



**Town of Arlington, Massachusetts**  
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## **Library Trustees Minutes 03-14-2001**

Robbins Library Board of Trustees  
March 14, 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 February meeting were approved as written on a motion by Ms. Muldoon; seconded by Ms. Ruderman.

### Russell Fund discussion

Judi Paradis, the Russell Fund coordinator and Marianne Uttam, Head of Children's Services, came to the meeting to apprise the trustees of the status of the Russell Fund and plans for the upcoming fiscal year. The coordinators have a deep appreciation for the Russell Fund and are respectful about spending the funds in an appropriate and responsible way. Some of the most positive aspects are the excellent children's reference collection that has been made possible by the extra funds, the outreach to very young children through the baby bundles and Kindergarten kits, the toddler sing along and the Young Adult component. Many wonderful events and programs have taken place such as the extremely well-attended Fiesta, the geology week activities and the computer series with student instructors at the high school. Program attendance has sometimes been problematic, with either too many participants for the Community Room to comfortably hold or with lower participation than hoped for. Conflicts with other school/town events still occur, even with increased attention paid to schedules for various organizations. Next year, more programs will be held at the schools (on a rotating basis) to allow larger spaces for programs expected to be very popular. The most difficult age group to reach is the older elementary school students who often see themselves as too mature for the library's children's programs. Ms. Paradis would like to build up a special program just for this age group. Some suggestions are a drop-in art program, a chess group and a choral group that could perform at some town events. She was receptive to a suggestion from Ms. Muldoon about the formation of a Junior Friends of the Library group to assist at some children's events at the library. Ms. Ruderman also had some suggestions including conducting more programs at Town Hall and having a "traveling" collection of books to bring to offsite events. She also recommended allotting a sum of money to Ms. Paradis so that she could use it to pay performers on short notice or to purchase supplies.

### FY2002 budget requests

The trustees received a visit from the library's Finance Committee liaison, Bob Scoppettuolo. The town's overall budget deficit is two million dollars, mostly due to increases in the cost of employee health insurance. All town budgets are being closely examined for possible reductions. Ms. Loud reviewed the increases requested in the library budget. An increase request of approximately \$8,000 was submitted for page salaries to cover the cost of the minimum wage raise and to provide 15 additional hours of page staffing per week. This would allow books and other materials to be returned to the shelves in a more timely manner. Increases were also requested for the new townwide pay classification plan, overtime salaries, utilities, cleaning services and library materials. Due to problems with the HVAC system this year, the building repair budget will be overspent. The library's total request is approximately \$1.6 million, which is an increase of \$80,000 over last year's budget. Mr. Scoppettuolo noted that the town's cash reserves are very low (under \$100,000). He will present the library budget to the full Finance Committee.

### Publicity for new logo

An article for the Arlington Advocate, to include an interview with the designer, was suggested. Copies of the new stationery could be placed in the display next to the elevator, perhaps accompanied by earlier versions of library stationery. The trustees agreed that the Friends of the Library should have a logo distinct from the library's. It is possible that the Friends will have a logo designed for the group in the future.

#### Author program

The trustees decided to sell copies of Dick Lehr's "Black Mass" for \$22 each at the April 5th author program. The program sub-committee will arrange for the refreshments. The Friends of the library will be asked to provide paper goods. Ms. Loud will send an article to the Arlington Advocate. She also made note of the upcoming program at the last town department heads meeting. Outreach will be done to the Retired Men's club and to the senior center. Flyers have been sent to everyone on the Friends' membership and program mailing lists. Microphones and sound systems were discussed.

#### Annual report flyer

Ms. Loud distributed a draft of the annual report with a layout done by Eileen Messina. The trustees liked the format and suggested adding phone numbers and a web address. They were also in favor of including a message from the director. Each trustee will receive a revised draft before the final printing is done.

#### RIF

\$1,033 was originally the amount the trustees needed to provide as matching funds. Now, the library's share is only \$557. Susan McGonagle believes that the balance could be used to purchase better quality books and the trustees agreed to this.

#### Furnishings

The upholstery on the Children's Room study chairs is fraying badly. Ms. Ruderman suggested that Kathleen Vick, a space planner, could take a look at the furniture as part of a proposed space study. Ms. Ruderman will discuss fees with her. Thirty-four chairs would need to be re-upholstered or replaced. The replacement cost of each chair would be approximately \$150.

#### Director's report

Nancy Gentile has been working on securing a permanent loan prospect for the Robbins Print Collection. The trustees were asked to appropriate an additional \$2100 for this work and voted to approve it. Ms. Ruderman will provide an example of a museum loan form.

#### Other

The town manager will be interviewing candidates for the vacant seat on the Board of Library Trustees.

#### Adjournment

The meeting was adjourned at 9:55 PM. The next meeting will be held at 7:30PM on Tuesday, April 10, 2001. The trust fund review will take place at this meeting.

Respectfully submitted,

Cynthia Diminture

