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Library Trustees Minutes 09-12-2000

September 12, 2000

Call to order

Chairperson Patricia Deal called the meeting to order at 7:40 PM. Attending were trustees David Castiglioni, Katharine Lawrence, Joyce Radochia and Susan Ruderman. Barbara Muldoon was absent. Also attending were library director Maryellen Loud and assistant library director Cindy Diminture.

Approval of minutes

A minor correction was made to the minutes of the August 22nd meeting. In the section on "Trustee goals"(3E), the sentence should read "offer the semi-annual authors program" (no apostrophe in the word authors). The corrected minutes were accepted on a motion by Ms. Lawrence. Seconded by Ms. Radochia.

Preliminary discussion of FY2002 budget

Ms. Loud noted two categories that might merit requests for increases. These are the AV materials budget and funding for Saturday hours in the summer. The latter has been prompted by requests from the public. Ms. Loud will present cost estimates for these items at the next meeting, but cannot give exact personnel costs, since the professional librarians' union has not settled its contract negotiations with the town. Librarians are dissatisfied with results of the town's salary reclassification. The materials budget will need to rise in proportion to salary increases brought about by the upgrade of the senior page position to that of library assistant. If this is not covered by municipal funding, the State Aid budget may need to absorb it. Trustees questioned the stability of State Aid award amounts. Ms. Loud will check this with the Board of Library Commissioners.

Author program

John Sedgwick and Dennis Lehane have agreed to join the mystery panel for the October 29th program. Katherine Hall Page had already been secured as had Rosemary Herbert as the moderator. The trustees agreed to offer the customary honorarium of \$1000 (total). Each person will have the option of accepting \$250 or donating it to the library. Kathy Lawrence prepared a wonderful flyer to publicize the event and Pat Deal will introduce Ms. Herbert. The trustees further agreed to send a gift to Kate Mattes of Kate's Mystery bookstore to thank her for her assistance in finding speakers. On Thursday, October 5th at 7PM, the program sub-committee will meet in the conference room to prepare a mailing of the flyer to the Friends and program mailing lists.

Town Day booth

A \$25 gift certificate to Barnes & Noble has been purchased as the raffle prize. A schedule for staffing the booth has been established.

Logo design

Karen Roehr submitted four designs to the committee, one of which was liked in some way by all members. Comments on all four were recently forwarded to Ms. Roehr. The sense is that the ideal design has yet to emerge. She will do some additional designs as well. Ms. Ruderman suggested that a focus group could help to refine the choices and offer a “fresh set of eyes” to the process.

Fundraising

Ms. Ruderman emphasized that this year the business community should be solicited. She asked if there is an existing list of businesses available in the town (perhaps at Planning Dept.). Ms. Loud will check on availability. Ms. Loud also told trustees that they should be prepared to spend money to outsource the fundraising campaign. Ms. Radochia offered to assist in some way. Stewardship and levels of donors were discussed. Can the businesses that donate money have an association with the library that could be used in their business advertising? A deadline of the end of November was set for the project, in order to avoid the Christmas rush and competition with end-of-the calendar year donations for tax purposes. Acknowledgment cards for donors will have to be created.

Trustee special projects

Trustees discussed ways in which to assist the Friends of the Library. Ms. Radochia offered to help out in a concrete way such as sending acknowledgements of membership renewals. It was suggested that the Friends host a special event each spring (such as the Murder Mystery) to raise awareness of the group.

Director's report

Ms. Loud updated the board on the status of the search for a new town manager.

Next meeting/adjournment

The meeting was adjourned at 9:10 AM on a motion by Mr. Castiglioni. Seconded by Ms. Ruderman. The next meeting will be held on Wednesday, October 11th at 7:30 PM.

Respectfully submitted,

Cynthia Diminture