

**Wayland Free Public Library
Board of Library Trustees
Meeting Minutes of January 15, 2020
Raytheon Room, Wayland Free Public Library, 8:15 a.m.**

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

Absent:

1. Public Comment:

2. S. Hubbell moved to accept the Meeting Minutes of December 18, 2019, J. Dion seconded, minutes were unanimously approved, vote 6:0

3. Monthly Reports:

Circulation statistics were reviewed, Director Raymond noted Wayland patrons checked out an average of 18 books per year. Financial reports were reviewed.

Director's Report: The staff entrance door lock will be replaced with a card swipe entry system on January 20th. Head of Youth Services, Pam McCuen attended a grant workshop for the LSTA grant, Mind in the Making. The application for the \$10,000 grant is due April 7, 2020.

4. Library foundation, discuss possible formation: Director Raymond reported that 25% of Massachusetts libraries have a foundation. Trustees discussed pros and cons, noting pre-formation steps are significant and a leader would need to be identified.

5. Director's performance evaluation draft discussion.

6. Library Trustees requested funding in the 5-year Capital Improvement Plan for Americans with Disabilities Act improvements to the Library. The Facilities Dept submitted a Community Preservation Act (CPA) project application to the Community Preservation Committee (CPC) for funds to improve accessibility of the building. Gretchen Schuler, CPC chair, attended and presented a CPC warrant article for ADA improvements for the Library. The article proposes funding necessary improvements to the lower level side entry door and to the emergency exit door and egress on the north side of the building, as well as funding comprehensive design of interior and exterior ADA improvements. No historic preservation restriction for the use of these funds is stated in the article. The work would be done by the Facilities Dept in compliance with the Secretary of the Interior's Standards for preservation and rehabilitation. The use of Community Preservation Funds requires the approval of the Historic District Commission. An archaeological monitor should be present for any excavation on the north side of the building.

Since no historic preservation restriction will attach with the use of these funds, C. Conery moved to support the Community Preservation Committee Article for CPA funds for ADA improvements for the library building to include a design of comprehensive interior and exterior ADA improvements, improvements to the lower level side entry door and to the emergency exit door on the north side of the building. S. Hubbell seconded, motion unanimously approved, vote 6:0

7. Select Board - Town Manager Act: The final draft has been prepared and will go to Town counsel for review before submission in the warrant for ATM

8. Census 2020 support, discussion: Information about the Census 2020 should appear on the Library webpage. The public access computers are available in the building for patrons to complete the census, and notices about the census as well as a census takers "Help Wanted" flyer are posted in the building.

9. Trustee Reports and Concerns: Reminder to Trustees that all elected officials must file a Year-end Campaign Finance Report due January 20th with the Town Clerk; if no funds were spent, Trustees must sign the appropriate form at Town Clerk's office. The status of requested improvements list was updated, Trustee board meeting dates for 2020 were added to the calendar.

10. Topics not reasonably anticipated by the chair 48 hours in advance of meeting:

11. Adjourn 10:00 a.m.

Documents for this Meeting:

Agenda for Meeting of January 15, 2020

Meeting Minutes of December 18, 2019

WFPL Director's Report of January 15, 2020

Year to date Circulation Statistics December 2019

Year to date MUNIS budget report

Email, L. Hart, 1/9/20 status of requested improvements

Email, S. Raymond, 1/9/20 CPA application Library revised

Email, A. Gennis, 1/9/20 WFPL for CPC discussion

Email, A. Gennis, 1/13/20 CPA Library proposed ADA article, SB TM Act BoS packet

Email, S. Raymond, 1/13/20 FY21 FinCom capital budget

Next Meeting:

Wednesday February 26, 2020

Respectfully submitted by Leah Hart