

**Wayland Free Public Library  
Board of Library Trustees  
Minutes of Meeting on Wednesday, May 10, 2017  
Raytheon Room, Wayland Free Public Library  
5 Concord Road, Wayland, Massachusetts**

**Present:** Trustees Aida Gennis (Chair, presiding), Sally Cartwright, Leah Hart, Anne Heller, Mark Peter Hughes, Suzanne Woodruff; Library Director Dana Mastroianni

**Absent:** None

**Call to Order:** 8:00 a.m.

### **Visitors and Public Comment**

Former Trustee Nan Jahnke attended the meeting and took the minutes. There were no other visitors and no public comment.

### **Minutes**

On a motion by Mr. Hughes, seconded by Mrs. Cartwright, the minutes of April 19, 2017, were approved unanimously (5-0, Ms. Hart having not yet joined the meeting).

### **Reports**

Ms. Mastroianni reviewed recent and upcoming staff changes, including the departure of Jen Smith, the recently hired Assistant Children's Librarian, who is returning to Connecticut, as well as a part-time clerk and another worker whose positions will be reorganized. Jan DeMeo, Head of Circulation, will retire at the end of June, as expected, after more than 20 years of service. Mrs. Gennis will arrange for a token of appreciation for Ms. DeMeo from Trustees, and Ms. Mastroianni will arrange for a staff party.

### **Building Grant Application and Library Construction**

**A. Communications and public outreach.** Trustees reported on recent discussions at **meetings of other Town boards as they relate to Library interests**, including drainage and laydown issues discussed at the Board of Public Works, school bus parking concerns and athletic field master planning discussed at the School Committee, and payment of cost overruns on the FEMA/MEMA flood mitigation project at the Library involving the Board of Selectmen and the Finance Committee. Mrs. Cartwright reported that newly elected Selectman Doug Levine will be the Selectmen's liaison to the Library.

Mr. Hughes reported that the WRAP (Wayland Real Asset Planning) Committee will issue its final report soon and is expected to recommend that the current library building at 5 Concord Road remain a Town-owned building indefinitely, and that the Board of Selectmen, Town Administrator, and Town Counsel pursue a legal resolution to questions about possible restrictions on use of the land and building.

Trustees reviewed a forecast of outstanding Town debt, along with the associated debt service schedule, which were presented in a chart in the draft WRAP report, and took the information under advisement.

Mrs. Gennis led a discussion of whether and how to undertake **private fundraising in support of building a new library at 195 Main Street**. In earlier discussions, Trustees had expressed an interest in helping to defray the cost of library expansion by contributing money from Trustee funds and also by conducting a new fundraising campaign, especially to fund items like landscaping, furnishings, and computers that are not covered under a grant from the Massachusetts Public Library Construction Program. Noting that none of the current Trustees has fundraising experience, Mrs. Heller presented information about hiring a consultant to organize such an effort, as has been done for library projects in neighboring towns. Trustees agreed on the need for professional help in this matter, and recommended that a consultant be hired through the usual Town process (which in this instance requires soliciting three bids) that the consultant be paid from the Library's Millennium Fund. On a motion by Mrs. Woodruff, seconded by Mr. Hughes, Trustees voted unanimously (6-0) to authorize that up to \$25,000 be earmarked from the Millennium Fund to hire a consultant to lead a professional fundraising effort to benefit the Library. A scope of work will be developed as needs become clearer.

**B. Possible uses for the building at 5 Concord Road.** This topic was not discussed.

#### **C and D. Costs for the Library study, costs of legal opinions, and recommendation to PMBC**

Mrs. Gennis presented a request from the Board of Selectmen that Trustees contribute \$7,952 from any contingency funds remaining in the budget of the Library Planning and Design Study to help offset unexpected overages in the Town's budget for legal expenses this year. Among those expenses are costs associated with the delivery of three legal opinions about possible use restrictions on the land and building at 5 Concord Road (the current library). The Town's cost overrun is the result of unanticipated legal issues on several fronts, and other boards are being asked to contribute funds as well.

Mrs. Gennis has determined that approximately \$17,000 remains in the budget of the Library Planning and Design Study, and that these funds have been set aside as contingency funds. She has been advised by the Permanent Municipal Building Committee (PMBC), which oversees expenditures for the study, that the majority of that money should be reserved for design work should the Town receive a construction grant and decide to go forward with a project. She asked Trustees for comments.

Trustees had mixed opinions about the Selectmen's request. They were especially unhappy to be asked to pay for legal assistance delivered during Town Counsel's office hours and authorized phone calls. Nevertheless, after much consideration, and as an expression of goodwill not obligation, Trustees unanimously approved (6-0) a motion by Mrs. Cartwright, seconded by Mrs. Heller, to recommend that the PMBC authorize a one-time payment, in the amount of \$7,952, from the contingency funds remaining for the Library Planning and Design Study to assist the Town with legal expenses incurred in FY 2017.

#### **Friends' Garden Projects**

Ms. Mastroianni reported that plans have changed for landscaping along the path from the parking lot to the side entrance. The Friends now propose to plant low flowers or shrubs in the beds along the path,

anchored by containers of flowers at the entrance to the path; no wire fencing (which might present a tripping hazard) would be used. Trustees approved this plan, leaving it to the Friends to decide what plants to use. Trustees also approved the creation of a small vegetable garden at the staff entrance that the Friends will maintain.

### **Director's Six-Month Evaluation**

Mrs. Gennis and Mrs. Cartwright announced that Dana Mastroianni has successfully completed the six-month probationary period in her role as Library Director. Supervisory meetings will continue, on a monthly basis, until the next official review, at the one-year mark. Mrs. Cartwright praised Ms. Mastroianni's energy, enthusiasm, perseverance, and willingness to serve during a jam-packed six months in which she not only assumed leadership of the Library, but also participated in a demanding grant application process.

### **Raytheon Room Use Policy**

This topic was postponed to a later meeting.

### **Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of Meeting**

Mrs. Heller has announced that she will resign from the Board of Library Trustees at the end of June as she will be moving from Wayland and can no longer serve. Mrs. Gennis reminded Trustees that there is a Town process to fill vacancies on Town boards.

**The Meeting Was Adjourned** at 10:09 a.m.

### **Documents for This Meeting**

- Agenda for Meeting, May 10, 2017
- Minutes of Trustees' Meetings of April 19, 2017
- March Circulation Reports, "Wayland Circulation Stats" and detailed breakout of "Circ by Type"
- "Quarterly Statistics Dashboard: Jan-Mar 2017 data (created 4/12/2017)"
- "Use of the Raytheon Room—[Draft] Policy Statement"
- "Wayland Real Asset Planning Committee DRAFT Final Report (rev. 2.1)," May 1, 2017; three pages from the report were distributed for particular review:
  - Page VI-1: "VI. Capital Funding Plan"
  - Page VI-2: [Capital Funding Plan, continued]
  - Page VII-2: "Exhibit VII-A WRAP Committee Recommendations"

### **Next Meeting(s)**

- Wednesday, May 24, 2017, Wayland Free Public Library, 8 a.m.
- Wednesday, June 7, 2017, Wayland Free Public Library, 8 a.m.
- Wednesday, June 21, 2017, Wayland Free Public Library, 8 a.m.

Respectfully submitted by Nan Jahnke, a friend of the Wayland Free Public Library