical”, “necessary not yet critical” and “recommended”. Some of note include: upgrade fire alarm system \$106,926 along with other emergency lighting and fire safety issues for about \$50,000.

Long Range Strategic Plan : 470 library survey responses received as of April 24th. The survey closes April 30th. A strategic planning task force of 11 has been established. The task force invites the community to attend a Community Visioning Focus Group on May 29th. The planning consultant will meet with trustees May 1st. Massachusetts Library Systems, Anna Pop, visited the Library on the suggestion of the consultant. She recommends staff attend the MHEC Expo September 26, 2019. A. Pop recommended larger signage, use of color, and visuals instead of the small directory near the elevator to inform patrons of the location of services.

Town Manager Special Act: Board of Selectman met on April 16 to discuss the revised Act. BoLT reviewed the Special Act and attended the meeting. A. Gennis, on behalf of the Board, issued a statement during public comment that the BoLT is not able to support the Special Act as drafted at this time. Trustees concerns continue to be focused on the supervision of the day to day operations of the library, policy setting, building use and its contents, use of private funds, and the authority to hire, supervise, evaluate and dismiss the library director and the director’s authority over subordinate staff. Trustees agree the TMSA is a worthy goal to improve town governance and efficiency. However Trustees believe the act as currently drafted threatens the mission of the library to provide a neutral place for open, free and confidential access to pursue lifelong learning and intellectual freedom without political influence. Trustees want to invite the BoS and town counsel to a meeting to clarify conflicting language in the Act and the Trustees goals. Trustees questioned if an independent attorney should be consulted.

Communication with other Boards, Committees, and Public: No discussion other than that mentioned under other agenda items.

Trustee Reports and Concerns: Trustees plan to discuss the number of meetings per month needed.

S. Cartwright would like the Trustees to send a written thank you note to reference/programming librarian, Courtney Michael, acknowledging her outstanding work on the Wayland Reads program.

L. Hart shared information on the Weston Art & Innovation Center, www.westonaic.org, noting Community Preservation Funds were used to renovate the building.

Trustees briefly welcomed new Office Manager, Elizabeth Bradley.

Adjourn: 10:00 a.m.

Documents for this Meeting: Agenda for Meeting of April 24, 2019
Minutes of Meeting of April 3, 2019
Memo to Strategic Planning Task Force, April 19, 2019, from S. Raymond, Re: Welcome and thank you.

WFPL Director’s Report April 24, 2019
Draft Photography and Video Policy
Director’s email to B. Keveny, April 4, 2019, listing important capital projects for the library thru FY2024.

Year to date MUNIS budget report as of March 28,2019
MLA Intellectual Freedom and Social Responsibility Committee letter to Everett City Council re: change in city ordinance impact on ensuring the library is open and free to all without political influence.
e-mail April 22, 2019 re: MBLC advocacy for Library Line items in state budget.
e-mail April 21, 2019 re: Lanesborough Library compiled data on MLN libraries fines policy

Next Meetings: Wednesday, May 1, 2019, 8:00 a.m. WFPL
Wednesday, May 15, 2019, 8:00 a.m. WFPL

Respectfully submitted by Leah Hart