

TOWN OF WAYLAND - TOWN CLERK'S OFFICE

NOTICE OF MEETINGS OF TOWN BOARDS/COMMITTEES/COMMISSIONS

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PLEASE TYPE OR PRINT LEGIBLY

NAME OF BOARD/COMM: Board of Library Trustees Wayland Free Public Library
FILED BY: Sandy Raymond, Library Director
DATE OF MEETING: June 21, 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. 9:10 A.M. Many thanks and congratulations to Director Sandy Raymond on her upcoming retirement on June 30, 2023.
3. 9:20 A.M. Review and approval of meeting minutes for May 15, 2023.
4. 9:25 A.M. Monthly Reports: Financial/Statistical Reports, Director's Report.
5. 9:40 A.M. Board Governance, discussion including annual review of: governance, Trustee funds management & expenditure process, possible vote of officers.
6. 9:50 A.M. Library Director Screening Committee update, discussion of:
Progress to date, discussion of finalist interview process including possible votes on:
 1. Procedures
 2. Interview questions
 3. Evaluation tools
 4. Next steps
7. 10:10 A.M. Gifts and Donations policy: discuss, including possible vote.
8. 10:15 A.M. Acting Director: discuss, possible vote to appoint Assistant Director Andy Moore, as Acting Director due to the retirement of Director Sandy Raymond, next steps.
9. 10:25 A.M. Annual Report, discuss, review update with edits from May 15th meeting.

10. 10:35 A.M. Friends update, including upcoming projects.
11. 10:45 A.M. Library website, review progress, Trustee thoughts/requests.
12. 10:55 A.M. Library history booklet, Brandeis students, discuss progress, next steps.
13. 11:05 A.M. Trustee Reports and Concerns.
14. 11:10 A.M. Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting.
15. 11:15 A.M. Adjourn.