



**Town of Arlington, Massachusetts**  
**730 Massachusetts Ave., Arlington, MA 02476**  
**Phone: 781-316-3000**

**webmaster@town.arlington.ma.us**

## **Library Trustees Minutes 11-14-2000**

November 14, 2000

Call to order – Chairman Patricia Deal called the meeting to order at 8:00 PM. Attending were trustees David Castiglioni, 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 following corrections were made to the minutes of the October meeting : 1. The date of the next meeting should be November 14th rather than November 11th 2. “Calle to order” should be “called to order” 3. On page 2 in the Author Program paragraph, MediaOne should be one word 4. In the Fundraising paragraph, insert “the” before Robbins staff and take out the space after the hyphen in the phrase “business-only campaign”. The minutes were approved with corrections on a motion by Ms. Lawrence ; seconded by Ms. Ruderman.

Communications – 1. A letter was received from Katherine Hall Page saying how much she had enjoyed participating in the recent Mystery Panel author program. 2. Ms. Lawrence received a letter from the author Cynthia Peale, apologizing for her non-response to the invitation to participate in the author program. She said that this was the result of an e-mail problem and affirmed that she would be interested in a future program. A follow-up note was also received from her. Ms. Ruderman suggested that the trustees write back to her with thanks and assure her that she will be kept in mind for other programs.

Author program – Everyone agreed that the Mystery Panel was very successful. All of the authors were interesting and Rosemary Herbert did an excellent job as moderator. It is time to start planning for the spring program. Ms. Ruderman suggested looking in the “Forthcoming Books” section of Publisher’s Weekly for ideas.

Fundraising – Trustees marked on the donor list the names of those who will received a personalized note. Corrections to the list were noted. Ms. Loud wrote an updated solicitation letter for individuals, which the trustees reviewed. Changes in wording and syntax were proposed. There will be second letter, written by Ms. Ruderman, to solicit town businesses. Ms. Radochia applied zip codes to the business list, Ms. Ruderman will create mailing labels and Eileen Messina will be responsible for the mailing. Any businesses included on the individual donor list will be cross-checked against the business list to avoid duplication.

Visit from Town Manager – The new town manager, Philip Farrington, made a brief appearance at the meeting to meet the trustees and offered to assist them with library issues.

FY2002 budget – Ms. Loud distributed the following documents :

- Preliminary FY2002 budget statement
- Preliminary budget – FY2000-2002
- Estimated personnel budget request-FY2002

She reviewed the personnel budget in terms of the town's pay reclassification process and the ongoing salary negotiations with the librarians' union. Requests were made for increases in utilities and materials, to cover state aid eligibility requirements. Saturday hours during the summer are still under negotiation so costs are not truly known as yet. The majority of the trustees believed that a half-day opening during the summer should be an option. A formal budget will be submitted to the Town Manager prior to the next meeting. The budget is due to the Finance Committee by the end of December.

Logo –Karen Roehr delivered several versions shown in letterhead, envelopes and business cards. The arch (with the date to the side) was the choice of the group. Some felt that the return address on the envelope was too large (maybe against postal regulations) and that the font on the letterhead should be made smaller and darker. There was discussion about the lines on the arches. Ms. Loud will give feedback to Ms. Roehr.

Gift book in honor of Donald Marquis – The trustees discussed their planned retirement gift to Mr. Marquis, which will be a book in his honor. Ms. Loud mentioned as suggestions two new titles, one a biography of Benjamin Franklin and the other a book about the founding fathers of the country.

Ms. Radochia broached the idea of purchasing two copies of the same title ; one to give to Mr. Marquis and the other to be put in the Robbins Library collection in his honor. This idea was well received. Ms. Ruderman suggested another new book about Benjamin Franklin, which she could have inscribed by the author. Ms. Loud will check to see if the library already owns it.

Other – All trustees received new copies of the Trustee manual from the Massachusetts Library Trustee Association.

Adjournment and next meeting – The meeting was adjourned at 10 PM. The next meeting will take place on Tuesday, December 12 at 7:30 PM.