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Library Trustee Minutes 6/11/12

Robbins Board of Trustees
Meeting June 11, 2012

Call to Order

Brigid Kennedy-Pfister called the meeting to order at 7:17 pm. The following additional Trustees were present: Katharine Fennelly, Diane Gordon, Joyce Radochia, Barbara Muldoon, Heather Calvin and Frank Murphy. The Library Director, Ryan Livergood, also attended.

Approval of Minutes

The Trustees approved the minutes of May 8, 2012. Ms. Fennelly made the motion. Mr. Murphy made the second. The minutes were approved unanimously.

Communications

The Massachusetts Library Trustees Association sent a membership request. Mr. Livergood will investigate the source of previous funding for memberships. Mr. Livergood and Ms. Radochia reported that Andy Ananthakrishnan was killed in a car accident this week. Members of the board remembered with gratitude his vigor, liveliness, and commitment to the Friends of the Robbins and extend the Board's deep sympathy to his family.

Community Time

No community members were present at the meeting.

Election of the Officers

The nominating committee met and is putting forward a slate of Ms. Fennelly as Chair, Ms. Kennedy-Pfister as Vice-Chair, and Barbara Muldoon as Trust Fund Liaison. These appointments will be effective July 1, 2012. Ms. Radochia made the motion. Ms. Calvin made the second. The slate was approved unanimously.

Director's Report

Mr. Livergood answered questions on the Digital Commonwealth grant application. If the grant is approved, it will help fund services of the Digital Commonwealth organization. It is focused on digitization of Local History holdings. Mr. Murphy also raised the issue of digitizing parts of the print collection. It was also noted that Robbins has a great photo collection in the Local History room. Trustees supported the meeting with Adam Levin and are interested in how it relates to marketing. Mr. Livergood shared an idea related to the high cost of Overdrive service related to having an alternative content source. This is a growing movement. Other problems with Overdrive are: the limited number of publishers that participate, raising rates, number of copies available, and the difficulty in accessing content. There are other options besides Overdrive that could be investigated. One of the candidates for Assistant Director/Head of Adult Services has been given an offer. When finalized Mr. Livergood will let us know. Ms. Calvin gave a few suggestions related to outreach.

Budget Update

The budget was approved by Town Meeting. To date, the Library is over its maintenance budget but the heating costs have been lower so this will compensate. The library is meeting the Municipal Appropriation Requirement. After the new hire, the Library's current vacancies will be filled.

Robbins Print Collection Project Proposal

The proposal was reviewed. It was determined that the proposal needs revision. Motion by Ms. Fennelly to reserve

in the account, any income remaining in the Robbins Art Fund at the end of FY 12, in anticipation of a capital project in FY13 for the preservation of the prints in the collection. Ms. Gordon made the second. The motion passed unanimously. Mr. Livergood will consult with Chip Hagy and Nancy Gentile to make a new proposal and recommendation for the art fund project.

Trustees Objectives and Administration Long Range Plan

The Trustees discussed the goals and objectives of the Trustees. There were suggestions to remove from 1B the joint calendar objective, but leave in the liaisons to the Friends groups. Ms. Calvin suggested that the Trustees might want to include under "Library Services to the Community" an objective related to assessing and understanding community needs. She also suggested that Mr. Livergood assess the Trustee objectives and reflect any hopes for them as he is new to the position. The Trustees noted a brick path area that is an eyesore. Mr. Livergood will investigate. These items will be discussed again at a future meeting and be put to a vote.

Russell Fund Summer Programming Request

The staff submitted a Summer 2012 Budget Proposal (FY 2013). The projection for the Russell Fund is \$33,700. Ms. Fennelly made a motion to approve \$5,885 for July and August FY2013 budget as submitted by staff requests for summer programming. Mr. Murphy made the second. The motion passed unanimously.

Book Sales at Jarrett Krossockzka Author Event.

The author Jarrett Krossockzka is appearing at Fox Branch this Saturday, in conjunction with the Feast of the East. This appearance will kick off the summer reading program. While we do not generally allow private book sales, the author is unable to bring his books with him and has asked if the Arlington's "Book Rack" bookstore could be allowed to sell his books in lieu of his own sales. The request was discussed. While we usually do not allow this, it was felt that because the request was made by the author and because it was done in conjunction with an author program where we normally allow book sales, that this would be acceptable. In addition, the Trustees appreciated that a local business was involved. Ms. Fennelly made a motion to allow, at the author's request, the Book Rack to sell the author's books in lieu of author. Ms. Muldoon made the second. The motion passed unanimously.

Indoor Google Map Opportunity

The Library has been approached by Google. They are working on a new project related to mapping of interiors of large buildings. Areas that would not be mapped include secure and/or staff only areas. The consensus of the board is to go ahead with the project, but to keep an eye on whether it begins to take significant staff or other resources.

Plugged-In Sponsorship Possibility

Watertown Savings Bank contacted Mr. Livergood after meeting at the networking breakfast on the issue. The plugged in proposal was subsequently forwarded to the marketing director there. Last week Robbins heard back that Watertown Savings Bank was interested. They are interested in sponsoring but would like to have an opportunity to introduce the savings bank, its programs etc. to the participants. The consensus of the Trustees was that it was comfortable with having a library staff member introduce the bank representatives as the sponsor, to have materials available for people to look at, and to allow them to be present at the volunteer fair with a table. Mr. Livergood will send a letter outlining the Trustees preferred approach.

Unanticipated Items

The Chair was contacted by the Arlington Libraries Foundation yesterday to discuss the possibility of a loan from the Trustees of seed money for the Foundation to get started. The Trustees reviewed the proposal. After discussing the proposal, there was a consensus that the amount of the loan was not high enough for the Foundation to achieve its objective of raising \$10,000 for the library comfortably. Ms. Calvin made a motion to increase the loan amount to the Arlington Libraries Foundation to \$5,000 and to approve entering into the agreement. Mr. Murphy made the second. The motion was approved unanimously.

There was a question to Mr. Livergood on the amount of funds received to date for fundraising for Sundays. Mr. Livergood reported that the amount is down, but no analysis was made of the reasons. There was a question raised on the effect of not using 1st class mail this time, and other issues. It was noted that some marketing is yet to be done (letters to the Advocate, and Note to the Arlington list.)

Next meeting

The Board will not meet in July. Next meeting Wednesday, August 15th.

The meeting was adjourned at 9:35 p.m.

Respectfully submitted,
Brigid Kennedy-Pfister

Documents Provided

- Minutes from May 8, 2012 Board of Trustee meeting
- Correspondence from the Massachusetts Library Trustees Association
- Director's Report
- Recommendations for Activities of the Robbins Print Collection
- Board of Trustees Goals and Objectives FY2012
- Robbins Library Long Range Plan / Fiscal 2012 Action Plan
- Memo Regarding Summer 2012 Budget Proposal (FY2013)
- Correspondence from Bill Rogers, Partner Operations Specialist, Google
- Description of Watertown Savings Bank offer to sponsor Robbins Plugged-In series.
- Draft Arlington Libraries Foundation loan agreement