

WPL Meeting Minutes 8/1/2022

In Attendance

Jenn Warner, Library Director
Alli Palmgren, Assistant Director
Emily Hutcheson, Trustee
Shaheen Parks, Trustee
Heidi Hardin, Trustee, by phone
Susan Scott, Chair
Chris Welles, Secretary

The meeting was called to order by Susan Scott at 9:31 AM

Approval of Minutes: Motion: Emily moved to approve the minutes of June 6th, 2022. **Second:** by Heidi. **Motion passed unanimously.**

Long Range Plan: Motion: Chris Welles moved to adopt the Long Range Plan. **Second:** Shaheen Parks. **Motion passed unanimously.**

- **Long Range Plan Discussion:** We agreed to add a column to the LRP document for “When Completed”. LRP to be reviewed annually; timeline is as of December of the year.

Collection Development Policy:

- The draft proposed Collection Development Policy was distributed to the Trustees for review. The draft includes a “Request for Reconsideration” form. The old policy has a lot of nitty gritty that makes it much longer than need be. The new policy is based on the MBLC model. The plan is to vote on it in September, after the Trustees have had time to review it.
- Jenn attended an ALA workshop on responding to book challenges that included role playing, which was very helpful. Never speak off-the-cuff to a reporter. Ask: “What are your questions. What is your deadline?”

Director’s report

- The summer reading program is underway, with 267 young readers; and good attendance for workshops and other events.
- The Library has had to reconfigure use of space for outdoor events moved indoors due to heat. We created a pop-up space outside the Local History Room. We are considering moving the History Room back downstairs, open when Madeleine Mullin is there, and using the upstairs room for children’s events.
- The Library is used as a cooling center during heat waves. On July 23rd, the Library extended its Saturday hours to 5 PM, and served an additional 68 patrons.
- Jenn started a monthly program “Tent Talks: A Novel Suggestion” for staff and patrons to discuss book recommendations.
- In August, Youth Services is hosting a program for METCO 6-8th graders. Students come to the Library 2x a week for two weeks. The Library has hosted this program since 2014, except for the pandemic years.
- Social media: TikTok is followed by a teen to 20s demographic that don’t follow the WPL FaceBook page. Videos take 20-30 minutes to make. One video got 2.3 million views! Thanks to Dom Viglas for leading the charge!

- Digital circulation, which surged during the pandemic, continues to be strong. For example, total Hoopla 2022 usage is on track to be 4x the pre-pandemic (2019) level. The numbers for Advantage/Libby e-books are comparable.
- Physical circulation is 80% of total circulation; 300K pre-pandemic; 188K FY2021; FY2022 272K
- Self-published books; are weeded based on circulation; if local folks submit a self-published book, it is placed in the local Author section; get weeded if they don't circulate
- **Capital Budget:** Gary in Facilities includes any Library items in the Town capital budget. He has a 3-year cycle. Re the wall damaged by the auto accident: this has been held up by the insurance process.

Budget

To qualify for state aid, the Library is required to be open 40 hrs/week; and to spend at least 16% on materials. We average 60 hrs/week. Since we're open more than the minimum, we are allowed to spend less on materials. Propose to go from 16% to 13% on materials. Rationale: we have limited space for physical items; we don't want to be wasteful (order books that don't circulate); what is given up if the materials budget goes from 16% to 13%? Fewer copies of popular books; fewer expensive soon-to-be-dated technical books (computer stuff).

Spending Policy Update - Susan Scott

Susan & Jenn are working on a draft spending policy. The policy takes into account the historical returns of the Library trust funds (5-year window) plus the effects of inflation. Some funds are limited to money market investments; and some funds have restrictions as to purpose.

AIC Report

- A new laser-cutter is on order; the AIC is looking to hire a part-time Makerspace Technologist by October. The AIC has been strong on art; and wants to reinforce our tech expertise.
- Arts Wayland had to leave their space. Until they find a new space, the AIC will collaborate with them to offer some of their programming at the AIC. They have booked the AIC for two dates to host their monthly jazz concerts.
- Demand for rentals is improving, with 8 bookings in June and 11 in July. With the increase the AIC will need to engage a 2nd building monitor. (AIC part-time staff cannot work more than 19 hours.)
- The AIC is updated its website to target the micro-wedding market — a very successful market for the AIC.

Talks: John Thompson (AIC board) will give a talk on Winfred Rembert, AA artist, who was a friend of his.

Adjournment: Chris Welles moved to adjourn at 10:36 AM.

Next Meeting: Sept 12, 2022 at 9:30 AM

Respectfully submitted,
Christopher Welles, secretary