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Library Trustee Minutes 09/11/12

Meeting of the Board of the Library Trustees
Tuesday, September 11, 2012

Call To Order

Chairman Katherine Fennelly called the meeting to order at 7:15. In attendance were trustees Heather Calvin, Diane Gordon, Frank Murphy, and Joyce Radochia. Absent were trustees Brigid Kennedy-Pfister and Barbara Muldoon. Also attending were library director Ryan Livergood and assistant director Andrea Nicolay.

Approval of Minutes

The trustees reviewed the minutes from the August 15 meeting and approved them as read (Ms. Fennelly/Mr. Murphy).

Communications

The trustees acknowledged receipt of a letter from non-residents Marilyn and Steve Carter requesting use of the community room for a book and music event. The trustees decided to make an exception and allow use of the community room by Mr. and Mrs. Carter due to their numerous local ties to the community.

Community Time

No members of the community were present.

Director's Report

The trustees reviewed the director's report for August. Mr. Livergood reviewed highlights from the report.

Preliminary Discussion of FY 14 Budget

Mr. Livergood presented goals and objectives for FY 2014. Strategies for justifying a budget for Sunday hours or other objectives were discussed, including itemizing operational costs and prioritizing some projects over others, and being as proactive as possible. The issue of Saturday hours in July/August was discussed at length. It was agreed that, in addition to a level service budget, Mr. Livergood should work with the trustees to draft a list of what the trustees feel as needs beyond level service to request in the FY 14 budget complete with justifications. This will be discussed at the October meeting.

Foundation

Kathryn Gandek-Tighe is resigning from chairmanship of the Foundation. She will remain a member of the board. A list of candidates is being reviewed. The loan agreement was reviewed and Ms. Kennedy-Pfister is to sign it. A vendor account for the Arlington Library Foundation is to be established with the Town.

Sunday Fundraising

\$17,540 has been raised to date. Along with \$27,329.30 collected in previous years, there is \$44,869.33 in the Sunday account.

Approval of FY 2013 Trust Fund Allocations

Mr. Livergood explained the requested amounts vs. totals. Ms. Calvin moved to approve, Ms. Radochia seconded, and the motion passed.

Trust Fund Allocations Timeline for FY 2014

The issue of the timeline for allocations and approvals was discussed, and it was suggested that requests be made in August. It was acknowledged that Ms. Muldoon is considering a transition away from her role in the Trust Fund allocations process, and discussion followed regarding the impact that such a transition would have on this process. Trustees expressed a desire for greater understanding of the ins and outs of trust funds. **MINUTES AMENDMENT:** At the October 9 Trustees meeting, Ms. Muldoon asked for clarification with regard to the Trust Fund Allocations Timeline for FY 14, and it was explained that the requests will be communicated to the Trustees and

prioritized as early as possible, not necessarily in August as was suggested in the minutes. The allocations will then be decided in September according to normal procedure.

Timeline: Trustee Objectives

Goals and Objectives FY 2013 handout was discussed. Trustees will focus their advocacy efforts in October; all other goals and objectives are addressed on an ongoing basis with the exception of the issue of the Robbins Library Print Collection, which will be addressed this fall.

Holiday Schedule

Motion to approve by Ms. Radochia, Mr. Murphy seconded, motion passed.

Approval of Policy: Author Programs

Policy was discussed at length and revised. Policy was adopted as amended.

Community Read

Mr. Livergood discussed details of programs and events surrounding this year's community read, *The Fault in Our Stars* by John Green.

Town Day

Schedule and plans for the library booth were discussed.

Unanticipated Items

The print room was discussed, as well as the Barry sisters' gift and Jane Howard, who is to be recognized for her many years serving on Vision 20/20.

Date of Next Meeting

Tuesday, October 9, 2012.

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:

- Sept 11 Meeting Agenda
- Minutes from the August 15, 2012 meeting of the Robbins Library Board of Trustees
- Director's Report for August 2012
- Letter from Marilyn and Steve Carter requesting use of Community Room as non-residents
- Arlington Libraries Foundation loan agreement
- Trust Fund Allocations 2013 spreadsheet
- Trustee Goals and Objectives FY 2013
- 2013 Holiday Schedule
- Author Programs Policy
- Circulation Activity spreadsheets for August 2012 and OverDrive statistics for downloadable library eBooks and audiobooks

