

**MEETING OF THE
BOARD OF LIBRARY TRUSTEES
FEBRUARY 13, 2017
MINUTES**

Call to Order

Chairperson Adam Delmolino called the meeting to order at 7:08 pm, and in attendance were trustees Heather Calvin, Amy Hampe, Frank Murphy, and Lois Rho. Also in attendance were Andrea Nicolay, library director, and Maura Deedy, assistant library director. Kathy Fennelly attended the meeting virtually. Joyce Radochia was absent.

FY18 Budget Presentation to Finance Committee (Members Mary-Margaret Franclemont and John Deyst)

Mr. Delmolino welcomed Ms. Franclemont and Mr. Deyst to the meeting, and Ms. Nicolay presented the budget requests. In order to expand library services at Fox Branch to include Saturdays, the Library is asking the Town to fund a part-time Children's Librarian position and absorb staffing costs for Fridays hours at Fox, currently subsidized by the Friends of Fox. The Friends of Fox will continue to contribute funds to pay for Saturdays. Ms. Nicolay expanded on the rationale for Saturdays at Fox: the Fox Branch's circulation has doubled over ten years, while the holdings have remained the same. Just as Saturday hours at Robbins are important and valued by the community, Saturday service in the East is critical for children and working families. Based on the performance of select Fox Saturday openings, it is a popular destination. East Arlington is distinct and growing: Mass Ave improvements, school renovations, additions and expansion, a striving and sustaining business district, and increasing property values underscore the neighborhood's vitality. Ms. Franclemont and Mr. Deyst expressed their appreciation for the information presented and asked some questions about Reimagining Our Libraries and the progress of the RFID project. At the end of the presentation, Mr. Delmolino thanked the Finance Committee members for their time.

Architects Philip Chen & Steven Gerrard

The Board welcomed Philip Chen and Steven Gerrard of Ann Beha Architects (ABA). Mr. Chen and Mr. Gerrard introduced the firm and work philosophy. They reviewed projects in the Boston area, including Cambridge Public Library and other landmark buildings like the Liberty Hotel, the Massachusetts State House and Boston Symphony Orchestra. Additional library projects were reviewed with examples of how existing spaces were transformed. Mr. Chen and Mr. Gerrard walked the Board through the work plan, and how the project will take shape.

ROL Contract Update

Ms. Nicolay reported that the award letter has been delivered. The purchasing agent has delivered a contract template, and Ms. Nicolay is working on the fee schedule with input from the Massachusetts Board of Library Commissioners. Mr. Murphy and Ms. Nicolay had a meeting to discuss which funds would be used for the project. Ms. Nicolay reviewed the cost proposal that was submitted by ABA Architects. Mr. Murphy reviewed the FY 2017 Trust Fund Revenue from restricted and unrestricted funds. Ms. Nicolay asked for a not-to-exceed amount from the board. Mr. Murphy moved to approve a not-to-exceed amount \$81,400 subject to the cost negotiations. Ms. Calvin seconded the motion. The board approved unanimously.

Approval of Minutes (vote needed)

Trustees reviewed the minutes of the January meeting. Ms. Hampe moved to approve the minutes as amended. Ms. Calvin seconded the motion. The board approved unanimously.

Communications

Sophia Sayigh, a local author, will be hosting a book launch event at Robbins on March 30 2017 and requested permission to sell her books at the event. Mr. Murphy made a motion to grant Ms. Sayigh permission. Ms. Rho seconded, and the board approved unanimously.

Community Time

No members of the community were present.

Director's Report

Ms. Nicolay reviewed her report and highlighted challenges around the current political climate and the importance of the library as a welcoming space for all. The Board discussed the role of the library as a place to learn about current events and find tools for civic engagement.

Library Annual Report

Ms. Nicolay will send along a draft of the annual report.

Winfield Robbins Art Prints Working Group Update

Ms. Gentile is working on the RFQ, and working to finalize the scope and granularity of the project.

Foundation Liaison Update

Ms. Nicolay attended the most recent Foundation meeting. Ms. Karin Barrett was voted in as Foundation Chair, and Michele Meagher has been voted in as a new board member who will bring event planning skills to the Board. Mr. Duffy will be moving into the Treasurer role which was vacated by Ms. Julie Dunn, who resigned this year.

Friends Liaison Update

Ms. Deedy reported that the Friends Board anticipate some board openings for the next year, and are seeking nominations for those positions. Books in Bloom will be happening on March 10. Mr. Delmolino reported on the last Friends of Fox meeting, where they reviewed the archiving history project and discussed upcoming programs. The Board members discussed strategies for future programming.

Unanticipated Items

There were no unanticipated items.

Date of Next Meeting: March 14, 2017

The next meeting will be on Tuesday March 14, 2017.

Adjournment (vote needed)

Mr. Murphy moved to adjourn. Adjournment was approved unanimously. Meeting was adjourned at 9:49 p.m.

Materials Distributed:

- February 2017 Meeting agenda
- FY 18 Budget Presentation
- FY 2017 Trust Fund Revenue
- January 2017 Meeting Minutes
- January 2017 Director's Report
- January 2017 Circulation Statistics