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Library Trustees Minutes 03-16-2005

Robbins Library Board of Trustees
March 16, 2005

Call to Order

The meeting was called to order at 7 PM. Attending were trustees David Castiglioni, Katharine Fennelly, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Patricia Deal was absent. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture and Finance Committee liaisons John Deyst and Mary Margaret Franclemont.

Meeting with Finance Committee Liaisons

Finance Committee representatives John Deyst and Mary Margaret Franclemont apprised the Board of the FY06 budget status. The initial library budget, as submitted by the Town Manager, has been approved. "Final" budgets have not yet been received by the Finance Committee. The committee recognizes that the library budget suffered some unexpected expenses in FY05 such as continuing mitigation of the pigeon roosting problem and elevator repairs needed to pass inspection. The FinCom will vote a town budget to go into effect if a planned override passes and an alternate budget to be put in place in case the override fails. Even with a successful override, there is not yet a formula for allocating the monies raised among town department budgets. The liaisons suggested that Ms. Loud and the trustees attend an upcoming meeting to explain the requirements for the library to meet State Aid and remain certified.

Approval of Minutes

The minutes of the February 8th meeting were approved as written on a motion by Ms. Ruderman; seconded by Ms. Radochia. Passed unanimously.

Communications

1. Letter from Elaine Shea to the Board following up on a memorial suggestion regarding Margaret Spengler. This topic will be brought up again for action at a future meeting. 2. Massachusetts Library Trustee Association (MLTA) newsletter 3. Boston Globe editorial regarding Community Reads 4. Flyer about the Massachusetts Library Association (MLA) Annual Library Legislative Day on April 6th 5. Request from Joan Gearin for a new donor plate (chair) in memory of Helena Sullivan. The plate had become damaged, as have several other donor plates. Also, some are missing. Trustees directed Ms. Loud to spend trust funds to replace all of them.

FY06 Budget

To meet State Aid requirements without a waiver, the library budget would need an \$89,000 increase to the FY05 budget of \$1,580,250. Ms. Loud is exploring several ways to increase town revenues.

Director's Report

The Board expressed dismay at the behavior of book dealers at the recent Friends of the Library book sale. Ms. Loud reminded trustees that they are welcome to join the selection committee for the community read title. The newly redesigned library web site will be live once it is transferred from one hosting company to another (robbinslibrary.org). Trustees gave encouragement regarding staff/patron participation in the Patriots Day parade on April 18th.

Author Programs

The author program with Christopher Castellani will take place on Sunday, April 3rd at 3 PM, with a reading in the Community Room and reception in the Reading Room. Trustees agreed to divide up responsibilities for food, paper goods and flowers. An honorarium of \$300 will be offered to the author based on a motion by Ms. Ruderman; seconded by Mr. Murphy. Passed unanimously. The library will also sponsor an Arlington author panel series with co-sponsorship from the Arlington Center for the Arts.

Annual Report Flyer

Ms. Loud distributed a draft of the version that will be given out at Town Meeting. A suggestion was made to put the results of the user survey on the inside and to move the service reductions paragraph to the back cover. Trustees will have time to review the revised draft.

Display Policy for Organizations

Ms. Loud passed out a schedule of groups using the front lobby display table. She posed the question of how frequently each group should be able to mount a display, so that opportunities are given to all groups on an equitable basis. Ms. Ruderman made a motion; seconded by Ms. Radochia, to amend the display policy to limit groups to one booking within a twelve-month period. Passed unanimously.

Robbins Print Fund Allocations

Vicky Slavin requested an allocation from the Robbins Print Fund in the amount of \$575. This would be spent on the purchase of notebooks for the second floor display area (\$75) and 20 hours of personnel time for the continuing inventory and weeding of the collection (\$500). She pointed out that there are funds remaining (approximately \$200) unexpended in the budgets for the purchase and dry cleaning of the canvas bags, which could be used for these purposes. A motion was made by Ms. Ruderman; seconded by Ms. Radochia, to allocate a supplemental amount of \$400 from the Robbins Print Fund. Passed unanimously.

Adjournment

The meeting was adjourned at 9:30 PM on a motion by Ms. Ruderman; seconded by Ms. Fennelly. The next meeting will take place on April 12th at 7:15 PM.

Respectfully submitted,

Cynthia Diminture