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Library Trustees Minutes 10/14/2008

Robbins Library Board of Trustees
October 14, 2008

Call to Order

The meeting was called to order at 7:20 PM. Attending were trustees Patricia Deal, Katharine Fennelly, Barbara Muldoon, Frank Murphy and Joyce Radochia. Kathryn Gandek-Tighe was absent. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture. Town Treasurer Stephen Gilligan attended as a guest of the Board.

Approval of Minutes

The minutes of the September 9th meeting were approved as written on a motion by Ms. Deal; seconded by Mr. Murphy.

Communications

A note was received from Geri Tremblay requesting a loan of the library's Vittoria Dallin portrait to be used in an upcoming exhibit at the Dallin Museum entitled "The Dallins in Arlington Heights". Ms. Radochia made a motion; seconded by Ms. Deal, to allow the loan, with dates to be defined. Passed unanimously.

Visit from Stephen Gilligan, Town Treasurer

Mr. Gilligan attended the meeting for a discussion about town and library trust funds. He distributed detail sheets of each fund's performance for June, July and August. He also talked about the RFP (or possibly RFI) that the town will be issuing. The town will be seeking: 1.An investment advisor (consultant) 2.An investment manager 3.A custodian of funds. Respondents may apply for one or more of the positions. Three finalists for each will be asked to give a presentation. Mr. Gilligan would like representatives from all three of the town's trust commissions (including the Board of Library Trustees) to review the responses. Mr. Murphy asked what is happening with asset allocation, in light of the current vacancy in the custodian's position. Mr. Gilligan responded that the previous custodian, State Street Global Advisors, already put asset allocations in place. Mr. Gilligan would like to visit the November meeting for a further discussion of trust funds.

Director's Report

Ms. Loud gave a verbal report for the month of September. Among items worked on by staff and administration: Capital budget requests were submitted, the ICMA project was completed on deadline, new photocopiers and vend printing were installed, Sunday scheduling was completed and many potential Sunday moonlighters were interviewed (Reference Librarians and Library Assistants), Emily Canniff was hired as the new YA librarian, the signage project progressed, a Sunday donor reception was planned and carried out, the fall newsletter was created and distributed and Ms. Loud and Ms. Fennelly met with Heather Calvin about fundraising and development

activities.

FY2010 Budget

Ms. Loud distributed the proposed expense budget for FY2010 that she submitted to the Town Manager. No new services were included. The possibility of budget reductions was discussed.

Request for Funding from Robbins Art Fund

Nancy Gentile submitted a request for funds for work on the Robbins Print Collection. Ms. Muldoon made a motion; seconded by Mr. Murphy, to approve funding in the amount of \$1,521.25. Passed unanimously.

Request for Tri-Commission Meeting and Review of Trust Fund Expenditure Policy

The Board discussed the final draft of the proposed policy statement. This policy would apply to three commissions: The Board of Trust Fund Commissioners, The Board of Cemetery Commissioners and the Board of Library Trustees. After trustees have had a chance to review this, a vote on the policy will be taken at the next meeting. Representatives of all groups will attend a combined meeting in October.

Fundraising

Ms. Gandek-Tighe had sent a draft of a letter for this year's annual fundraising appeal. In her absence, Board members reviewed the draft and suggested some changes. The final version of the letter will be mailed in November.

November Fundraising Gala

Ms. Fennelly passed out a possible guest list for the trustees to review and revise. Invitations will be mailed within the week.

Signage

Ms. Loud showed the Board the most recent signage design package. Sunshine Signs is working on final estimates. Mr. Murphy made a motion; seconded by Ms. Radochia, to allocate a sum not to exceed \$35,000 for the sign fabrication. Passed unanimously.

Author Program

Linda Barnes never confirmed a date for November, so that program will not take place. Ms. Deal suggested trying to schedule Hank Phillippi Ryan for an upcoming program. Ms. Loud will contact Haley Booksellers about this possibility.

Friends Update

Ms. Diminture updated the Board on the activities of the Friends of the Library. The Town Day book sale was successful, with net proceeds of \$7,500. There will be a Children's/Teen book sale in March. Upcoming programs are: Genealogy: Researching Your Family Tree – Tuesday, November 18th – Speaker is Walter Hickey of the National Archives; Tuesday, December 2nd – Wine Tasting Event at Menotomy Beer and Wine. The Friends are hoping to have a volunteer recognition event in February and a benefit concert by Liz Buchanan, perhaps in May. Liza Halley will work with the Friends on the concert coordination. There has been discussion of junior Friends' memberships.

Other

John Gearin will meet with Ms. Fennelly, Ms. Gandek-Tighe and Heather Calvin about the possibility of Friends'/Trustees' joint fundraising projects. Ms. Radochia will be attending the first meeting of the Spengler Memorial Committee as the representative from the Board of Trustees. Participants were asked to bring memorial ideas to the meeting. Ms. Fennelly advised the Board to consider questions to include on a Vision2020 questionnaire as well as possible warrant articles for town meeting.

Adjournment

The meeting was adjourned at 9:50 PM on a motion by Mr. Murphy. The next meeting will be held on Monday, November 17th at 7:15 PM.

Respectfully submitted,

Cynthia Diminture