



**Town of Arlington, Massachusetts**  
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## **Library Trustees Minutes 12-14-2004**

Robbins Library Board of Trustees – December 14, 2004

### Call to Order

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

### Approval of Minutes

The minutes of the November 9<sup>th</sup> meeting were approved as written, on a motion by Ms. Fennelly; seconded by Ms. Deal.

### Communications

1. Page Lindsay communicated to the director a fundraising idea from the Friends of Fox to display and sell works from local artists on a consignment basis with the library. The Board approved this idea. 2. Elaine Shea reminded the Board of her request for a library memorial for Margaret Spengler. Review and discussion took place. The director and a trustee sub-committee will explore potential memorial opportunities with the Town Manager's office and the Selectmen. 3. A thank-you note was received from Ms. Loud for the Board's gifts commemorating her 20<sup>th</sup> anniversary as library director.

### Director's Report

Several items were discussed and clarified, including the front door installation project and Fox fundraising issues.

### FY06 Budget Update

No feedback has yet been received on our budget submission. A town wide deficit of approximately three million dollars exists.

### Donor Solicitation

Letters were mailed last week and some responses have been received. Ms. Ruderman expressed her belief that a postcard reminder should be sent to the non-responders in late January. She also suggested enhancing the business solicitation in the spring. Ms. Fennelly asked whether paid assistance is needed for building and manipulating donor databases and preparing the mailings. She also said that new names should be added to the database next October well in advance of the annual solicitation.

### Approval of Policies

Ms. Fennelly made a motion; seconded by Ms. Ruderman, to accept the revised policies, with the exception of the Gift Policy (both staff recognition and charitable giving) and the Internet Policy. Passed unanimously. A draft "gift agreement" form was presented. Ms. Fennelly moved to accept the amended form; seconded by Ms. Ruderman.

### User Survey

Preliminary results were distributed and discussed. Mr. Murphy suggested publicity highlighting areas of dissatisfaction found in the survey. Ms. Loud will pursue.

### 10<sup>th</sup> Anniversary Celebration/Author Program

Christopher Castellani, winner of the Massachusetts Book Award for fiction (and an Arlington resident) has been invited to speak at the library in the spring. A fundraising program is being contemplated for May/June. The possibility of a performance by the Arlington High School Madrigal Singers will be explored. An author panel of local authors is being considered, perhaps in cooperation with the Friends of the Library.

### Staff Recognition

A pen and ink sketch of the library has been made for use on staff recognition gift items. These will be awarded to staff with ten or more years of service as of December 31, 2004.

Mr. Murphy reported that the Friends of the Library Board of Directors, at the November 30<sup>th</sup> meeting, agreed to fund one-half of the cost of the staff recognition items, up to \$500.

### ALA Midwinter Conference

This conference is being held in Boston this year. Ms. Loud distributed the schedule of programs. She will attend some of the sessions and other staff may do so as well. Ms. Ruderman will attend the program on Library Advocacy.

### Other

Ms. Fennelly suggested considering topics for warrant articles and for the Vision 2020 survey for next fall. Mr. Murphy reported favorably on the staff appreciation holiday luncheon that was held on Monday, December 13<sup>th</sup>.

### Adjournment

The meeting was adjourned at 9:10 PM on a motion by Ms. Ruderman; seconded by Ms. Radochia. The next meeting will take place on January 11, 2005 at 7:15 PM.

Respectfully submitted,

Cynthia Diminture