



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

webmaster@town.arlington.ma.us

Library Trustees Minutes 11/17/2008

Robbins Library Board of Trustees
November 17, 2008

Call to Order

The meeting was called to order at 7:15 PM. Attending were trustees Patricia Deal, Katharine Fennelly, Kathryn Gandek-Tighe, Barbara Muldoon, Frank Murphy and Joyce Radochia. Also attending were library director Maryellen Loud, assistant director Cynthia Diminture and guest Heather Calvin.

Communications

1. Assistant Director Cynthia Diminture announced that she will be resigning her position to become the Director of the Newburyport Public Library, effective January 2009. 2. Ms. Loud announced receipt of an unrestricted bequest in the amount of \$141,000 from the estate of Frederick Thompson. Mr. Thompson's mother, Maude, was a library trustee. 3. Town Counsel Juliana Rice sent a memo in response to a request for clarification regarding permissible uses for the Robbins Print and Robbins Art funds. Ms. Fennelly suggested that the trustees thoroughly review the memo and then revisit the issue at a future meeting. The possibility was raised of asking an art expert to review the memo.

Approval of Minutes

The minutes of the October 14th meeting were approved as written on a motion by Ms. Radochia; seconded by Mr. Murphy. Passed unanimously.

Meeting with Town Treasurer

This was postponed.

Director's Report

The trustees reviewed the written report of the director for October 2008. Ms. Loud was asked to clarify problems with the humidifier in the Local History room.

Gala Update

Unfortunately, the library gala had to be cancelled due to low ticket sales. The Board still has to cover some expenses. Letters were sent to all of the ticket holders. Possibly, such an event will be held at a future date.

Update on the FY09 Budget

Ms. Loud told the trustees that ten hours of the vacant fourteen-hour adult services position have been frozen. Four hours may be filled to insure Thursday evening reference desk coverage. All non-essential spending has been frozen.

Fundraising

Discussion took place about future fundraising efforts. Concern was expressed about the annual solicitation following so closely the Sunday solicitation and the fundraising gala invitation. Questions were also raised about the status of the library foundation. The consensus of the Board was to file the necessary documents regarding the foundation for another year and then determine how to proceed. Ms. Loud believes that the foundation, the Friends of the Library, trust funds and other fundraising efforts should all be included in the next edition of the long-range plan for library services. A sub-committee of the Board will work on these issues. Mr. Murphy will consult the MA Board of Library commissioners for advice. The annual fundraising solicitation will be mailed at the end of November.

Update on the FY10 Budget Request/Warrant Article

Ms. Loud has been asked to prepare a budget with a 10% reduction. She had already been asked to prepare a 5% reduced budget. A warrant article will be prepared asking Town Meeting to create a revolving fund for the library for money collected from the public copiers/PC printer. The revenues will be used to offset costs for consumables (paper and toner).

Signage

The proposal for the signage project came in over budget due to the inclusion of projecting stack signs for the non-fiction collections. Ms. Loud asked Sunshine Signs to remove this item from the quote. An alternative to these will be explored. The revised proposal of \$26,000 is within the amount of money previously approved for this project, \$35,000. Ms. Loud will work with the sign company to finalize the figures and schedule production and installation.

Author Program

Novelist Jennifer Haigh will speak at the library on Monday, December 1st, by arrangement with Haley Booksellers. Her newest book is "The Condition". The program will take place in the Community Room and books will be available for signing and purchase.

Long-Range Planning Process

An update to the library's long-range plan for FY10 will be submitted to the MA Board of Library Commissioners by December 1st. In January, the process will begin to create a new plan for FY2011-2013. A facilitator may be hired to guide the process. The document would be written during the summer, approved by the Board in September and then submitted by October.

Outline of Annual Report

Ms. Loud distributed a template for the library's report to be included in the town's annual report. The Board affirmed the layout.

Other

Ms. Radochia updated the Board regarding the work of the Margaret Spengler Memorial Recognition committee. A meeting was held recently. Ms. Radochia is serving as the liaison from the Board and as the committee's recording secretary. Some suggestions for recognition were discussed, including a boulder with a name plaque or a name change from Library Way to Margaret Spengler Way. The committee chair, Donald Marquis, will consult with the Town Manager about these possibilities. When ideas are firmed up, the committee will consult with the Board of Selectmen. Ms. Radochia will continue to update the Board on the status of this project.

Adjournment

The meeting was adjourned at 8:45 PM on a motion by Mr. Murphy. The trustees enjoyed refreshments in honor of Ms. Deal who participated in her final meeting after declining reappointment as a trustee. The members of the board thanked her for her many years of dedicated service. The next meeting will take place on December 9th at 7:15 PM.

Respectfully submitted,

Cynthia Diminture