

Wayland Free Public Library
Board of Library Trustees
Meeting Minutes
Tuesday, January 23, 2024
3:00 PM
Wayland Free Public Library
5 Concord Road, Wayland, MA

Present: Trustees Aida Gennis (Chair), Judy Dion, Elaine Donnelly, Leah Hart, Elisa Scola, Win Treese, and Director Christopher Lindquist.

Librarian Sarah Hogan joined for part of the meeting.

The meeting was called to order at 3:03 PM.

Public Comment. None.

E. Scola moved to approve the minutes of the meeting on December 20, 2023, as distributed. Second by L. Hart. Vote 6-0 in favor.

Review monthly reports. Trustees reviewed the regular monthly reports. Director Lindquist noted that spending is on plan for the fiscal year so far. C. Lindquist also noted a possible discrepancy between the financial reporting and the motion for spending from the small funds at the September 2023 meeting; he will inquire further.

Director's report. C. Lindquist reported that there is a minor leak around the Round Room windows, again. The Town and been notified, and he is waiting for a roofing contractor to look at it.

The Minuteman Library Network (MLN) will be converting to a new computer software for the MLN catalog and circulation system. The staff has been fully trained on the new system, known as Aspen Discovery, and the conversion will shortly be completed. Once completed, it will be public facing for all our library patrons.

The categories of the original Dewey Decimal system are being reconsidered since they were established long ago. For example, the classification ranges in the "religion" category (200s) give insufficient attention to the range and variety of religions in the world. Many libraries have been reclassifying books within the 200s to better represent what is present in current collections and the contemporary world. Additional numeric range reviews for future additions to the collection can be anticipated.

The Library continues to wait for an upgraded phone system; some progress has been made.

Library staff have met with member of the Wayland Human Rights, Diversity, Equity, and Inclusion Committee to plan some future programs at the library.

On Friday, March 8, 2024, the Library is hosting a 2024 Legislative Breakfast to discuss the MBLC's FY2025 Legislative Agenda with local state legislators, who will be present at the breakfast. This meeting is being held with the Goodnow Library (Sudbury), the Maynard Public Library, the Acton Memorial Library, and the Randall Library (Stow).

Library staff are working to tweak the homepage of the website based on recent feedback and experience.

C. Lindquist provided a proposed plan of work, listing areas for significant attention in the 2024 calendar year. The plan includes some observational studies (to be conducted by staff) on library usage for all three levels of the building, look at numbers of people, kinds of uses, and so on.

Pam McCuen, Head of Youth Services, is conducting a youth services focus group with parents and caregivers who use the Children's Room and the teen space, including the high school librarian.

C. Lindquist anticipates a departmental meeting with the Finance Committee to review the library budget; he has not yet received information if this process has changed under the Select Board - Town Manager Act.

E. Donnelly suggests an introduction for C. Lindquist to Jim Mullane, Executive Director of Way CAM, for possible synergies. (Note: Trustee E. Donnelly is a member of the WayCAM board.)

Strategic Plan, update and discussion. On January 5, C. Lindquist sent an invitation for bids for \$10,000 or less to several consultants who work with libraries on strategic planning. So far, he has received one response in that range, some responses that declined to bid, and two responses suggesting a range of \$20,000-\$22,000.

By consensus, trustees authorized the Director to modify the request for bids not to exceed \$20,000.

C. Lindquist is working to assemble the Strategic Planning Group with 8-10 members. Staff members in the group will be Amy Conway and Pam McCuen. Board members A. Gennis and W. Treese volunteered to serve on the group as representatives of the Trustees. It is hoped the high school librarian will participate. C. Lindquist is still looking for community members to be part of it.

Circulation department. Sarah Hogan, head of Circulation, joined the meeting to describe what her team does. She manages the circulation staff, which includes 2 full-time and 7-10 part-time clerks, some of whom also work in the Children's Room. They are the first line of customer service for patrons, referring more complicated questions to the reference librarians when appropriate. They also handle services such as ordering books, arranging book displays, creating the staff pick bookmarks, coordinating home delivery volunteers, creating handouts, and providing other information. Some circulation staff also help with programming. Sarah works with Assistant Director Andy Moore on putting together fiction orders. She also handles ordering extra copies as needed, along with audiobooks, large print, and Libby ebooks.

The circulation workflows have changed a lot since 2020. She has been revisiting the workflows to help newer staff and reflect changes in library use since that time. Sarah also prepares the circulation statistical reports for the Trustee meeting each month. She has also been reviewing cataloging changes for the 200s section (religion).

L. Hart asked about data for making purchasing decisions. Sarah gets good reports from MLN, so she can compare local interest to network interest. She also has access to iPage (an Ingram service) about upcoming titles for reviews that can help guide purchasing decisions. The actual ordering is done by technical services.

L. Hart also asked about home delivery. Patrons call or use the website to ask about it. It is a small-scale operation now, working somewhat informally. Library staff are working to submit a Library Services and Technology Act (LSTA) grant application to the Massachusetts Board of Library Commissioners for an outreach and home delivery program with a part-time contractor coordinator to work with delivery volunteers.

Working group meeting. The building working group skipped its last planned meeting because estimates weren't ready.

There has been some evolution of the plans to remodel the lower level public restrooms, with minimal hallway space needed. The group is also looking at ways to provide accessibility on the mezzanine by adjusting the catwalk. This work is conceptual at this point.

The next meeting of the working group is tomorrow.

Friends update. A. Gennis relayed a report from the Friends that they saw \$1,034 from Raytheon Room general sales in December, with about \$300 from the special sale. They are receiving many donations, which causes some storage issues. They also received a generous monetary donation and are discussing how to use it. Membership numbers are reduced. They are working with C. Lindquist on new fundraising ideas. A. Gennis remarked she has feedback from some patrons that the lower level is feeling more like book-sale space. The Friends and library staff are still working out some of the room-sharing challenges for both the Raytheon Room and the hallway.

Trustee reports & concerns. E. Scola met with Suzanne Geiger, head of Wayland Creative Preschool. The preschool received a gift of approximately \$1,000 to be used to purchase something for the Wayland Public Library. They would like to make it related to art and children, and the discussions will continue.

Topics not reasonably anticipated by the Chair 48 hours prior to the meeting. None.

The next meeting will be held Wednesday, February 28, 2024, at 9 AM at the Library.

J. Dion move to adjourn the meeting. Second by E. Scola. Vote 6-0 in favor.

The meeting adjourned at 5:12 PM.

Documents for the meeting

2023.12.20 Trustee Min - Final DRAFT.pdf
Director's Report 1.23.24 Best.pdf
FY2025MBLCLegislativeAgenda.pdf
Plan of Work for 2024 FINAL DRAFT PDF.pdf
Spending Summary as of 20240116 TE Meeting 1.23.24.pdf
Trust fund Summary as of 20240117 TE Meeting 1.23.24.pdf
Trustees Circ Stats FY24 New.xlsx
WFPL -TE agenda 2024.01.23.pdf
WFPL IFB Strategic Plan FY2026 - FY2030 BEST.pdf

Emails for the meeting

Email from ED, 12/20/23, WFPL memory book
Email from AG, 12/21/23, WFPL confirming trustees Jan meeting
Email from CL, 1/19/24, Board Packet: 1.23.24