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Library Trustees Minutes 04-09-2007

Robbins Library Board of Trustees
April 9, 2007

Call to Order

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

Approval of Minutes

The minutes of the March 14th meeting were approved with corrections on a motion by Ms. Muldoon; seconded by Mr. Murphy.

Communications

Ms. Loud reported that a check in the amount of \$1,635 was received from Arcadia Publishing as royalties from the sale of Richard Duffy's book, "Then & Now: Arlington". Ms. Ruderman mentioned that the Arlington Advocate published an article about the fundraising efforts of the Friends of the Robbins Library and the Board of Trustees.

Director's Report

A "monthly highlights" report was distributed. A full report will be delivered next month. Ms. Loud apprised the trustees of recent acts of vandalism at the library.

Space Planning

Ms. Loud distributed two handouts: 1. Space Reorganization Costs 2. FY06 Circulation/Collection Turnover. She reviewed the credentials of Tom Gilchrist, the space plan consultant. There was discussion about circulation and trends for large print books. Over the last three years, the circulation has increased by 15%. Questions/concerns were raised about moving the large print books to the Reading Room, the suggestions for lighting improvements and the loss of table space in the plan. The consensus of the Board was to implement the changes on a priority basis. Ms. Deal made a motion; seconded by Ms. Fennelly, to authorize Ms. Loud to move forward with all aspects of the reorganization plan except for the large print and periodicals relocations. Pricing guidelines are to be presented at the next meeting. Passed unanimously. Ms. Ruderman suggested that improved signage be included in the total project plan/costs.

Community Read

Ms. Loud discussed the selection process in which the committee narrowed the choice to two titles, "To Kill a

Mockingbird” and “Kite Runner”, the latter preferred by a vote of 3 to 2, with one abstention. Ms. Loud told the trustees that an informal poll of patrons revealed a three to one preference for “To Kill a Mockingbird”. Based on this poll, Ms. Ruderman changed her preference and the Board agreed to support this choice. Ms. Loud will inform the selection committee of the decision.

Other

Ms. Ruderman mentioned that the sculpture “My Boys” by Cyrus Dallin is in need of cleaning/restoration and wondered whether there are funds available to pursue this. The Board authorized her to obtain three price estimates for discussion at the next meeting.

Security Cameras

Ms. Loud reported on her findings regarding security cameras. Nine libraries in the Minuteman Library Network have these, most at the library entrance, some in secluded areas. Four other libraries are currently exploring the possibility of installing cameras. American Alarm has done a library site visit and will submit a proposal for several cameras. Ms. Loud will continue research on this topic.

Trust Fund Budget Report

Ms. Muldoon reported that 42% of the allocations from unrestricted trust funds have been spent. The Local History, Children’s and Young Adult budgets still have funds left. Of the allocations from restricted funds, 47% has been spent. The status of other spending is as follows: Fundraising – 43 %, Solicitation – 26 % (\$11,000).

Russell Fund Budget Report

The amount remaining in this year’s allocation is \$4,618. \$35,379 has been spent thus far. Budgets for materials and coordinator labor have been mostly spent down. The budget for performers appears to be on track.

Policy for Determining FY2008 Trust/Russell Fund Allocations

Ms. Loud reminded the Board that a discussion had taken place last year regarding Russell Fund earnings versus annual spending allocations. Ms. Muldoon explained that the town’s Trust Fund Committee meeting has been rescheduled. She would like to get guidelines for determining trust fund allocations. Even in the absence of these, Ms. Loud would like the Board to give her a recommendation for Russell Fund spending at the May meeting. This is needed to apprise staff members of allocations for spending to begin in July.

Annual Report Flyer

Trustees reviewed a draft of the flyer. Mr. Murphy suggested a re-write of the “Challenges” section.

Other

Vicky Slavin checked framing prices for the recently purchased aerial photographs. The cost is \$113 each for framing but no matting, \$ 194 for framing and matting. Mr. Murphy made a motion to allocate the larger amount of money from the Robbins Print Fund; seconded by Ms. Deal. Passed unanimously.

Adjournment

The meeting was adjourned at 9:30 PM on a motion by Ms. Muldoon; seconded by Ms. Deal. The next meeting will take place on **Thursday, May 10th at 7:15 PM, location to be announced.**

Respectfully submitted,

Cynthia Diminture