

**Wayland Free Public Library
Board of Library Trustees
Meeting Minutes of December 13, 2017
Raytheon Room, Wayland Free Public Library, 8:00 a.m.**

Present: Aida Gennis (chair, presiding), Suzanne Woodruff, Sally Cartwright, Leah Hart. Library Director Sandy Raymond. Absent: Mark Hughes, Maureen White

Visitors: M. Lowery joined the meeting at 9:15 a.m.

Public Comment: None

Meeting Minutes of November 29, 2017 were unanimously approved.

Monthly Reports: Circulation remains strong. No financial report for this meeting.

Director's Report: Assistant Librarian Andy Moore has been inviting other town departments to the library to present information; for example, the Fire Department conducted a CPR class for staff. The search for a part time reference librarian with an emphasis on programming is ongoing. Representatives from Arts Wayland had a tour of the library and were excited about future possibilities.

The Collection Development policy of 1993 has been updated with staff input. Ms. Cartwright moved to accept the revised Wayland Free Public Library-Collection Development policy of December 13, 2017. Ms. Woodruff seconded the motion. Vote in favor: 4-0.

Restoration of Rotunda Room Windows: Ms. Woodruff and Ms. Cartwright have prepared an application for Community Preservation Act funds to preserve the three large curved glass windows in the rotunda. Ms. Woodruff has spoken to Public Buildings Director, Ben Keefe, regarding this project. Ms. Woodruff and Ms. Cartwright attended the Historical Commission meeting on December 12 to explain the project and ask for their support as it falls in the Historic Preservation category for CPA funding. The Historical Commission voted 6 - 0 in support of the application.

Ms. Cartwright and Ms. Woodruff will attend the Community Preservation Committee meeting on December 20th.

Library Planning Committee: The chair of the LPC has asked to increase membership in the committee by one. Ms. Woodruff moved to increase the size of the Library Planning Committee from 17 to 18 members. Ms. Cartwright seconded the motion. Vote in favor: 4 - 0.

Ms. Woodruff moved to appoint Kelly Lappin and Judy Dion to serve on the Library Planning Committee effective immediately. Ms. Hart seconded the motion. Vote in favor: 4-0.

The Board of Selectmen is considering forming a committee to evaluate uses for the repurposing of 5 Concord Road. They were recently presented with a suggested draft charge for such a committee.

Meet and Greet Staff: Carly Moniz, Assistant Youth Services Librarian, was welcomed and introduced. She spoke of her activities in the Children's Room and her enjoyment in building

relationships with patrons. Sarah Hogan, Head of Circulation, also joined the meeting. Ms. Hogan has been working at the Library for three years. She spoke of the challenges in managing the daily interlibrary loan deliveries and returns. Ms. Hogan is pleased with her circulation staff colleagues and believes the department is running smoothly. The Trustees thanked Ms. Hogan and Ms. Moniz for their enthusiasm and excellent service to Library patrons.

Board of Public Works: A Memorandum of Understanding for the use of 195 Main Street was discussed. Mr. Lowery, as a member the BoPW, was asked if the materials and equipment stored on the property would have any lasting impact on the site. He did not believe they would. Ms. Cartwright moved to accept the Memorandum of Understanding between Wayland Free Public Library Board of Library Trustees and Wayland Board of Public Works regarding 195 Main Street, pending Town Council review. Ms. Hart seconded the motion. Vote in favor: 4-0.

Annual Town Meeting Timeline: Ms. Gennis reviewed some of the deadlines for Annual Town Meeting. All articles must be submitted, with comments, by 4:30 on January 16, 2018. Ms. Gennis anticipates that the article drafted for Special Town Meeting should serve for Annual Town Meeting. The Trustees must also submit a written request to the Board of Selectmen for a ballot question. The Finance Committee article workshop will be January 22nd. The Trustees are concerned with meeting the MBLC extension deadline of April 11th, anticipating that ATM will/may extend into four days. The Town Clerk needs 48 hours from the close of Town Meeting to certify the vote. The town meeting calendar for ATM includes information about a Special Town Meeting within Annual Town Meeting. Trustees discussed whether this would be needed to ensure the state extension deadline is met.

Update Capital Campaign Consultant: Ms. Gennis has sent our four requests for quotes. She hopes to have proposals to review by the next Trustee meeting in January.

Communications with Other Boards, Committees, and Public: The Board of Selectmen discussed a draft petition to probate court, prepared by Town Council, regarding the use of the Roby portion of 5 Concord Road at their December 11th meeting. Ms. Cartwright reported on the Friends of the Wayland Library steering committee meeting of December 8th. She was able to answer the Friends' questions about the building project and timing. Director Raymond directed them to the Library website and the Facebook page, Wayland Library Moving Forward. The Friends were very enthusiastic about the opportunities a new library presents for the community. Ms. Gennis thanked the Friends for hosting a very successful Holiday Open House, providing refreshments, a wonderful book cake to welcome Ms. Raymond as the new director, and sponsoring the family music program by David Polansky.

Trustees Reports and Concerns: Ms. Woodruff would like the Gossels Fund for Human Dignity to be a future agenda item. She would like to compile a history of the programs the fund has sponsored. Ms. Cartwright suggested that the Trustees should be mindful of the need for staff and Library services to run smoothly on a day to day basis as we enter an intense three/four months before Annual Town Meeting.

Public Comment: Mr. Lowery informed the Trustees that the Collins Market building is for sale. He suggested the Trustees look into using it for library needs.

Adjourn: 10:10 a.m.

Documents for this Meeting: Agenda for Meeting of December 13, 2017
Minutes of Meeting of November 29, 2017
Director's Report - December 13, 2017
Circulation Statistics FY'18 - Nov. 2017
Wayland Free Public Library-Collection Development Policy
WFPL Request for Reconsideration of Library Resources
Board of Public Works: MOU between Wayland Library Board of Trustees and Wayland Board of Public Works regarding 195 Main Street dated November 28, 2017

Next Meetings: Wednesday, January 3, 2018, 8:00 a.m. WFPL
Wednesday, January 10, 2018, 8:00 a.m. WFPL
Wednesday, January 17, 2018, 8:00 a.m. WFPL (tentative)
Wednesday, January 24, 2018, 8:00 a.m. WFPL (tentative)

Respectfully submitted by Sally Cartwright