

**MEETING OF THE
BOARD OF LIBRARY TRUSTEES
MARCH 27, 2017
(originally scheduled on 3/14/17; postponed due to the snow)
MINUTES**

Call to Order

Chairperson Adam Delmolino called the meeting to order at 7:16 pm, and in attendance were trustees Heather Calvin, Kathy Fennelly, Amy Hampe, Frank Murphy, Joyce Radochia, and Lois Rho. Also in attendance were Andrea Nicolay, library director, and Maura Deedy, assistant library director.

Approval of Minutes (vote needed)

Trustees reviewed the minutes of the February meeting. Ms. Hampe moved to approve the minutes as amended. Mr. Murphy seconded the motion. The board approved unanimously. Ms. Radochia abstained.

Community Time

No members of the community were present.

ROL Contract Update

Ms. Nicolay presented a contract from Ann Beha Architects to be signed by the Board of Trustees. Background materials have already been distributed to the firm, including building plans for Robbins and Fox. The Feasibility Committee includes representatives from the Friends of Robbins, Friends of Fox, Arlington Libraries Foundation, library staff, Facilities Department, and two Library Trustees. Feasibility Committee meetings are currently projected to be in May, late July and September. Three public meetings will be held as well. Feasibility Committee activities include visioning, brainstorming, and fine tuning concepts. ABA will take those sessions and turn those into designs and ideas. Among the deliverables will be a Building Program. Mr. Delmolino suggested that an agenda item for the April meeting will be to appoint trustees to the Feasibility Committee.

Policy Review: Customer Service Policy

The policy was reviewed at the last Department Heads meeting. Department Heads and administrators researched Customer Service Policies at other libraries. The recommendation was to move the policy to the mission statement or values statement. Ms. Calvin found value in the statements around ethical treatment as well as a clear and timeless statement on customer service. Consensus with the Board was that the elements contained in the policy could be moved to other places.

Town Meeting Strategy

Trustees were presented the 2016 Town Meeting Thank You and a draft of the 2017 Town Meeting Thank You. The Trustees provided feedback on the draft. Ms. Deedy will present a revision at the April Board meeting.

Summer Reading Program Proposal (vote needed)

The Friends of Robbins Library grant the funds to staff to procure prizes for participants. The Summer Reading Program coordinator proposed a prize that would allow the winner to make a donation to the charity of their choice. Vote was postponed.

Fox Artwork Gift Proposal (vote needed)

Ms. Fennelly moved to accept the artwork. The Board discussed the nature of the artwork and the Gifts Policy. Ms. Radochia seconded the motion to accept the artwork. The Board unanimously approved.

Recreation Department Birdhouse Display Proposal (vote needed)

Mr. Jon Marshall, the new Director of Recreation is requesting the use of the Robbins Library Reading Room to display birdhouses for a contest held in partnership with Arlington Public Art. Mr. Murphy moved to accept, and Ms. Calvin seconded the motion. The Board unanimously approved. Mr. Delmolino made a suggestion to offer a special prize for library themed bird houses.

Winfield Robbins Art Prints Working Group Update

The Working Group has met twice. Marjorie Cohen, a professor of Art Prints Emeritus at Harvard, attended one of the meetings and provided some history regarding the Robbins Library Art Prints collection in terms of appraisal and value. Ms. Fennelly and Ms. Hampe provided information on the appraisal quote and work plan.

Director's Report

Ms. Nicolay reported that Capital Funding was approved for repointing at Robbins Library in FY18. Ms. Nicolay congratulated Ms. Deedy on the successful Arlington Reads Together programming. The Teen Librarian will be leaving for a new position, and the library has posted the vacant position. Books in Bloom was held at the library on March, a joint fundraiser held by the Friends of Robbins Library and The Arlington Garden Club. Ms Deedy brought two Things from the Library of Things to show Trustees and walked them through the circulation process and marketing plan. Ms. Nicolay reported on a meeting with Mr. Adam Chapdelaine and a constituent with their concerns around a children's library program.

Foundation Liaison Update

Ms. Fennelly reported the Arlington Libraries Foundation has raised almost \$45,000 to date.

Friends Liaison Update

Ms. Radochia reported on the most recent Friends meeting, and the upcoming Friends Annual Meeting on Tuesday April 25. Friends of Fox was pleased and honored to be a cosponsor on the Arlington Reads Together Kickoff with Nicole Maines on Saturday March 4. The Fox Board members discussed strategies for future programming and are inspired by the 100 year anniversary of Fox Branch.

Communications

No communications have been received.

Unanticipated Items

There were no unanticipated items.

Date of Next Meeting: April 11, 2017

The next meeting will be on Tuesday April 11, 2017.

Adjournment (vote needed)

Mr. Murphy moved to adjourn. Adjournment was approved unanimously. Meeting was adjourned at 9:35 p.m.

Materials Distributed:

- March 2017 Meeting agenda
- February 2017 Meeting Minutes
- Fox Artwork Gift Proposal
- Request to display birdhouses at the Library

- February 2017 Director's Report
- February 2017 Circulation Statistics
- Town Day Materials 2016 and 2017 Draft