

**MEETING OF THE  
BOARD OF LIBRARY TRUSTEES  
SEPTEMBER 12, 2016  
MINUTES**

**Call to Order**

Chairperson Adam Delmolino called the meeting to order at 7:18 pm, and in attendance were trustees Heather Calvin, Adam Delmolino, Kathy Fennelly, Amy Hampe, Frank Murphy, and Joyce Radochia. Also attending was Andrea Nicolay, library director, and Maura Deedy, assistant library director.

**Approval of Minutes (vote needed)**

Trustees reviewed the minutes of the June meeting. Ms. Fennelly moved to approve the minutes. Ms. Hampe seconded the motion. The board approved unanimously.

**Communication**

Ms. Nicolay shared a letter and photograph from Catherine Muldoon, on the accomplishments and life of Barbara Muldoon, recently retired Board member.

**Community Time**

No community members were present.

**Director's Report**

Ms. Deedy has been planning the Arlington Book Festival, and has received many applications. The library is planning for Town Day with the Call Me Ishmael phone. Adult Services has been heavily weeding the collection focusing on multiple copies of older titles and books in poor condition. Teen Services has the third highest circulating YA books collection for an individual library location in the Minuteman Network. The Children's World Language collection has been relocated front of the nonfiction section. Mr. Delmolino suggested to begin a conversation about a power generator given the the recent AC and power failures. Friends of Fox have established their fall programming schedule with Shogi, a film and scrabble night. The Board, Ms. Nicolay and Ms. Deedy discussed Town Day talking points.

**Final RFQ and Timeline Review**

Ms. Nicolay reviewed the revised Buyer Schedule for Reimagining Our Libraries (ROL). Ms. Nicolay spoke with Lauren Stara at MBLC regarding the Robbins Library building program and design project with respect to strategy and timeline. Ms. Nicolay reviewed the revised timeline and updates to the RFQ with the Board. The Board and Ms. Nicolay discussed the public release of the RFQ and strategies to engage and inform the community in the process.

### **Holiday Schedule (vote needed)**

Ms. Nicolay presented the 2017 holiday closings. Ms. Fennelly moved to approve the Holiday Schedule. Mr. Murphy seconded the motion. The board approved unanimously.

### **Staff Development Day 2016 (vote needed)**

The Staff Development Day is scheduled for Friday November 18. Robbins Library will be closed, and Fox Library will be open from 9 a.m. to 5 p.m. Ms. Fennelly moved to approve the the request to close Robbins Library on Friday November 18. Ms. Radochia seconded the motion. The board approved unanimously.

### **FY 2017 Trustee Goals**

Ms. Fennelly reviewed the draft of FY 2017 Trustees Goals and the Board provided input. Mr. Delmolino moved to move the agenda item to the October meeting.

### **Art Prints Subcommittee**

Ms. Nancy Gentile communicated her schedule to Ms. Nicolay who will set up a meeting with the Art Prints Subcommittee.

### **Preliminary Discussion of FY18 Budget**

The the number of incoming holds have increased, due in part to a policy change at Minuteman. The increased volume of materials has led to challenges handling the materials in a timely manner. The Head of Circulation has expressed to Ms. Nicolay her concerns about the understaffed department. Ms. Nicolay has also been considering several options to increase access to library services with expanded hours. The Board inquired about the FY18 Capital requests, and whether there are items that require special advocacy effort. Ms. Nicolay will get back to the Board with additional information.

### **Foundation Liaison Update**

There is no update from the Foundation.

### **Friends Liaison Updates**

Friends of Robbins Library approved the FY 17 requests.

### **Unanticipated Items**

The Board discussed the public reception for Barbara Muldoon.

### **Date of Next Meeting: October 11, 2016**

The next meeting will be on Tuesday October 11, 2016.

**Adjournment (vote needed)**

Mr. Murphy moved to adjourn. Adjournment was approved unanimously.

**Materials Distributed:**

- September Meeting agenda
- August meeting minutes
- September Director's Report
- August 2016 Circulation Statistics
- Reimagining Our Libraries - Updated RFQ and Buyer's Schedule
- Holiday Closings