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Library Trustees Minutes 01-09-2001

January 9, 2001

Call to order

The meeting was called to order at 7:35 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Lawrence, Barbara Muldoon, Joyce Radochia and Susan Ruderman. Also attending were library director Maryellen Loud and assistant director Cindy Diminture.

Approval of minutes

The minutes of the December meeting were approved as written.

Communications

1. A report was received from Osee Mallio on the visit by author Jack Gantos to the Ottoson Middle School. The visit was enthusiastically received.

2. Ms. Loud circulated a memo by the Head of Children's Services, Marianne Uttam, with an update on the RIF (Reading is Fundamental) program. The revised procedures this year have not worked particularly well. The Children's Dept. staff believes that the schools should apply for the program on their own without intervention by the Robbins Library. The trustees will consider the proposal and give a response at the next meeting. Ms. Ruderman expressed concern about the possibility of the program being eliminated entirely. She also asked if a formal evaluation of the program had ever been done. Ms. Loud replied that it had not. 3. The library will be hosting a Legislative Breakfast, sponsored by the libraries in the Metrowest region, for local legislators on Friday, March 2nd at 7:30 AM. Ms. Loud will ask the Friends of the Library to make a monetary donation toward food for the event. Metrowest will also try to obtain a business grant for supplemental funds. The trustees suggested that the breakfast be held in the Reading Room instead of the Community Room. All trustees are invited to attend. Mr. Castiglioni and Ms. Radochia volunteered to help with set-up. 4. Ms. Radochia will write an expression of sympathy to the Russell family on the death of Anne Russell.

Trust fund report

Ms. Muldoon presented the six months' review (actually closer to four months, in reality) of trust fund spending. There are still several categories in which money has not been expended. Several staff members are spending down municipal funds before beginning to spend the trust funds. Some items have been ordered, but not received and billed. Most of the funds for audio books and local history items have been spent. There is still an unused \$1,000 allocation for audio books from the Farmer Fund. From funds designated for multicultural materials, the Adult Services staff recommends that we concentrate on Chinese

(\$650) and French (\$350) books for this year. For future consideration are books in Japanese and Russian. Trustees were in agreement with this recommendation. Trust fund spending will be reviewed again in April.

Russell Fund report

Mr. Castiglioni reported that the budget is approximately one-half expended. (\$23,000) The budget had gone up considerably this year (from \$30,000 to \$46,000) with the majority of the increases going to materials and the coordinator's salary. The new salary is \$13.00/hour, based on a recommendation from the town's personnel director. Trustees agreed to approve an invoice for retroactive salary payments during the period of July-December 2000.

Fundraising

Of the money raised in FY2000, \$12,000 was allocated. All but \$1300 has been spent. In the FY2001 fundraiser, \$4,500 has been received to date from individual donors (approximately 75) and \$3,025 from businesses (14). The largest gift was from Davidson Management (\$1,000). \$500 each was received from Foodmaster and Punjab Restaurant. A certificate will be presented to all three businesses. Ms. Loud will provide donor lists to the trustees at the next meeting. Ms. Deal thanked everyone for their efforts in the fundraising campaign.

Annual report

Changes in wording and syntax were suggested. A photograph of the trustees will be taken at the next meeting. An excerpted version of the report will be made for the public. Ms. Ruderman suggested including a table of statistics.

Meeting room policy

A chart was distributed showing which groups used the library meeting rooms last year and how often. The following "non-conforming" uses of the meeting rooms have been requested recently and were discussed: 1. A classical singer wants to use the Community Room for a performance. Trustees agreed that we should not allow independent recitals or performances as the room is intended for use by non-profit organizations. The Friends or the Trustees could host a musical program, if desired. 2. The Java users group requested to use a room for a sixteen-week course of study. Trustees felt that this would be allowing the room to be used as a classroom and that there was no "community connection", a usage criterion about which they feel strongly. Ms. Ruderman also noted that meeting room users take up parking spaces that should be available to library patrons.

Author program

Dick Lehr, author of *Black Mass*, has agreed to speak on Thursday, April 5th at 7:30 PM. Ms. Deal suggested that the publicity campaign for this program be structured differently than is customary, as Mr. Lehr is an investigative reporter and might appeal to different audiences than a novelist would.

Logo

Ms. Loud presented the final choices of the logo design, in green type. The trustees voted on a single design and asked that the "founded" sentence be lightened slightly (approximately 5%). Ms. Loud will pass

the information along to the logo designer Karen Roehr.

Adjournment

The meeting was adjourned at 9:45 PM. The next meeting will be at 7:30 PM on Monday, February 12, 2001.

Respectfully submitted,

Cynthia Diminture