

**Wayland Free Public Library
Board of Library Trustees
Meeting Minutes of January 3, 2018
Raytheon Room, Wayland Free Public Library, 8:00 a.m.**

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

Visitors: M. Lowery

Public Comment: None

Meeting Minutes of December 13, 2017 were unanimously approved.

Monthly Reports: Circulation continues to be steady. Hoopla streaming content is popular and users are satisfied with the monthly borrowing limits set by the budget. Financial budget report is on track for this point in the fiscal year. There was no Director's Report for this meeting.

Capital Campaign Consultant: Ms. Gennis is following up on proposals and references. She hopes to have a candidate for consideration at the next Trustee meeting.

Update Redesign of New Library Building: Tappé Architects will present new design sketches to the LPC and the Trustees at a joint meeting on January 16th. Tappé will meet with the PMBC at their meeting on January 9th. Space use has been reconfigured between the first and second floors. All adult services are on the first floor. Child and Teen spaces are on the second floor. There is a new roof line and entrance. It should be noted that these redesign sketches are still preliminary and are not final construction documents.

Rotunda Windows: Ms. Cartwright reported on attending the Community Preservation Committee meeting of December 20th at which the Community Preservation Act grant application to restore the three large rotunda room windows was reviewed. The CPC was in favor of the application but requested Trustees confirm the estimates to ensure enough funds for the project were requested in the grant application. Ms. Woodruff has confirmed estimates for inner storm windows and Ms. Cartwright will confirm the estimate from Olde Bostonian before the next CPC meeting on January 10th. They are comfortable with the \$30,000 requested in the grant application. Public Buildings Director, Ben Keefe, has been kept apprised of the grant application process.

Gossels Fund for Human Dignity Programs: Ms. Woodruff is compiling a history of the fund and the programs the Library has presented using the funds. The fund was established in 2001 and fourteen programs have been presented. Ms. Woodruff is considering ideas for programs (possibly two) in 2018, topics discussed included domestic violence, immigration, and feminism. Mr. Hughes would like the programs to reflect topics most needed in the community. Topics or presenters with a Wayland connection are also encouraged. Family programs for children are also welcome.

ATM Article: The article prepared for Special Town Meeting in November has been edited for Annual Town Meeting. There are new guidelines for Finance Committee comments (500 word limit) and the Pros and Cons (4 - 6 bullet points) sections. Draft comments and pros and cons were reviewed and discussed. Final documents will be voted on at the next meeting.

Possible Debt Exclusion Request: The Trustees will follow the procedure required for a ballot question by submitting a written request to the Board of Selectmen and providing supporting information to the Finance Committee. Trustees feel the debt exclusion ballot questions should be bundled and not separated so as not to cause departments to directly compete with each other for funding.

Communications with Other Boards, Committees, and Public: Staff has been working on improving the Library Building and Planning page on the WFPL website. The goal is to make information easily accessible to the public.

Trustees Reports and Concerns: Nomination papers for Town Elections in March will be available from the Town Clerk on Friday, January 5.

Adjourn: 10:00 a.m.

Documents for this Meeting: Agenda for Meeting of January 3, 2018
Minutes of Meeting of December 13, 2017
Circulation Statistics FY'18 thru Dec. 2017
Financial Statistics as of 01/02/18
Debt Exclusion Ballot Question (draft)
Question/Request of the BoS to place a question on the ballot in March (draft)
Article I: Title: Appropriate Funds to Construct New Library Building
FinCom Comments (draft)
Arguments in Favor & Opposed (draft)

Next Meetings: Wednesday, January 10, 2018, 8:00 a.m. WFPL
Tuesday, January 16, 2018, 7:00 p.m. with LPC WFPL, Raytheon Room
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