



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

webmaster@town.arlington.ma.us

Library Trustees Minutes 08-17-2005

Robbins Library Board of Trustees
August 17, 2005

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 June 21st meeting were approved as written on a motion by Ms. Fennelly; seconded by Mr. Murphy. Passed unanimously.

Communications

1. A thank-you note was received from Nancy Gentile for her staff recognition gift. 2. Ms. Diminture reported that Jack Hurd had telephoned on behalf of the Friends of the Fox Library. The group was appreciative of a letter sent to them by the Board of Trustees and the library director. They are interested in continuing their fundraising efforts for the branch on a small scale and would like to collaborate with the Friends of the Robbins Library on future projects.

Director's Report

A summary report for June was distributed. A verbal report was given for the month of July. Topics covered included weeding projects, the new roof at the Fox Branch, the award of a Customer Service grant, air conditioning and elevator problems and the Metrowest/MLN delivery backlog which was explained by Ms. Loud. A gift was received from the Boston Foundation as a bequest from the estate of John Hagopian. The Board advised the director that for future written reports, a bulleted format would be sufficient.

Review of FY2006 Administrative Goals

Ms. Loud told the Board that the Town Manager encourages them to host a major fundraising event in the Reading Room. The trustees strategized about how to proceed and will put the item on the agenda for next month's meeting. With assistance from Patsy Kraemer, Ms. Loud is working on a policy to raise funds through the rental of the Reading Room. A draft will be shown to the trustees when the Town Manager has approved it. The Board also discussed several ways to memorialize Margaret Spengler and will continue discussions at a future meeting.

Approval of FY2006 Trustee Goals

Since it has been accomplished, the goal "plan a celebration to mark the 10th anniversary of the library expansion/renovation" will be removed. A new goal was established to coordinate with the Friends of the Library on

an annual calendar of events. Goal 3D – Add “Friends of the Fox Branch” to existing language mentioning “Friends of the Robbins Library and other individuals and groups in the community.” Ms. Fennelly made a motion; seconded by Ms. Deal, to approve the FY06 goals. Passed unanimously.

Report of FY2005 Trust Fund Expenditures and Approval of FY2006 Allocation

Ms. Muldoon distributed a spreadsheet showing expenditures and the proposed allocation for FY06. This included funding for all requests made by staff. Ms. Fennelly made a motion; seconded by Ms. Deal, to approve trust fund requests in the amount of \$34,980. Passed unanimously.

FY05 Russell Fund Report

Trustees were given copies of the report which was written by outgoing Russell Fund coordinator Donna Keefe and Marianne Uttam, Head of Children’s Services. A copy will be sent to the donor.

Report of FY2005 Russell Fund Expenditures and Approval of FY2006 Allocation

Mr. Castiglioni, Russell Fund liaison, reported that for FY2005 \$29,758.97 was spent, out of an allocation of \$29,974.00. A budget of \$40,000 was proposed by the Children’s Department for FY06. Ms. Fennelly made a motion to approve the proposal; seconded by Mr. Murphy. Approved with 6 in favor, 1 opposed. The trustee calendar will be amended to include an opportunity in April to discuss the amount of funding available for Russell Fund/Trust Fund spending.

Donor Policy

Much discussion took place about the latest draft of the donor policy. The question of recognition for cumulative donations was explored. Ms. Fennelly made a motion; seconded by Mr. Castiglioni, to approve the policy. Passed with 4 in favor, 3 abstentions.

Town Day Booth

The trustee booth will again be staffed. A free raffle for a \$25 book store certificate will be offered.

Author Program

The program will take place in late October/early November. Suggestions for speakers will be entertained by the sub-committee.

Community Read

The kick-off event will be a concert by the Shirim Klezmer orchestra on Tuesday, August 23rd at Town Hall. Dates for other events/book discussions will be announced. The selected book is “Snow in August” by Pete Hamill.

Other

Michelle Meagher of the Arlington Chamber of Commerce has been in contact with Ms. Loud regarding the next breakfast reference seminar to be held at the library on November 17th. Ms. Meagher made a request that the Chamber be allowed to charge participants to cover the cost of mailings and promotional materials for the seminars. The charge would be \$10 for members and \$15 for non-members. Ms. Deal made a motion to approve the request; seconded by Mr. Castiglioni. Passed with 4 in favor, 2 opposed and 1 abstention.

Adjournment

The meeting was adjourned at 10:05 PM on a motion by Ms. Fennelly; seconded by Ms. Radochia. The next meeting will be on **Monday**, September 12th at 7:15 PM.

Respectfully submitted,

Cynthia Diminture