

**MEETING OF THE
BOARD OF LIBRARY TRUSTEES
JANUARY 20, 2016**

MINUTES

Call to Order

Chairperson called the meeting to order at 7:21 pm. Attending were trustees Adam Delmolino, Frank Murphy, Kathy Fennelly, Joyce Radochia, Barbara Muldoon. Also attending was Andrea Nicolay, library director, and Maura Deedy, assistant library director. Heather Calvin was absent.

Approval of Minutes

Trustees reviewed the minutes of the December meeting. KF moved for the approval of the minutes. FM seconded the motion; the board approved unanimously.

Communications

Thank you notes were received from Children's Librarians Lauren Budd, Stephanie Tournas, Pam Watts-Flavin for sponsoring attendance at ALA Midwinter in Boston.

Community Time

No community members were present.

Director's Report

AN reported that December involved extensive work on the FY17 Budget, including salaries. Staff enjoyed the holiday luncheon sponsored by the trustees. RFID tagging continues, FM inquired about what percentage of the collection had been tagged. AN talked about the opportunity to interact with all the items in the collection. The goal is to have the entire collection RFIDed by the end of 2016. Scrabble at Fox was a great success. AD inquired about the Arlington Cultural District. AN spoke to the application that involves many town department employees as well as cultural stakeholders in the community. It is a huge project but with very significant rewards. FM complimented AN on her advocacy and outreach to position the library at the center of cultural life in Arlington. AD inquired about Capira, the mobile app for Minuteman Libraries. AN explained it's an app that provides all the important details about Robbins Library and access to the catalog.

Trustee Appointment Process Update

AN and AD met interviewed six candidates. Adam Chapdelaine and AN will meet with finalists and recommend a candidate to the Board of Selectman. A letter of appointment will be delivered to Selectman for a February 8 meeting. The selectmen will appoint on Feb 8. AN will develop the on-boarding process for new trustees.

Review of Proposed Revisions to Trustee By-laws

KF reviewed the proposed revisions to the Trustee by-laws. She explained the additions and revisions to the articles. The board discussed the proposed revisions article by article, and offered feedback and additional revisions. Board agreed providing a list of the meetings for the upcoming fiscal year at the August meeting. The Board reviewed the Electronic Attendance at Board Meetings addition to the

by-laws. KF will take suggested changes and amend the document, and bring back for review at the February board meeting.

FY17 Budget Update & FinCom Preparation

AN reviewed the FY17 Budget and what items are coming out of the budget. AN reviewed the changes in custodial services. Salaries have a 2% living increase, and the rest of the expenses are level. Some of the increases include the reclassification of the Teen Services Librarian and the FT Adult Services position. FM commented on energy expenses. AD inquired about the Facilities Department absorption of costs in FY17 and beyond. FinCom will be attending the February Board meeting.

Library Annual Report Update

Board reviewed the Arlington Libraries 2015 Annual report and offered feedback and suggestions.

Mid-Year Report of Trust Fund Liaison

Board reviewed the mid-year report of Trust Fund Liaison presented by FM.

Mid-Year Report of Russell Fund Expenditures

Board reviewed the mid-year report of Russell Fund Expenditures presented by BM.

Foundation Liaison Update

KF reported the Foundation collected over \$33,000 from the December Annual Appeal.

Friends Liaison Updates

JR provided a FORL updates on upcoming programs, discussion of the investment strategies. AD reported that FOF will be moving their Board meeting to Monday nights.

Unanticipated Items

None.

Date of Next Meeting

The next meeting will be Tuesday February 9 at Robbins Library.

Adjournment (vote needed)

FM moved adjournment. JR seconded the motion. Adjournment was approved unanimously.

Materials Distributed:

- January Meeting agenda
- December meeting minutes
- December Director's Report
- December 2015 Circulation Statistics
- By-Laws of the Board of Trustees DRAFT
- FY17 Budget Update
- Library Annual Report DRAFT
- Mid-Year Report of Trust Fund Liaison
- Mid-Year Report of Russell Fund Expenditures