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Library Trustee Minutes 6/15/10

Robbins Library Board of Trustees
Minutes of the Meeting
June 15, 2010

Call to Order

Chairman Katherine Fennelly called the meeting to order at 7:25 p.m. Attending were trustees, Heather Calvin, Kathryn Gandek-Tighe, Brigid Kennedy-Pfister, Barbara Muldoon, Frank Murphy and Joyce Radochia. Also attending were the Library Director, Maryellen Loud, and Assistant Director, Susan Priver.

Approval of Minutes

Upon a motion by Ms. Kennedy-Pfister, with a second by Ms. Gandek-Tighe, the Board approved the minutes of the meeting of May 11, 2010 as amended.

Communications

Ms. Loud shared information about a musician, Carmen Denyes, who would like to hold a free concert as a voluntary fundraising for Family Focus Foundation. The Board discussed fundraisers allowed in the library space. Due to lack of background information about Family Focus Foundation, the Board has decided not to grant permission for the request for this concert.

Community Time

No members of the community were present.

Director's Report

Trustees read the May Director's Report.

Ms. Loud shared additional information from the teen focus groups. Library staff members are currently collating the data and feedback from the participants.

Ms. Loud explained the Music CD project. The music CDs are being "re-call numbered" to be arranged by genre and not by Dewey Decimal System.

Update on FY 2011 Budget

No change from last meeting.

Friends of Fox Funding

The Friends of Fox will be contributing \$10,635 to bridge the gap in municipal funding for three days per week. The Friends of Fox will also be funding four sing-a-longs for the summer at a total cost of \$400. The library also requested roughly \$8000 for refreshing the physical environment including painting, window treatments, and carpet squares for the community room. The Friends of Fox approved this request at the last meeting.

Fundraising

Ms. Muldoon talked with a member of the Cary Library Foundation (Lexington, MA) who shared that they raised roughly \$190,000 annually. Ms. Muldoon will speak with her further.

Ms. Gandek-Tighe will explore talking with various organizations within Arlington to share marketing ideas and materials. She also would like to plan an annual library fundraising event—not necessarily a gala event.

Ms. Loud shared that a Simmons Library School Student intern will be preparing a grant for young adult funding for the library.

Ms. Loud also communicated that she and Ms. Priver met with Diane Gordon to discuss her relationship with the library and potentially doing work with the Library Foundation.

Ms. Loud said that the Sunday Campaign has currently raised \$17,365. Last year, the Sunday Campaign raised roughly \$29,000.

Preliminary Discussion of Administrative & Trustee Goals and Objectives

Ms. Loud requested that the Board review the FY 2010 Board of Trustees Goals and Objectives and to determine which items may require funding for FY 2011.

Trust Funds for Reference Materials—FY 2010 Expenditures

Ms. Loud explained that Jennifer De Remer, Head of Adult Services, purchased different reference materials than originally planned for FY 2010 with trustee fund monies.

Russell Fund Allocation for Summer Programs

Ms. Loud asked the Board to review the “Summer 2010 Russell Fund Budget Proposal”. This year’s request is \$5686 including Children’s, Teens, and Kindergarten Kits. Ms. Calvin presented a motion to approve the budget as requested, and Ms. Gandek-Tighe seconded the motion. The motion approved unanimously.

Policies

Study Room Policy & Tutor Policy

The Board discussed these policies. Ms. Gandek-Tighe proposed a motion to accept the Study Room Policy as amended; Ms. Radochia seconded the motion. The motion passed unanimously. Ms. Radochia proposed a motion to accept the Tutor Policy; Ms. Gandek-Tighe seconded the motion. The motion passed unanimously.

Library Patron Conduct, formerly Appropriate Behavior

The Board discussed this policy. Ms. Radochia proposed a motion to accept the Library Patron Conduct policy as amended; Ms. Calvin seconded the motion. The motion passed unanimously.

Bulletin Boards Policy

The Board discussed these policies. Mr. Murphy proposed a motion to accept the Bulletin Board Policy as amended; Ms. Muldoon seconded the motion. The motion passed unanimously.

Distribution of Free Literature and Soliciting Policy

The Board discussed this policy. The Board asked Ms. Loud to clarify certain information with Town Counsel.

Adults in Teen Area Policy

The Board discussed this policy. Ms. Radochia proposed a motion to accept the Adults in Teen Area Policy as ammended; Ms. Kennedy-Pfister seconded the motion. The motion passed unanimously.

Friends of Robbins Update

The Friends of Robbins Library has \$96,000; the library can request up to \$60,000 for FY 2011.

Election of Officers

Ms. Radochia reported that the nominating committee proposes the following slate of officers for FY 2011:

Chairman: Kathryn Gandek-Tighe
Vice Chairman: Heather Calvin
Trust Fund Liaison: Barbara Muldoon

Mr. Murphy seconded the slate; the slate was unanimously accepted.

Other

Ms. Loud presented that Art Beat wants to place a Giraffe in the stairwell near the Children's Room for the summer. The board deferred the decision to Ms. Loud after she obtained additional information.

Date of Next Meeting

The next meeting will be August 17, 2010.

Adjournment

The meeting adjourned at 9:50 p.m.

Respectfully submitted,

Susan Priver
Assistant Director