

Wayland Free Public Library
Board of Library Trustees
Minutes of Meeting of November 15, 2017
Raytheon Room, Wayland Free Public Library, 8:00 a.m.

Present: Aida Gennis (chair, presiding), Mark Hughes, Sally Cartwright, Leah Hart. Library Director Sandy Raymond. **Absent:** Maureen White, Suzanne Woodruff.

Public Comment: None.

Meeting Minutes of November 1, 2017 were unanimously approved. Director Raymond will print two sets of minutes for the record for Trustee meetings. Trustees will review their own copy of the minutes electronically eliminating the need to print six copies for meetings.

Meet and Greet Staff: Circulation Assistant Corey Purcell joined the meeting for a brief introduction and discussion of his library work. He expressed his satisfaction in being able to help library patrons find what they are looking for, which is often a challenge with the collection spread over multiple levels. Space constraints also make the job challenging. He is enjoying working here at the Wayland Library.

Monthly Reports:

Financial report is on track for this point in the fiscal year. Changes in how the Town records Office Supplies and Library-specific supplies are reflected on the report.

Circulation report was not discussed.

Director's Report: Andy Moore has been appointed Assistant Director. He is researching a new public address system for programs. Director Raymond would like a new system to be reliable and portable. The Town Facilities department is working on the phone for the Assistant Director's office. The family music program by David Polansky for the Community Holiday Open House will be held in the rotunda on December 3 at 3:00 p.m.

Policy Updates: Director Raymond distributed a draft Collection Development Policy. She would like all Trustees to review and offer her any edits or suggestions. Ms. Gennis asked for a comparison with peer library policies. Use of Raytheon Room and 3D Printing policies were not discussed.

Library Website Update: The WFPL Library Building & Planning page will be updated to allow for easier access to information and answers to most frequently asked questions. Information will also be posted on the Library's Facebook page as appropriate. Ms. Cartwright would like to see a list of all of the various studies, focus groups, and community surveys done in the past that have led to the current \$10.1 million dollar grant award and the pursuit of a new library building. She will work on compiling a list. Trustees had many good ideas on how to convey the positive opportunities for the town a new library building presents.

Gossels Fund for Human Dignity program with Chris Edwards: Ms. Woodruff reported (via Ms. Gennis) that the program held November 5, was very well received with about 140 people in attendance. Furniture and chairs were rearranged on the main floor to accommodate the crowd. Mr. Edwards was an engaging presenter and answered many questions. Ms. Gennis suggested having another Gossels Fund for Human Dignity program in late winter and noted that this Fund provides unique opportunities for the community to gather and discuss topics of import to society.

Special Town Meeting: The Trustees discussed the articles concerning the field projects and the zoning article on marijuana shops and noted the attendance at Special Town Meeting was very high.

Communication with other Boards, Committees, and Public: The Board of Public Works is working on a draft memorandum of understanding to present to the Trustees regarding their use of 195 Main Street pending construction at that site. This MOU was discussed in the fall of 2016 at the BoPW meeting at which time the BoPW transferred authority of 195 Main Street to the Trustees for the construction of a new library building. The transfer is contingent on the town funding the library project.

A working group of the Library Planning Committee has submitted a memo on Reuse of 5 Concord Road to the Board of Selectmen, as requested.

Topics not reasonable anticipated by the chair 48 hours in advance of the meeting: Ms Gennis has received several letters of interest from people who would like to serve on the Library Planning Committee.

Adjourn: 10:10 a.m.

Documents for this Meeting: Agenda for Meeting of November 15, 2017
Minutes of Meeting of November 1, 2017
Director's Report - November 15, 2017
Financial Report - as of 11/10/17
Circulation Statistics - October 2017
WPL-Collection Development Policy draft rev.11/17

Next Meetings: Wednesday, November 29, 2017, 8:00 a.m. WFPL
Wednesday, December 13, 2017, 8:00 a.m. WFPL

Respectfully submitted by Sally Cartwright