



**Town of Arlington, Massachusetts**  
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## **Library Trustee Minutes 04/19/12**

**Meeting of the Board of the Library Trustees**  
**Monday, April 9, 2012**

### **Call To Order**

Chairman Brigid Kennedy-Pfister called the meeting to order at 7:20 pm. In attendance were trustees Heather Calvin, Katharine Fennelly, Diane Gordon, Barbara Muldoon, Frank Murphy, and Joyce Radochia. Also attending were library director Maryellen Loud, assistant director Ryan Livergood, and Robbins Print Collection Curator Nancy Gentile.

### **Approval of Minutes**

The trustees reviewed the minutes from the March 13 meeting. Mr. Murphy was incorrectly referred to as Ms. Murphy on page two, fourth from last sentence under the "Approval of Policies" section. Ms. Fennelly made a motion to accept the minutes as amended. Mr. Murphy seconded the motion and it passed unanimously.

### **Communications**

The trustees expressed their heartfelt thanks to Ms. Loud for her service to the library over these many years.

The trustees acknowledged the receipt of three reports from the staff that attended 2012 PLA. The trustees were pleased with the variety of programs that the staff attended.

### **Community Time**

No members of the community were present.

### **Robbins Print Fund**

The trustees welcomed Nancy Gentile to discuss the Robbins Print Collection. Ms. Gentile provided a history and overview of the collection. Winfield Robbins, cousin of the Robbins Sisters, assembled the collection. The Robbins Library print collection consists of 150,000 items. Most of these items are uncaptioned. These are technically the least valuable items in the collection. The approximately 10,000 items that are cataloged are mostly small in size but some are oversized. These are matted and displayed on a quarterly basis. There have been two appraisals by same individual, with the most recent being in 1994. There is nothing in the collection of museum quality value, as the collection was purchased in bulk and is valued as such. There are lots of duplicates and the curating staff decided when going through them what should be cataloged. The major issue with the collection is that there is such a large volume of prints and it takes a significant amount of time to catalog these prints. In 1950, additional prints were purchased. Nancy has undertaken multiple projects over the years, but due to the sheer volume of prints, the collection has been seriously understaffed. We have been able to make some permanent loans to various colleges. The receiving institutions insure these permanent loans. One of these receiving institutions included the National Gallery at one point. There are also rare books with prints. These have been sorted and stored. These rare books are stored in the local history attic and were appraised separately. Mr. Murphy asked what Ms. Gentile suggested the trustees should do moving forward. Ms. Gentile indicated that first, the cabinetry that

stores the prints need to be replaced. Secondly, a part-time person should be hired to mount the exhibits. Finally, as time permits, some other activities should be initiated, such as general maintenance of the prints, re-matting portions of the catalog print collection, conducting an inventory of the cataloged prints, and finding continued ways to loan portions of the collection. The trustees discussed several of the issues and difficulties of managing the print collection, including the issue that approximately 90% of the collection is not cataloged and how Ms. Gentile only has a limited amount of time to work on the collection. Ms. Loud informed the board that the cost of new cabinetry for the prints would be approximately \$13,000. This price does not include the cost of the archival boxes that would need to be phased in to replace the old boxes. The trustees requested from Ms. Gentile a time estimate in writing of what it would take to complete this project and a sequence of events.

### **Director's Report**

The trustees reviewed the director's report. Ms. Muldoon asked for an update regarding the Adult Services Librarian position and the Assistant Director / Head of Adult Services position. The Adult Services Librarian position should be filled by mid-May and the interview process for the new Assistant Director / Head of Adult Services will begin in the middle of May as well.

### **Annual Report for the Public**

Ms. Loud presented the Annual Report for the Public draft. The trustees discussed the draft and suggested some changes, including adding more specific numbers into the report and changing the format of "Selected Accomplishments" from one column of bullet points to two columns of bullet points. The suggested changes will be incorporated into the final version of the report, which will then be printed and distributed to town meeting members at town meeting.

### **Sunday Solicitation**

Ms. Loud discussed the Sunday solicitation letter. A new letter needs to be generated and a new thank you letter will need to be generated. These letters must go through the Friends and must be reviewed and signed by the chair of the Friends. Ms. Loud asked if anyone had received his or her Friends renewal letter yet. Several trustees indicated they already have received it. Ms. Loud doesn't believe a Sunday solicitation should be sent on top of the Friends renewal letter. However, it must get it out in the beginning of May. Mr. Livergood or Ms. Radochia will go to the next Friends meeting the first Tuesday in May to see if funding can be secured for these letters.

### **Transitional/ Planning**

Ms. Loud provided the trustees a preview of some upcoming issues that will need to be addressed by the end of the fiscal year and into the next fiscal year.

### **Policy for determining next year's Trust/Russell fund allocations**

Ms. Muldoon will provide a policy for determining next year's Trust/Russell fund allocations at May's trustee meeting.

### **Other**

Ms. Kennedy-Pfister reported that she has not yet heard back from Steve Gilligan regarding the information the trustees previously requested. The information requested must be received before the trustees feel comfortable with making a preliminary recommendation regarding the broad allocation strategy proposal from Boston Advisors.

Ms. Calvin asked if a community read book had been selected. Ms. Loud reported that a community read book would be selected at the next community read committee meeting.

### **Date of Next Meeting**

The next trustees' meeting will be held on Tuesday, May 8, 2012 at 7:15 pm.

## **Adjournment**

Mr. Murphy moved to adjourn the meeting. Ms. Fennelly seconded the motion and it passed unanimously. Meeting was adjourned at 9:31 pm.

### *Documents provided:*

- April 9 Meeting Agenda
- Minutes from the March 13, 2012 meeting of the Robbins Library Board of Trustees
- Director's Report for April 2012
- Brief Overview of the Robbins Print Collection and Recommendations for the Future.
- Program for Maryellen Remmert-Loud Retirement Reception
- Future Projects / Concerns for Funding
- Annual Report Highlights 2011 draft flyer
- PLA staff reports (3)
- Fiscal Year 2013 Budget