

**TOWN OF WAYLAND - TOWN CLERK'S OFFICE**

**NOTICE OF MEETINGS OF TOWN BOARDS/COMMITTEES/COMMISSIONS**

**Posted in accordance with the provisions of the Open Meeting Law**

**[www.mass.gov/ago/openmeeting](http://www.mass.gov/ago/openmeeting)**

NAME OF BOARD/COMM: Board of Library Trustees  
Wayland Free Public Library  
FILED BY: Chris Lindquist, Director  
DATE OF MEETING: September 20, 2023  
TIME OF MEETING: 9:00 a.m.  
PLACE OF MEETING: Wayland Free Public Library  
5 Concord Road, Wayland, MA 01778

*Note: Items may not be discussed in the order listed or at the specific time estimated. Times are approximate.*

**AGENDA**

In person attendance will be at the meeting location listed above; the public is welcome to attend. We request public comment be limited to 2 minutes per person.

1. 9:00 a.m. Public comment.
2. 9:05 a.m. Review, possible approval, meeting minutes of August 16, 2023.
3. 9:10 a.m. Monthly reports: Financial, Statistical, Director's Report.
4. 9:25 a.m. Review, possible vote, FY23 Town of Wayland Annual Report.
5. 9:35 a.m. Review, possible vote, expend \$7,332 from State Aid to pay Stirling Brandworks (Invoice #20126745).
6. 9: 40 a.m. Discuss draft FY25: operating budget, 5-year Capital Improvement Plan.
7. 9:50 a.m. Trustee funds review and discussion including:
  - a. trust funds expenditure process and approval;
  - b. vote the question of payment of \$140 from the Baker & Taylor company invoice for books to meet minimum annual expenditure required by three early library funds: 1863 James Draper Fund, \$30 books, \$30 repair of books or new books/maps; 1894 James Sumner Draper \$30 new books; 1903 Grace Campbell Draper Fund \$50 books not fiction with inscription of the fund's title in each book;

c. gift funds expenditure process and approval;

d. proposed gift fund policy for Town of Wayland.

8. 10:10 a.m. Library history project booklet, update including publication progress.
9. 10:15 a.m. ESOL Coordinator, Ginny Steele, update of ESOL program.
10. 10:25 a.m. Friends update.
11. 10:35 a.m. Trustee reports & concerns.
12. 10:40 a.m. Topics not reasonably anticipated by the Chair 48 hours prior to the meeting.
13. 10:45 a.m. Next meeting date, and Adjourn.