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Library Trustees Minutes 09/09/2008

Robbins Library Board of Trustees
September 9, 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 August 12th meeting were approved as written on a motion by Ms. Gandek-Tighe; seconded by Ms. Muldoon.

Communications

1. Stephen Gilligan, Town Treasurer, sent an email reply with answers to questions posed to him earlier by Ms. Fennelly regarding investments and quarterly trust fund reports for the Board of Trustees. He will attend the Board's October meeting. Mr. Murphy asked Ms. Muldoon if it would be possible to obtain a copy of the annual summary report of the town trust fund performances. Ms. Muldoon receives a monthly report. 3. Ms. Loud discussed with David Castiglioni the possibility his continuation as a Board member. Mr. Castiglioni feels that he has not recovered sufficiently to return to meeting attendance in the near future. Since he has already missed ten meetings, he is agreeable to having the Town Manager seek a replacement trustee.

Director's Report

The Board reviewed the written report of the director for the month of August. Questions were asked about Sunday scheduling, donors and problems with the voice mail system.

Approval of Trustee Goals/Timeline

Ms. Loud distributed the list which included "financial" goals revised by Ms. Gandek-Tighe : 4F- Conduct an annual appeal to raise unrestricted funds for the Robbins Library; 4G – With the Friends of the Robbins Library, execute a fundraising campaign to meet a specific library need such as Sunday openings; 4H –Develop a stewardship outreach plan to keep donors informed of library acquisitions and achievements. Ms. Deal made a motion; seconded by Mr. Murphy, to approve the revised goals. Passed unanimously. Ms. Loud suggested assigning target dates to some of the activities. The annual appeal will go out in November. A Sunday fundraising campaign will take place in late spring. Ms. Fennelly and Ms. Gandek-Tighe will plan another trip to the Lexington Library to investigate their stewardship plan. Ms. Muldoon suggested moving item 4H up in the list following 4A and then moving other items down.

Schedule of Holiday Closings

Ms. Loud distributed a list of closings enacted by town by-laws, union contracts and trustee vote. Ms. Deal made a motion; seconded by Ms. Radochia to approve the schedule as delineated. Approved unanimously.

Preliminary Discussion of FY10 Budget Requests

Ms. Loud has not yet had direction from the Manager's office regarding the budget preparation. She will request to make the Technology Librarian and YA Librarian positions full-time. Funding for a half-time Public Relations Librarian will also be sought. The Board re-affirmed its commitment to request municipal funding for Sunday operating hours. Ms. Loud recently submitted written testimony in support of the Massachusetts Board of Library Commissioners' budget request to the state.

Draft Art and Investment Policies

Town Counsel, Juliana Rice, has been asked to formulate parameters for Robbins Print and Art Fund spending. She had previously asked for a list of potential expenditures and Ms. Loud supplied one that includes purchase of art books and other types of artwork not related to prints as well as conducting art programs for the public. Ms. Rice has yet to review and rule on this. Ms. Muldoon suggested calling this an art "collection" policy rather than an acquisitions policy. Ms. Murphy suggested detailing what is already in the art collection, for purposes of proper stewardship. Ms. Loud reminded the Board that an updated appraisal needs to be obtained and an inventory would be conducted as part of this process. After some discussion, Board members decided to individually review and provide comments on the draft policy. There was a brief discussion of the draft investment goals and policies document. Ms. Deal would like Stephen Gilligan, Town Treasurer, to address the issue of collateralized investments during his October Board meeting visit. Item 9 discusses policy similar to that currently under discussion by the town's trust fund study committee. If that policy is finalized, town boards will be asked to adopt it. Mr. Murphy commented on the objectives of the trust fund investments. Ms. Muldoon suggested moving financial Goal 4E to this policy.

Community Read

Ms. Loud talked about upcoming activities related to the community read of "Digging to America" by Anne Tyler. These include book discussions, a panel on adoption, a program on the immigrant experience and a cultural festival. Ms. Muldoon suggested producing a laminated bookmark listing the events. Ms. Loud encouraged the Board to conduct a book discussion at their November meeting. Ms. Fennelly asked about tracking circulation figures for community read books and was assured that this can be done. She mentioned that the Book Rack should be apprised of the book selection.

Author Program

Dick Haley contacted Linda Barnes who is willing to be the featured speaker at a November program. Monday, November 17th or Thursday, November 20th are the Board's preferred dates. Ms. Muldoon noted that Alegra Goodman now has a Monday column in the Boston Globe. She hopes that the Board can arrange for her to speak at a future program.

Sunday Donor Reception

A dessert reception honoring donors will take place on the first open Sunday, October 5th, prior to the 2PM opening. Ms. Loud will coordinate with Ms. Gandek-Tighe regarding the donor posters.

November Gala

The trustees' fundraising gala will take place on Friday, November 14th, 6:30-8:30 PM. Ms. Deal suggested that a trio of historic interpreters portraying the Robbins sisters be asked to attend and greet the guests. Ms. Loud will contact Patsy Kraemer to arrange this. Ms. Gandek-Tighe suggested further playing up the historic theme of the evening with Victorian entertainment. She will investigate possible performers. A program for the evening will be designed.

Request for Funding of Paperback Rack

This request was postponed.

Margaret Spengler Memorial Committee

Donald Marquis has agreed to chair this committee. Ms. Radochia will continue as the trustee representative to the committee.

Adjournment

The meeting was adjourned at 9:35 PM on a motion by Mr. Murphy. The next meeting will be held on October 14th at 7:15 PM.

Respectfully submitted,

Cynthia Diminture