

Wayland Free Public Library
Board of Library Trustees
Meeting Minutes of September 18, 2019
Raytheon Room, Wayland Free Public Library, 8:15AM

Present: A. Gennis, Chair; C. Conery, J. Dion, S. Hubbell, M. White, Library Director Sandy Raymond

Absent: L. Hart

Members of the Public Present: None

1. **Public Comment** (8:20): There is now appropriate signage on outside doors, before opening hours during Trustee meetings directing interested attendees to the side door for staff. Wheelchair access is now available through the public entrance door off the parking lot. Staff will monitor this public entrance during trustee meetings until the library opens.
2. **Review of Meeting Minutes** (8:26): Minutes from August 28, 2019 meeting were reviewed and no changes were suggested or made. Minutes from September 4, 2019 meeting were reviewed and minor edits pertaining to punctuation were made. Motion made to approve and accept both sets of minutes; motion **passes with unanimous vote**.
3. **Monthly Reports** (8:30):
 - a. Circulation Statistics: Trustees discuss the statistics and whether trends are emerging. With only two months' worth of data during July and August in this fiscal year, however, statistics should not be viewed as trends. Raymond is encouraged to inquire of other libraries what they see and how they evaluate their data, and how the statistics for WFPL compare to peer libraries. Additionally, the Director of the Minuteman Library Network (MLN), Phil McNulty, visited WFPL. Despite – and because of - being a heavy net lender to users in the MLN, Wayland was assessed a large fee for sorting materials.
 - b. Financial Reports: Library budget is being spent at an appropriate rate (23.28% of the annual budget has been spent over 21% of the fiscal year). Raymond reports payment for OverDrive services has not yet occurred through the town procurement process. The WFPL is contractually obligated to participate as a MLN member, it has

been demonstrated there is no other provider for these services. Raymond reported on the library's phone system, indicating that the phone lines are sufficient but the equipment is sub-optimal. Fixing this issue becomes more complicated because the town's IT department must address this.

- c. Director's Report: Vine removal from the exterior will be coordinated with Facilities and DPW ensuring careful removal to not damage the brick and mortar. New windows for the Round Room should be installed on Friday (9/20/19). Hiring for a new part-time Youth Services Library Assistant is underway with several particularly strong candidates being considered. Working with the town Human Resources dept. has been encouraging. Another HR initiative is to convert some part-time union staff to full-time union, as well as to consolidate part-time staff with very few hours (i.e. 3 per month) to fewer part-time staff with more hours. This will be a slow process but should provide for better staffing and coverage of hours overall. The new library bus stop has not been heavily utilized thus far but switch in start times has everyone confused. More detailed information needs to get to parents and to students. Some understood their child could not take Bus 3 to the library since they hadn't signed up for it during bus registration. This is not correct, any middle or high school student with a current bus pass, regardless of where they live in town, may take Bus 3 after school to the Library. Pam McCuen will continue these efforts. The new Teen Loft will have two grand openings, one solely for teens (9/19) and a second one (9/26) open to the public and to thank Middlesex Savings Bank for their generous contribution. This contribution was instrumental in funding furnishings for the Teen Loft. Raymond is working to relocate tutors who are currently using the Loft.

- 4. **Annual Report for Fiscal Year 2019** (9:20): The MA Board of Library Commissioners (MBLC) requires Trustees to report annually to the town about their state mandate for the care and management of the library facility, its services, property, and funds. Trustees reviewed the final draft of the Annual Report to the Town of Wayland. Motion made to approve and accept the final iteration of WFPL's Annual Report and to submit to the town; motion **passes with unanimous vote**.
- 5. **Strategic Plan** (9:25): Minor editorial corrections were made; many of Dion's suggestions discussed and agreed at earlier meetings appear not to have been incorporated. Motion to approve and accept Strategic Plan with minor edits and to timely submit to the MBLC; motion **passes with unanimous vote**.

6. **Swain Fund** expenditure (9:35): The Swain Fund is a restricted account for materials for youth ages 12 – 17. Only the interest and not the principle can be spent. Motion made to approve the expenditure of \$126.16; motion **passes with unanimous vote**. Raymond and Gennis request there be an annual report of interest on this account. Gennis will follow up.
7. **Gossels' Fund for Human Dignity** (9:40): Gennis provides overview of mission and practice of fund, indicating former trustee, Lynne Lipcon, had acted as liaison with schools and others to develop programming. As Conery is already a participant in the Wayland PTO's Cultural Committee which seeks to bring programs to the schools, she volunteers to participate on behalf of the library. As with the Swain Fund, interest on this endowment, can be spent. It was originally intended that the library would attempt to offer one program per year; a more realistic schedule may be every other year (to alternate with Wayland Reads). Additionally, Raymond mentioned that Sudbury is building programming around citizenship; she will research. Discussion ensues around having notary services available at the library.
8. **Budget** (9:50):
 - a. A 5-year Capital Improvement Plan (CIP) has been submitted; no formal extension was needed and it continues as an iterative process.
 - b. Raymond attended a town-wide Financial Summit for Departments, Boards, Commissions and the public. Senior library staff continues work on 2021 budget detail. Next step is to craft a narrative to accompany said budget. A due date for submission has not been declared but typically happens in mid-October.
9. **Policy Review** (10:05):
 - a. Child Safety: Raymond updated this document; trustees acknowledge that updates and re-writes are well-done, more succinct, and overdue. Minor edits are suggested, hyper-links inserted (to internet safety, e.g.). Age at which a child can be left in the library unattended is raised from 9 to 10 (per state law). Motion to accept and approve the revised Child Safety Policy with minor edits; motion **passes with unanimous vote**.
 - b. Acceptable Behavior: Raymond updated this document; Minor edits are suggested, hyper-links inserted (to non-discrimination policy, e.g.). Motion made to accept and approve the revised Acceptable Behavior Policy with minor edits; motion **passes with unanimous vote**.
 - c. Other Policies: Raymond requests permission to update 3 other older policies. Permission granted enthusiastically.

- 10. Trustees reports and concerns** (10:30): Annual Meeting of the MA Library Trustee Association is on Saturday, 11/16/2019 and Trustees are encouraged to attend. Select Board/Town Manager Act will be discussed again at the Selectmen's Meeting 9/23/2019. Training for new library trustees is offered in multiple locations around the state, longstanding trustees are encouraged to periodically attend. MLN is offering a grant-writing workshop for Trustees and staff. For future consideration/agenda items: developing a list of annual action items. MBLC considers it good practice to have an annual action plan, based on the 5-year Strategic Plan. A current Action Plan must be submitted for a library to apply for grants, of any size, through the MBLC. Paying closer attention to the Strategic Plan and its due dates would enable trustees to work backwards into action plans, project necessary funding for town budget requests and be more deliberate.
11. **Topics** not reasonably anticipated by the chair 48 hours in advance of meeting: none
12. **Adjourn:** 10:40 a.m.

Documents for this Meeting:

Revised Agenda for Meeting of September 18, 2019
BoLT Annual Report FY 2019 draft
Annual Report FY 2019 Final
Strategic Plan draft 5
Meeting Minutes, August 28, 2019
Meeting Minutes, September 14, 2019
Director's Report
Circulation Stats YTD
Budget Summary Reports YTD
FY20 5YR LIB Prioritized Capital Plan Request, Letter
Child Safety Policy
Acceptable Behavior Policy

Next Meetings:

Wednesday, October 16, 2019, 8:15 a.m. WFPL
Wednesday, November 20, 2019, 8:15 a.m. WFPL
Wednesday, December 18, 2019, 8:15 a.m. WFPL

Respectively submitted by Sarah Hubbell