

**Wayland Free Public Library
Board of Library Trustees
Meeting Minutes of November 20, 2019
Raytheon Room, Wayland Free Public Library, 8:15 a.m.**

Present: Aida Gennis, Chair; Leah Hart, Courtney Conery, Judy Dion, Sarah Hubbell, Maureen White, Assistant Director Andy Moore

Absent: Library Director Sandy Raymond

1. Public Comment: Resident Judy Ling would like the Town to connect the Library to the town wastewater system and remove the septic system. Mike Lowery said there is a cost of \$590 per quarter for anticipated usage already assigned to the Library, this is a capacity cost for the town wastewater system. A. Gennis shared the news of the passing of Peter Gossels, former town moderator, town counsel, and learned attorney.
2. The Gossels **Fund** For Human Dignity was established by Peter & Nancy Gossels and Werner & Elaine Gossels to foster and augment programs and activities that will encourage people to respect, treasure, and protect the rights of all **human** beings to live in **dignity**, freedom, and peace. A similar fund was established at Wayland High School. The Library has hosted wonderful programs for the public through the generosity of this Fund. The Gossels' families believe our educational institutions, the Library and the schools can forward this mission. Mr. Peter Gossels, his generosity, quiet thoughtful manner, and strength will be sorely missed.

2. S. Hubbell moved to accept the Meeting Minutes of October 16, 2019 with a minor edit, J. Dion seconded, minutes were unanimously approved, vote 6:0.

3. Monthly Reports:

Circulation statistics were reviewed, digital content circulation has consistently increased since its inception. This increase is reflective of a national trend. The Library primarily provides e-resources through participation in Overdrive, the service for shared e-materials among the 40+ member communities in the Minuteman Library Consortium and in Overdrive Advantage, the source for e-materials specific to Wayland users.

Financial reports: spending is on track with the budgeted expenses. Several staff training opportunities have been identified over the course of the FY21, Trustees would like to see participation in training that will support the advancement and satisfaction of staff and impact the Library in a significant way.

Director's Report: Water leak in North wing apse has been repaired on the exterior of the building. The interior ceiling will be repaired when it is certain there is no further leaking. The roof membrane was replaced in 2007. Exterior walk way tiles that were cracked were replaced. Access to each level of the interior of the building: the lower level, main level, and upper level, require use of the stairs or the elevator. The secondary emergency exit on the main level has a significant drop to ground level, on the exterior of the building. An emergency evacuation chair was purchased by the Friends to transport individuals unable to use the stairs out of the building in the event the elevator is nonfunctioning or who require assistance to exit by the secondary emergency exit from the main level. Director Raymond or Assistant Director Moore will contact the Fire Department regarding training and protocol. Youth Services is in the process of hiring a part-time staff member. Holiday Open House is December 8, in addition to other events, musician David Polansky will lead a family sing-along in the Round Room. Along with the Library, the Wayland Museum and Historical Society at the Grout-Heard House Museum, First Parish Church, the Wayland Depot, and the W Gallery will have open houses. The Grout-Heard House Museum was decorated by the Wayland Garden Club and Wayland Girl Scouts, musical entertainment was provided by a high school string quartet, a high school A Capella group, the Muses, and an adult wind quintet. A new Teen Advisory Committee made up of interested teens has formed.

4. First Amendment Audits: Public libraries are a limited public forum. At a future meeting discuss First Amendment rights, Library policy on filming and acceptable behavior by members of the public.

5. Food Policies and Access: Teens and parents have asked for a food policy prompting a review. Assistant Director Moore will investigate the food policy at other libraries and discuss with Director Raymond and the Board at a future meeting. Ideas such as vending machines, and honor system basket of snacks, provided at some other libraries, were lightly discussed.

6. Budget update: submitted budget was reviewed with Town Administrator and Finance Committee. No changes to the proposed budget were suggested.

7. Strategic Plan FY21 -25, Goals Action Plan FY21: Filing the FY21 Action Plan with the MBLC allows the Library to be eligible to apply for grant opportunities. A Direct Grant round has opened with a Letter of intent required to be submitted by December 5th. Grants are awarded in October 2020.

8. Evaluation of Director: Update with more information will be scheduled at a future meeting when the Director is present.

9. Select Board-Town Manager Act: community forum 11/21/19 and updated draft available for review on Board of Selectman website.

10. Trustee Reports and Concerns: 2020 trustee meeting dates will be discussed at next meeting, Director Raymond will discuss library workflow, MBLC town reports, actions for 2020 at next meeting, WayFaring grant for Wayland - J. Dion, representing the Library, is on a committee to improve town signage on the Rt 20 corridor. Reminder Holiday Open House is December 8, 2 - 5 p.m., A. Gennis was interviewed on Wayland Weekly Buzz in early November. Mass Library Trustees Assoc annual meeting 11/16/19, consider at future meeting annual board membership dues and the Library taking a part to support the 2020 Census Count. The Census plays a role in the geographic distribution of federal funds to states and localities. Public Library funding through the State is affected by the count. Board members were able to adopt a town email address for board communication, Town elementary students are participating in a Spanish immersion program at Loker elementary school, students will be looking to the Library for reading material. A. Moore will share this information with Head of Youth Services.

Youth Services book purchase funding:

M. White moved to pay for the Youth Services book purchase of \$406.74 from the Library Gift Fund. J. Dion seconded, vote 6:0.

The Board voted in September to fund the purchase of \$126 from the Swain Fund, so no additional funding available at this time.

Funds are to be approved prior to purchase, and the expenditure is to be from interest income. Board has requested from the Town that the earned interest income on funds be broken out by individual funds on a regular basis, a follow up request for a regular break out of interest income was initiated.

11. Topics not reasonably anticipated by the chair 48 hours in advance of meeting: S Hubbell shared that the Wayland Garden Club would like to place a sculpture in the garden area maintained by the Friends, this is the area to the left of parking lot entrance door. Trustees commented on the poor condition of the exterior plantings around the building and discussed the need for replacement.

Adjourn: 10:20 a.m.

Documents for this Meeting:

Agenda for Meeting of November 20, 2019

Minutes of October 16, 2019

WFPL Director's Report November 20, 2019

Year to date Circulation Statistic

Year to date MUNIS budget report

email, M. White, 10/20/19, Director Evaluation Review Information

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

Respectively submitted by Leah Hart