

**Wayland Free Public Library  
Board of Library Trustees  
Meeting Minutes of December 18, 2019  
Raytheon Room, Wayland Free Public Library, 8:15 a.m.**

Present: Aida Gennis, Chair; Leah Hart, Courtney Conery, Judy Dion, Sarah Hubbell, Library Director Sandy Raymond  
Absent: Maureen White

1. Public Comment: Director Raymond reports a handout will be prepared to share with patrons to describe resources available at the Library. A. Gennis was interviewed on the Wayland Weekly Buzz; the interview appears in the Town Crier and is titled: Wayland Library busier than ever.

2. J. Dion moved to accept the Meeting Minutes of November 20, 2019 with a minor edit. A. Gennis seconded, minutes were unanimously approved, vote 5:0

3. Monthly Reports:

Circulation statistics year to date were reviewed. Strategic Plan FY21 - FY25, edit to page 9 correction noted and forwarded to MBLC. Financial Trustees request more detail about small funds earnings. Trustees received such information in the past and are requesting it be reinstated. A. Gennis is working with the Commissioners of Trust Funds to obtain this information on a regularly scheduled basis. Budget is on track for this point in the year. Staff training opportunity will occur in the Spring.

Director's Report: MBLC awarded three grants totaling \$9,651.29 in State Aid for FY20. Descriptive signage was added to the walls above the library stacks to identify the genre of books within the sections. The signage was created by a staff member and improves the ease in finding material. Director Raymond recommends changing the two lower level bathrooms from single sex to unisex, due to uneven demand. This change is consistent with what currently exists in some other libraries, and new construction project design. Trustees consensus: it is timely and warranted to move to unisex bathrooms.

In keeping with the practice of many libraries, Director Raymond would like to designate via paint color and furniture the silent/quiet spaces and the moderate/louder spaces on the main floor. By nature, the circulation area, reference area and round room have some noise from patron inquiries and conversations, this would be the "louder" area. The area beyond the circulation desk, to the north of the catwalk, with the book stacks and desk carrels creates a "quieter" area. Trustees were supportive of the concept of using paint and furniture choices to help delineate these areas for patrons. To create more spaces for study and collaborative work, and since the physical space in the library is severely limited, furniture and book/material relocation is necessary. Relocated to the eastern mezzanine are two oak tables and chairs once on the western mezzanine. Many of the books were relocated to the main level or weeded. As physical space is severely limited, the practice will be to weed non-circulating, nonfiction books every three years, and fiction books every five years.

Due to water damage caused by the air conditioning leak, some ceiling plaster in the main level circulation area has fallen. This is a potential safety hazard; it has been reported to Facilities. The 2004 server has been serving as the backup server for the 2016 replacement server; the Director reports the 2004 server shut down last week cannot be powered up. Director has notified IT. Antivirus software was updated by the IT Dept, the update process caused a disruption in the use of the computers during Library hours. For the next antivirus update, the Director requests advance notice and the update process to occur during non-working hours. A part-time librarian was hired in Youth Services, this hire was an upgrade of the vacant clerk position. All staff should receive annual reviews, per Town Human Resources; the Director reports staff reviews are current. The Director's review is scheduled for January.

4. Library calendar workflow information, Director Raymond will distribute timeline. Trustee meeting dates for 2020 to be confirmed this week.

5. Board of Library Trustees has requested funding for Americans with Disabilities Act improvements to the Library in the 5-year CIP. The Facilities Dept. submitted a Community Preservation Act project application for funds to improve accessibility of the building. Gretchen Schuler, Community Preservation Committee chair, provided an overview of the application submitted. The initial work would add a power assist opening to the parking lot public entrance door (\$30,000, includes design cost) and correct the main floor emergency exit door (in the north stacks) exterior step hazard (\$30,000, includes design cost) plus provide funding for design work (\$50,000), for the additional ADA improvements specified.

Later phase improvements, estimated to cost \$370,000, will modify several aspects of the building to be ADA compliant: the elevator, the stairs at the side entrance by the elevator, the catwalk connecting the two mezzanines, the lower level bathrooms and exit door. Total project cost is estimated at \$480,000. Trustees understand as a condition of acceptance of any CPA funds, a preservation restriction would attach to the exterior and interior of the Library building for an as yet undetermined number of years. Trustees requested the language of the preservation restriction, since presently no restriction exists. A decision of support is needed by January 8th, unfortunately the preservation restriction information would not be available to the Trustees prior to this date.

Trustees understand the Town will later apply for an ADA grant from the State as another source of funds for these modifications. There was no further information for Trustees about this potential for additional funds. An ADA grant award would not have a preservation restriction attached.

Director Raymond wants handicap accessible doors installed, and said it is long overdue.

Consensus was not reached. No vote was taken.

6. MBLC LSTA FY21 grant application has been submitted for Mind in the Making, \$10,000.

7. L. Hart moved to approve payment of \$600 from the Millennium Fund for the ESL trainer, in addition to the contribution of \$600 from the Friends; S. Hubbell seconded, unanimously approved, vote 5:0

8. S. Hubbell moved to approve payment of \$100 from the Millennium Fund for Mass. Library Trustee Association annual dues; L. Hart seconded, unanimously approved, vote 5:0.

9. Possible sculpture for Library garden from the Wayland Garden Club, S. Hubbell reported a standing sculpture is in the process of being discussed and designed, additional information will be provided, as available.

10. SB- Town Manager Act: Community Forum presentation 11/21/19 and SB Town Manager draft 11/21/19 are available for review.

11. Census 2020 support, MBLC initiative: discussion postponed

12. Schools' Spanish immersion program, possible support through collection: Head of Youth Services has ordered books.

13. Trustees Reports and Concerns: First Amendments audits in Libraries, Director Raymond referenced ALA website and a policy that reflects the individual's rights within the Library. Food access options for teens, discussion postponed.

14. Topics not reasonably anticipated by the chair 48 hours in advance of the meeting. A follow up request was made for an inventory of materials and collections in the locked Cage on the West Mezzanine before any contents are removed. Director will follow up with staff.

Adjourn: 10:57 a.m.

Documents for this Meeting:

Agenda for Meeting of December 18, 2019

Meeting Minutes of November 20, 2019

WFPL Director's Report of December 18, 2019

Year to date Circulation Statistics November 2019

Year to date MUNIS budget report

email, A. Gennis, 11/20/19 Current grant opportunities, Application materials

email, S. Raymond, 11/27/19 grant Letter of Intent

email, S. Raymond, 12/12/19 subject of Foundations

email, S. Raymond 12/13/19 CPA application, Library CPA for ADA

email, S. Raymond, 12/13/19 Strategic Plan FY21 – 25, p 9 correction

Next Meetings: Wednesday, January 15, 2020, 8:15 a.m. WFPL Respectively submitted by Leah Hart