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Library Trustees Minutes 09-23-2004

Robbins Library Board of Trustees
September 23, 2004

Call to Order

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

Approval of Minutes

The minutes of the August 10th meeting were approved on a motion by Ms. Fennelly; seconded by Ms. Radochia.

Communications

Mr. Murphy reported that John Bilafer, the Town Treasurer, will be setting up a committee to prepare a trust fund growth management policy.

Director's Report

Ms. Loud gave a verbal report, including the following items: The project to clean and re-point the outside of the building is going well. It has been evaluated on an ongoing basis by the preservation consultant. The project is expected to take approximately one more week to complete. The outside front doors have been replaced but the new ones are also heavy. The contractor has made some adjustments and will contact the manufacturer to work on a solution. The push buttons for the automatic doors are somewhat erratic in their operation. There is a punch list of additional items to be completed by the contractor. Pigeons perching on the building have become a problem again. Birdmaster will estimate the cost of additional preventive netting. A minor flood from the mechanical room damaged ceiling tiles and wet rugs on the second and third floors. Much work has been done on the Long Range Plan for the library. October 13th is the date for the discussion of "Whale Rider", the book chosen for the Arlington Community Read by the Diversity Task Force. Chamber of Commerce members will be invited to a breakfast/tour here with emphasis on communicating what resources (including online databases) the library can provide to business owners. Town Day was a great success. Ms. Loud suggested that the Board purchase a canopy for the table for next year's event. Ms. Fennelly made a motion to allocate up to \$300 for this purchase; seconded by Ms. Radochia. Passed unanimously. Non-library parkers continue to be a problem for people trying to use the library. Ms. Loud has been in contact with the police department concerning solutions, possibly including signs with stronger wording regarding violators. She will continue to follow up on this.

Approval of Long Range Plan

Ms. Loud distributed a draft of the plan. It included the Introduction/Methodology, Library Analysis, Library Mission Statement, Goals/Objectives/Activities and Activities by Fiscal Year, as well as an appendix which included Census

Data, Community Vision Statement, Community Needs Assessment, Community Needs to be Addressed by the Library, the User Survey and User Survey Results. There was discussion of the proposed plan. Regarding the Activities by Fiscal Year, the Board recommended strengthening the “funding” goal by including quantifiable measures and by moving it to a more prominent place in the plan. Ms. Fennelly made a motion to approve the plan as amended; seconded by Ms. Radochia. Passed Unanimously. Ms. Radochia commended the Long Range Planning Committee on their hard work and the production of a comprehensive plan.

Schedule of Holiday Closings – 2005

Ms. Fennelly moved to adopt the revised schedule; seconded by Mr. Castiglioni. Passed Unanimously.

10th Anniversary Celebration Update

The banners to be hung on Massachusetts Avenue have been produced, but part of the order came without the necessary grommets, so they will be sent back for re-work. The plan is to have them up as soon as possible after October 1st. An overdue fine amnesty month will be upcoming.

Author Program/Request from Authors

Perri Klass, M.D., will be speaking at the Trustee Author Program on Monday, September 27th. Ms. Radochia volunteered to introduce the speaker. Books will be available for sale and signing. Ms. Loud had a recent request from a local author to speak at the library about a recently published book. Since we have also had requests from other local authors, the consensus was to arrange a local author panel for the near future. Perhaps the Friends of the Library could sponsor or co-sponsor this.

Policy on Naming Opportunities

Mr. Murphy reported that he had discussions with Mr. Castiglioni on this topic. He distributed a draft of a revised gift policy. Issues to be addressed will be discussed and reviewed at the next meeting.

Use of Meeting Rooms by Town Departments

The Board received three requests for exemptions to the meeting room policy regarding charging participants for programs held there. The town Recreation Department would like to schedule yoga classes for young children and to charge a modest fee to cover expenses. The consensus of the Board was to allow this usage on an experimental basis for a year. With school meeting space at a premium due to building projects, the Board thought they should try to accommodate a town department for its space needs. Similarly the Arlington Community Education Department would like to offer English as a Second Language classes at the library with a charge for participants. They are trying to get a grant to provide sliding scale fees. The trustees felt that this program was in keeping with the library’s mission and therefore approved the exemption. A request by the Arlington Children’s Theater to charge for programming in the library meeting room was not approved.

Trust Fund Update

Vicky Slavin made a request for funding for the circulating print collection. Ms. Fennelly made a motion; seconded by Mr. Murphy, to appropriate \$4,972 from the Robbins Print Fund to accomplish this project. Passed unanimously. The Board approved Ms. Loud’s suggestion that the remaining fundraising money be used to pay the periodical subscription invoice.

Preliminary Discussion of FY06 Budget Preparation

Ms. Loud will use the newly created long-range plan to define requests.

Trustee Agenda Calendar

The consensus was to approve this with some additions such as the spring and fall author programs and the staff appreciation party.

Adjournment

The meeting was adjourned at 9:30 PM on a motion by Ms. Fennelly; seconded by Ms. Radochia. The next meeting will be held on Tuesday, October 12th at 7:15 PM.

Respectfully submitted,

Cynthia Diminture