



Town of Arlington, Massachusetts
730 Massachusetts Ave., Arlington, MA 02476
Phone: 781-316-3000

webmaster@town.arlington.ma.us

Library Trustees Minutes 06/10/2008

Robbins Library Board of Trustees
June 10, 2008

Call to Order

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

Approval of Minutes

The minutes of the May 13th meeting were approved as written on a motion by Mr. Murphy; seconded by Ms. Gandek-Tighe.

Communications

1. Ms. Loud received a letter from author Jeffrey Carver inquiring about the possibility of the library hosting an author discussion/reading with local science fiction authors. The Board will take this under consideration. 2. Ms. Loud and the Board had a series of email correspondences with Mark Spengler regarding the establishment of a committee to honor the civic work of his mother, Margaret Spengler.

Director's Report

Ms. Loud gave a verbal report highlighting progress on the circulation desk project, the resignation of adult services librarian Amanda Mathiesen, the successful Chamber of Commerce breakfast program held recently at the library, planning for the local author program and the book cart drill team competition at the MA Library Association conference. The waterproofing project continues. A Verizon outage caused two days of computer downtime. Ms. Loud is closely monitoring financial expenditures for the close of the fiscal year.

Local Author Program

The program will be held on Tuesday, June 17th featuring authors Carol Band, Adam Pachter and David Valdes Greenwood.

Signage Project

Ms. Loud distributed copies of the preliminary interior sign design concepts from Sunshine Signs. She told the Board that fabrication costs would be in the \$30,000-35,000 range. The costs could span two fiscal years, 2008 and 2009. Ms. Loud reviewed potential trust fund sources for the project including Case, Farmer, FY08 allocations not spent and a reduction in FY09 allocations in various categories. Mr. Murphy asked about charges for future signs or additional signs/letters. Ms. Loud will find out about this. The trustees were pleased with the sign designs.

Circulation Desk Dedication

The new circulation desk will be dedicated on Thursday, June 19th at 5:30 PM, honoring Charles Poulos whose gift made the new desk possible. Ms. Fennelly will make remarks on behalf of the Board of Trustees. Other speakers will be Ms Loud, Town Manager Brian Sullivan and a representative from the Board of Selectmen. A simple program will be prepared.

Update on Security for Community Room

Ms. Loud reviewed three options from the architect and the building inspector regarding ways to close off the Community Room when not in use by library programs or community groups. At the August meeting, the Board will examine the area to better visualize and consider the options.

Fundraising

Ms. Gandek-Tighe distributed a draft of the fundraising letter soliciting donations for Sunday openings that will be sent to the Friends' membership and others. An anonymous donor has agreed to match all donations up to \$18,000. Ms. Gandek-Tighe is also in the process of applying to bank foundations for grant monies. Ms. Fennelly talked about ways to solicit real estate agencies and/or agents for donations. She also encouraged follow-up phone calls on the part of Board members to friends and acquaintances who had received fundraising letters. Judi Paradis will be hosting a fundraising potluck dinner on June 22nd and it is hoped that other individuals/groups will follow her example. The Arlington Advocate will send a reporter. Ms. Loud discussed the possibility that the marble top from the old circulation desk could be sold as a fundraiser. Discussion will continue on the best way to do this.

Dallin Committee Request

Previously, the Dallin Committee had approached the Board to consider purchasing a painting by Cyrus Dallin. Ms. Loud, Ms. Fennelly and Ms. Muldoon met with Juliana Rice, town counsel, regarding alteration of the trust fund policies to accommodate the acquisition of art works. A general discussion took place about the possibility of more aggressive acquisition of works using Robbins print and art funds and the potential to hire a curator to manage the collections. A draft Art Acquisition Policy was distributed.

Meeting Room Policy Revision

Ms. Loud passed out a draft of the revised meeting room policy. The amended policy takes into consideration the use of the meeting rooms by profit-making organizations. Ms. Radochia made a motion; seconded by Ms. Gandek-Tighe, to adopt the revised policy. Passed unanimously.

Russell Fund Summer Programming Request

Liza Halley submitted a request for \$4,680 for July and August Russell Fund programs. Mr. Murphy made a motion; seconded by Ms. Gandek-Tighe, to approve the allocation request. Passed unanimously. A transfer of \$262.50 will be made to the line item for the June coordinator's salary from another line item, to balance accounts.

Preliminary Discussion of FY09 Administrative and Trustee Goals

Ms. Loud distributed these for review. Administrative goals were submitted as part of the FY10 budget request. Trustees will update goals at a future meeting.

Friends of the Library Update

Ms. Diminture updated the Board on the activities of the Friends. The April annual meeting had good attendance and an outstanding performance by harpist Deborah Henson-Conant. The Antiques Appraisal evening in May was enjoyable. The program subcommittee of the Friends' Board will meet in June to schedule a calendar of programs for the upcoming year. The Friends are in need of a responsible volunteer to temporarily manage the ongoing book

sale. The annual sale will take place on Town Day, September 20th. Membership renewal notices were mailed to 401 people, with 187 responding. A follow-up mailing will be done.

Election of Officers

The nominating committee consisting of Ms. Radochia and Mr. Murphy presented the following slate of officers for FY09:

Chair – Katharine Fennelly

Vice-Chair – Patricia Deal

Trust Fund Liaison – Barbara Muldoon

Russell Fund Liaison – David Castiglioni

The nomination of the slate was seconded by Ms. Gandek-Tighe, with a unanimous vote to elect.

Other

Ms. Loud apprised the Board that the next in a series of financial summits for the town will take place on June 26th, involving financial officials for the town.

Adjournment

The meeting was adjourned at 9:35 PM on a motion by Mr. Murphy. The next meeting will be held on August 12th at 7:15 PM.

Respectfully submitted,

Cynthia Diminture