

**Wayland Free Public Library
Board of Library Trustees
Meeting Minutes of October 16, 2019
Raytheon Room, Wayland Free Public Library, 8:15 a.m.**

Present: Aida Gennis, Chair; Leah Hart, Sarah Hubbell, Maureen White, Library Director Sandy Raymond

Absent: Courtney Conery, Judy Dion

1. Public Comment: Welcome to Kim Steere, President of the Friends of the Wayland Public Library

2. K. Steere, President of the Friends of the Wayland Public Library provided an update on the activities supported by the Friends. Among other things the Friends support Wayland Reads town-wide reading events, ELL tutoring, discounted Museum Passes for patrons, annual High School Student Book Award, Library staff appreciations, Holiday Open House for the public in December, Children's programs including the Summer Reading program and summer extra support books for elementary students, Teen programs and Adult programs. The Friends provide financial support for these and most of the cultural and enrichment programs offered by the Library through donations, Book and Bake Sales, and ongoing book cart sales of gently used books in the lower level of the Library. Funding of approximately \$26,000 was generously provided by the Friends this past year for these activities none of which are supported by taxpayer dollars. Trustees thanked Steere and members of the Friends for the many hours of volunteer work and financial support of the Library. This year the Friends contributed additional significant funds provided in part by Middlesex Savings Bank to furnish the Teen Loft for Tweens and Teens which opened in September. Middlesex Savings Bank was thanked for a \$15,000 grant to the Friends for this space.

3. M. White moved to accept the Meeting Minutes of September 18, 2019 with minor edits for clarity, S. Hubbell seconded, minutes were unanimously approved, vote 4:0.

4. Monthly Reports:

Circulation statistics were reviewed

Financial reports: spending is on track with the budgeted expenses. FY 2021 Budget request completed; this year there was a change in format to submit information to the Town, in an effort to standardize department budget requests. Our detailed budget narrative which accompanied our budget request in prior years is no longer necessary.

Director's Report: Director Raymond reviewed Overdrive and Overdrive Advantage. Overdrive is the sole source provider of downloaded books, audio, and video for the Minuteman Library Network (MLN) participants, WFPL is a participant in the 41 member network consortium. Through Overdrive Advantage additional e-resources of high demand popular titles are purchased solely for Wayland residents significantly reducing wait times. Overdrive and Overdrive Advantage have been a part of the Library's books and materials budget for many years approved at annual town meeting. The Korean Cultural Celebration was cancelled per the Board of Health; the provider did not have, as required from the State, a Food Safe Certification from the Board of Health. Parking lot improvements - repainting the lines and possibly sealing anticipated before winter and additional improvements anticipated Spring 2020. Jacket in the men's room toilet incident reported. Discussion of First Amendment audit postponed. A new phone system was added to the Capital Improvement Plan. Round Room windows project was successfully completed September 20th. The dead ivy vines on the exterior of the building were removed on October 1st. L. Drinan was hired as part-time Youth Services library assistant, October 15th.

5. Action Plan FY2021 received by the MBLC by the December 1 due date, it is part of the Strategic Plan 2021 - 2025. S. Hubbell will update the FY21 action plan from the report. FY21 runs from July 1, 2020 - June 30, 2021.

6. S. Hubbell moved to accept the Budget Request FY2021 as presented, M. White seconded, vote was unanimously approved, vote 4:0.

7. Director evaluation process discussed, the Director and trustees agreed to the criteria and rating terms. M. White reported the director's self-evaluation and the trustee evaluations are due by November 4th. The information will be aggregated and a future board meeting will be scheduled to discuss a draft.

8. Board of Library Trustees unanimously agreed to adopt town email addresses for BoLT communication. Discussed and reviewed Open Meeting Laws.

9. The Wayland Buzz will have an upcoming program focusing on the Library. A. Gennis has agreed to be interviewed.

10. Select Board Town Manager Act - BoS October 28 agenda includes discussion of draft. A trustee will attend, if able.

11. Trustee Reports and Concerns: MLTA Annual Meeting is November 16 at Shrewsbury Library, A. Gennis and L. Hart will attend. S. Hubbell will attend Trustee Orientation session in mid-October. Bees reportedly seen by a resident on the exterior of the library. There have been prior reports of bees in the attic/walls of the original building on the east side. There is a Wayland Middle School and High School bus that now stops after school at the Library. It is open to any student that has purchased a bus pass. It is not necessary to pre-register to ride Bus 3. Director Raymond will send information to the Superintendent, School Committee and MS and HS principals asking them to remind students of this bus option. Annual Holiday Open House is December 8, 2:00 - 5:00 p.m. First Amendments Audits, discuss at a future meeting. Disaster Planning, discuss at a future meeting.

Adjourn: 10:40 a.m.

Documents for this Meeting:

Agenda for Meeting of October 16, 2019

Minutes of September 18, 2019

WFPL Director's Report October 16, 2019

Year to date Circulation Statistic

Year to date MUNIS budget report as of October 9, 2019

Strategic Plan 2021 - 2025 Action Plan FY2021

Budget Background FY2021 Guidelines, Packet

email T. Hegarty, 9/25/19, Information on Boards and Committee emails

email S. Raymond, 9/19/19, Circulation statistics

Next Meetings:

Wednesday, November 20, 2019, 8:15 a.m. WFPL

Wednesday, December 18, 2019, 8:15 a.m. WFPL

Respectively submitted by Leah Hart