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Library Trustees Minutes 02/17/2004

Robbins Library Board of Trustees
February 17, 2004

Call to Order

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

Approval of Minutes

The minutes of the January 13th meeting were approved as written on a motion by Ms. Fennelly; seconded by Ms. Radochia.

Communications

Ms. Loud reported on her conversation with Mary Barry regarding a monetary donation to the materials collection. Ms. Loud reported to the Board that carpeting for the Fiction and Community Rooms has been ordered.

FY2005 Budget Update

The Town Manager submitted the library's budget to the Finance Committee without revision. The budget includes a 3% increase over last year's due to increases for utilities, building maintenance and step raises for staff. Ms. Loud met with the library's Finance Committee representatives, John Deyst and Mary Margaret Franclemont who will attend a future meeting of the trustee board. The library received a waiver of its State Aid requirements, but "with reservations", due to the disproportionate cut.

Long Range Planning Process

Ms. Deal and Mr. Murphy have volunteered to serve on the Long Range Planning Committee. Ms. Loud will approach community members and staff to serve as well. An outside facilitator is recommended to conduct the planning meetings. Sunny Vandermark of the Metrowest Region has been suggested and Ms. Loud will contact her. Since surveys will be part of the process, Ms. Loud encouraged the Board to invest in software and personnel to design the surveys and tabulate the results. She will request a specific monetary amount at a future meeting. A suggestion was made to distribute surveys through the schools with the library's Children's Department newsletter.

Fundraising

Since the response to last year's solicitation of the business community was not very positive, Ms. Loud asked whether it should be repeated this year. Ms. Ruderman suggested a targeted approach to selected businesses for funding for particular materials or equipment, rather than a mass solicitation. This would take place in April or May. So

far this year, the solicitation of individuals has brought in approximately \$17,000.

Mid-Year Report of Trustee Liaison

Ms. Muldoon reported that thus far this fiscal year, 30% of all funds have been expended (24% of unrestricted funds and 52 % of restricted funds as well as 16% of fundraising money).

Author Program

The trustees would like to invite a “celebrity” author to speak in either May or September. Suggestions are being accepted. Ms. Ruderman suggested inviting Robert Campbell to do a program on library architecture as part of the 10th anniversary celebration. She also mentioned Matthew Battles, who has written about libraries. Other suggestions were Anita Diamant, Perri Klass and Mary Higgins Clark.

Staff Recognition

The consensus of the Board was to begin giving small gifts at each five year anniversary and an appropriate recognition at years ten and twenty-five. They would like to incorporate the presentation of gifts to staffers with ten or more years of service into the tenth anniversary celebration. Ms. Loud was asked to estimate costs for this.

Anniversary Celebration

Ms. Fennelly and Ms. Radochia met with Ms. Loud for preliminary planning. Ms. Radochia consulted with the town engineer and the Arlington Center for the Arts on the logistics of placing a banner across Pleasant Street. An ice-cream social for children will be held in June and small prizes may be given out during the summer. An appraisal program from Skinner is being considered for the anniversary or perhaps the following year.

Policy Update

Mr. Murphy and Ms. Fennelly met with Ms. Loud to review the policies. Ms. Fennelly will work on re-organizing the policies with unifying formats and language. Ms. Loud will utilize the Public Library Association’s new recommendations for policy development to update current policies and create new ones. They hope to have the revision completed by June. A patron objected to a display currently in the library mounted by the organization Arlington United for Justice with Peace. Ms. Loud consulted Town Counsel who advised her that the display is appropriate and that the library’s policy regarding displays and exhibits is proper.

Other

Ms. Muldoon asked about possible increases in Fox Branch circulation since the Robbins’ fiction collection has been unavailable. Ms. Loud replied that the statistics would be generated soon and that any unusual increases in branch circulation would be noted.

Adjournment

The meeting was adjourned at 9:10 PM on a motion by Ms. Fennelly; seconded by Ms. Deal. The next meeting will be held on Tuesday, March 9th at 7:15 PM.

Respectfully submitted,

Cynthia Diminture

