



**Town of Arlington, Massachusetts**  
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## **Library Trustees Minutes 06-08-2004**

Robbins Library Board of Trustees  
June 8, 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, 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 May 18<sup>th</sup> meeting were approved as written on a motion by Ms. Ruderman; seconded by Ms. Radochia. The Board expressed appreciation to Ms. Diminture for taking the minutes of the Trustee meetings during FY04.

### Director's Report

The board reviewed the written report of the director. HVAC problems were discussed.

### Preliminary Discussion of FY05 Administration and Trustee Objectives

Administrative – For meeting the materials expenditure requirement to receive state aid payments, Ms. Loud is formulating some plans to include a combination of Friends of the Library funds, solicitation money and trust funds. Ideas will be solidified at the August meeting. Trustee - It is the belief of the Board that a critical objective is the maintenance of strength of staffing and resources and the accessibility of the collection at the central library facility. They would also like to promote paragraph 3D; encourage the growth and participation and recognize the interest and support of the Friends of the Robbins Library and other individuals and groups in the community. These objectives will be revisited at the August meeting.

### DVD Collection

Ms. Ruderman expressed concern about the rental DVD collection. It was the consensus of the Board to revisit this pilot project at the end of one year, in November. Vicky Slavin, who selects the video recordings for the library, will be invited to a future meeting to discuss the current state and future of video purchasing.

### Preliminary Russell Fund Allocations

The recommended budget allocation for FY05 is \$30,000. Fund breakdowns will be voted at the August meeting.

### Review of Trust Funds and FY05 Budget

Ms. Loud reminded the Board that the FY05 municipal budget includes no increases for library materials but does include increases for cost of living raises, building repairs and utilities costs, raising the total budget over last year. For this reason, the amount of money (13% of the overall budget) that must be allocated to library materials to meet the State Aid requirement must also increase. This will make allocating trust funds more difficult since trust fund monies may need to absorb some of this increase.

### Anniversary Celebration

June has been proclaimed Robbins Library Month in the town of Arlington. Ms. Fennelly presented her research regarding library banners to hang on the poles along Massachusetts Avenue. The preferred size was 24"x48", at a cost of \$2,000, as previously researched by Ms. Ruderman. Trustees will ask the Friends of the Library to pay one-half of the extra cost to obtain the large banners. Ms. Fennelly made a motion, seconded by Ms. Deal, to obtain fifteen pairs of 24"x48" double-sided banners for a cost of up to \$1,000, to be taken from the Farmer Fund. Passed unanimously.

### Author Program

Perri Klass has agreed to speak at the program on Monday, September 27<sup>th</sup> to discuss her latest novel as well as answer audience questions on her previous books.

### Election of Officers

The nominating committee, consisting of Ms. Radochia and Ms. Fennelly, presented a slate of officers for FY05. They are as follows: Chair – Frank Murphy, Vice-Chair – Susan Ruderman, Trust Fund Liaison – Barbara Muldoon and Russell Fund Liaison – David Castiglioni. Ms. Fennelly moved, with a second by Ms. Deal, to accept the slate of officers as presented. Passed unanimously.

### Memorial Review

Elaine Shea sent a thank-you note to the Board for the opportunity to present a memorial request at the last trustees' meeting. Although some preliminary discussion took place, no decision has been reached regarding this request. Ms. Loud brought before the Board a recent request by a patron to give the library a permanent memorial for her deceased child. After some discussion, the Board members agreed that the library's policy on memorial gifts needs review. Ms. Ruderman and Mr. Castiglioni agreed to work on this.

### Friends of the Library Update

Ms. Diminture updated the Board regarding the activities of the Friends of the Robbins Library. Mentioned were the annual meeting and election of officers held in April, the successful May book sale and the Skinner appraisal program scheduled for November.

### Other

Mr. Castiglioni noted that the Elbridge Farmer Fund is seeking new trustees. The primary commitment is an annual meeting held in July.

### Adjournment

The meeting was adjourned at 9:30 PM on a motion by Ms. Ruderman; seconded by Ms. Deal. The next meeting will be held on Tuesday, August 10<sup>th</sup> at 7:15 PM.

Respectfully submitted,

Cynthia Diminture