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Library Trustees Minutes 01/15/2008

Robbins Library Board of Trustees
January 15, 2008

Call to Order

The meeting was called to order at 7:20 PM. Attending were trustees Patricia Deal, Katharine Fennelly, Kathryn Gandek-Tighe, Barbara Muldoon, Frank Murphy and Joyce Radochia. David Castiglioni was absent. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture.

Approval of Minutes

The minutes of the December 11th meeting were approved with one correction, on a motion by Ms. Muldoon; seconded by Mr. Murphy.

Communications

1. Ms. Loud read two laudatory notes from patrons. Francis Knott praised the library collections and the excellent staff, particularly noting the able assistance of Amanda Mathiesen of the Reference staff. The Dean family sent holiday greetings, along with appreciation for the dedicated staff, especially Barbara Fulchino, Nancy Gentile and the library director for her oversight. 2. Michele Meagher of the Chamber of Commerce requested an exemption to the meeting room policy. She hopes to charge a small fee to Chamber members who attend programs held in the Community Room, to cover mailing, publicity and materials expenses. After some discussion, Mr. Murphy made a motion, seconded by Ms. Gandek-Tighe, to allow these fees, for a period of one year. During this period, a long-term decision will be considered. Approved unanimously.

Director's Report

Trustees reviewed the written report of the director for December 2007. Ms. Loud distributed a progress report on the study of initiatives suggested at the citizen financial summits. This report will be submitted to the Town Manager. One item "charging the business community for use of the meeting rooms", elicited discussion of the pros and cons of changing the library meeting room policy. The Board consensus was that this looked like a good possibility. A separate report examining school/library functions has been completed. Ms. Loud asked the Board to revisit a vote that was taken at the November meeting to allocate \$6,000 for the purchase of 3 new AV bins. She requested an additional \$2,370 to purchase additional matching units. Ms. Radochia made a motion to allocate this amount from the Kathleen Case fund; seconded by Mr. Murphy. Passed unanimously.

Munistat Presentation

Ms. Loud showed the Board the PowerPoint presentation that she had prepared as a project for the Town Manager and had already presented to the Board of Selectmen. The purpose was to study the funding of the audiovisual collection and compare it to that of nine similar libraries. Arlington's funding was ninth out of the ten communities studied, leading to the conclusion that the AV collections are under funded.

FY08 Budget Update

The budget review has been completed by the Town Manager's office. No new salary requests were funded, including Sunday hours. All expense items are expected to be level funded. Finance Committee liaisons will attend the February or March Board meeting.

2007 Annual Report

Ms. Loud distributed a draft version of the annual report. Some revisions to the text were made. A trustee photo was taken for inclusion in the report.

Mid-Year Report of the Trust Fund Liaison

Ms. Muldoon updated the Board on the status of trust fund spending. Of the unrestricted funds, 20% has been spent at the mid point of the fiscal year. Of restricted funds, 31% of the year's allocation has been spent thus far. Only 11% of the allocations from the Robbins Art and Robbins Print funds has been expended.

Mid-Year Report of the Russell Fund Liaison

On behalf of Mr. Castiglioni, Ms. Loud gave the mid-year report of Russell Fund spending. Overall, 50% of the allocated monies has been spent.

Mid-Year Evaluation of Trustee and Administrative Goals

Ms. Loud apprised the Board of the status of the activities related to the administrative goals. The Board re-affirmed the trustee goals, with some revisions: Change 1A to read "Advocate for adequate hours of operation for the library system, collections and staffing for this year". 4E, F and G will be further studied in the context of a comprehensive financial/development plan.

Warrant Articles

Two warrant articles will be submitted for inclusion at this spring's Town Meeting:

1. To establish a revolving fund to accept revenues from public vend printers and photocopiers which will be leased with funding from the town's capital plan. Monies will be used to purchase paper and toner for the machines. 2. To create a committee to plan the Margaret Spengler Lecture Series.

Fundraising

Ms. Gandek-Tighe distributed a preliminary assessment of library fundraising. She asked the trustees to examine the report and provide feedback. Further discussion will take place at a future meeting.

Author Program

Ms. Deal talked about possible speakers for a program with a projected date of early April. Some suggestions given were Sue Miller, Russell Banks and Allegra Goodman. Ms. Fennelly will consult a recommended author list published by the Boston Globe.

Funding for Appraisal of Art Objects

The Town Manager's office advised Ms. Loud that all art objects should be re-appraised for insurance purposes. The Board asked Ms. Loud to obtain estimates of the work and will discuss funding options at a future meeting. The possibility of a staged project was raised.

Friends of the Library Update

Ms. Diminture apprised the Board of the status of the Friends' activities. The second annual children's/young adult book sale will take place on Saturday, March 15th, with a sorting day of March 8th. Donations for the sale will be accepted starting February 25th. On Thursday, February 28th, the Friends will host genealogist Christine Sweet-Hart who will present an intermediate level genealogy program. Also presenting will be library staff member Jennifer DeRemer who will discuss sources available through the library and online databases. On Thursday, March 6th, Martha Parravano of Horn Book Magazine will do a booktalk on good books for children. Discussion continues about a possibility of hosting a spelling bee for children. The Friends annual meeting will take place in April, with a music program as entertainment. New bookmarks have been printed and a newsletter is being worked on.

Other

Ms. Muldoon, Ms. Fennelly and Mr. Murphy will meet with John Maher regarding trust funds. Ms. Fennelly will conduct one more "To Kill a Mockingbird" book discussion with members of the town's Human Rights Commission.

Adjournment

The meeting was adjourned at 9:20 PM on a motion by Mr. Murphy. The next meeting will take place on Tuesday, February 12th at 7:15 PM.

Respectfully submitted,

Cynthia Diminture