



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

webmaster@town.arlington.ma.us

Library Trustees Minutes 12/09/2008

Robbins Library Board of Trustees
December 9, 2008

Call to Order

The meeting was called to order at 7:20 PM. Attending were trustees 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.

Approval of Minutes

The minutes of the November 17th meeting were approved as written on a motion by Mr. Murphy, seconded by Ms. Gandek-Tighe.

Communications

A reply was received from Board of Selectmen Administrator Marie Krepelka to a trustee question regarding the naming of an award in honor of Margaret Spengler.

Director's Report

The Board reviewed the written report of the director for November. Mr. Murphy asked for clarification re: the signage project budget. Ms. Loud updated the Board on the status of the waterproofing odor in the Community Room. The contractor will attempt to heat and ventilate the room in order to dissipate vapors. Ms. Fennelly asked about the status of an upgrade to some lighting areas. Ms. Loud responded that Mark Miano is investigating solutions.

FY2010 Budget Update

Ms. Loud distributed a list of items for possible budget reductions, as instructed by the Town Manager. She also discussed possible ramifications from the upcoming vacancy in the Assistant Director's position. Friends of the Library and the Board of trustees may need to exercise more autonomy regarding fundraising and other activities. Ms. Radochia suggested hiring a recording secretary to take meeting minutes. The Manager's budget will be sent to the Finance Committee in January, with the potential for a revised budget later.

Fundraising

Ms. Gandek-Tighe completed the fundraising solicitation letter and will email the final version. The letter will be mailed within a week. Ms. Loud advised the Board that, due to staff shortages, outside help might be needed to process the donor receipts. Trustees asked for a proposal of hours/salary to accomplish this. Ms. Fennelly expressed concern about a challenging economic climate in which to conduct a fundraising appeal.

Long Range Planning Process

Ms. Loud discussed the possibility of hiring a facilitator for this process. During the last planning process five years ago, the Metrowest regional administrator facilitated the focus groups, at no fee. Ms. Loud has contacted the Board of Library Commissioners for a list of consultants. Ms. Gandek-Tighe asked about how the process typically works. She suggested the possibility of involving different constituent groups, with the possibility of making connections as well as gaining feedback for the plan. Ms. Loud will be seeking an allocation from trust funds to accomplish the plan. A fundraising strategic plan will be incorporated in the general plan. A final plan will be due in October. Mr. Murphy raised the possibility of a separate Board or subcommittee meeting to discuss the long range planning process.

Friends of the Library Update

Ms. Diminture updated the Board on the status of Friends of the Library activities. A genealogy program in November with speaker Walter Hickey of the National Archives was well attended and received. Approximately twenty people attended the lively and informative wine tasting event in December at Menotomy Beer and Wine. For the next year, 5 % of all sales from the Friends' wine club will be given to the Friends of the Library. Upcoming Friends programs include one on herbs and another on home/life organization. The first ever volunteer appreciation event will be held on Saturday, February 8th. April brings Membership month and the annual meeting with a performer to be determined. In May, the Friends will again welcome Stuart Whitehurst of Skinner, Inc. to appraise treasures.

Author Program

Ms. Loud said that she is re-thinking the promotional efforts for these programs. After polling attendees at the last two, she has found that most people did not hear about them from the mailed flyer. Other sources were: flyers in the library, the Arlington list and the library and town web sites. The Board is now without an author program sub-committee chair as Ms. Deal chose not to accept reappointment as a trustee. Ms. Loud asked if the Board wanted to plan a spring program. The consensus was to forego the program for this year and for Ms. Loud to coordinate the Local Authors program.

Margaret Spengler Memorial Committee Update

Ms. Radochia updated the Board of the work of the committee. The committee, which was established by a vote of Town Meeting, has held two meetings. A proposal to rename Library Way as Margaret Spengler Way is still under consideration. Other ideas are also being studied. When consensus is reached, the committee will bring a proposal to the Selectmen.

Other

Mr. Murphy made inquiries at the MA Board of Library Commissioners regarding the question of foundation trustees. He suggests obtaining legal advice regarding the make-up of the foundation board of directors.

Adjournment

The meeting was adjourned at 9:40 PM on a motion by Mr. Murphy. The next meeting will take place on January 13, 2009 at 7:15 PM.

Respectfully submitted,

Cynthia Diminture