

**MEETING OF THE  
BOARD OF LIBRARY TRUSTEES  
AUGUST 8, 2017  
MINUTES**

**Call to Order**

Chairperson Adam Delmolino called the meeting to order at 7:19 pm, and in attendance were trustees 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. Heather Calvin was absent.

**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. Mr. Murphy abstained.

**Community Time**

No members of the community were present.

**ROL Working Group Update**

Ms. Nicolay shared the results of the public questionnaire prepared by ABA. Some of the interesting results include that 54% of respondents come to the library with children (ages 0-10). Typical library visits include browsing and picking up online holds. Respondents consistently reported that library staff are one of the best things about Robbins Library and Fox Branch Libraries. Bathrooms were a common concern among staff and respondents. Respondents are looking for a variety of spaces for meetings for singletons to larger groups. The accessibility at Fox Branch Library was a large concern. The cafe is a popular request, but requires a staffing, policy and procedure model. Important consideration is how physical changes to the environment will impact the operations of the library. Ideas that may not be feasible create opportunities to understand the need behind the suggestion and how the activities support the mission of the library. Future meetings with staff and architects will fine tune and filter the ideas, per the needs of the staff and community. All the information generated around the project needs to be synthesised, studied and considered at a slower pace to ensure a final product that is thoughtful. The schedule has been revised accordingly.

**Report of FY17 Trust Fund Expenditures and Vote for FY18 Trust Fund Allocations  
(vote needed)**

Mr. Murphy reviewed the FY 2017 Trust Fund results including income and capital gains. Ms. Nicolay presented the FY 2018 Trust Fund Requests including new and increased requests. Discussion ensued around the Trust Liaison role in Reimagining Our Libraries and the makeup and function of the Working Group. Ms. Fennelly made a motion to accept the FY 2018 Trust Fund Allocations. Ms. Radochia seconded the motion. The Board approved unanimously.

### **Russell Fund Report FY17**

Ms. Hampe presented the detailed report prepared by the Russell Fund Coordinator. Mr. Delmolino inquired about the budget expenditures.

### **Report of FY17 Russell Fund Expenditures and Vote for FY18 Russell Fund Allocations (vote needed)**

Ms. Hampe reviewed the FY 2018 Russell Fund Allocations. The increase for the coordinator stipend will cover the Saturday Programming at Fox Branch. Ms. Hampe made a motion to accept the FY 2018 Russell Fund Allocations. Mr. Murphy seconded the motion. The Board approved unanimously.

### **Election of Officers (vote needed)**

Ms. Fennelly reviewed the slate of candidates for officers: Mr. Delmolino for Chair; Ms. Hampe for Vice Chair; Ms. Rho for Trust Liaison (Russell Fund); Mr. Murphy for Trust Liaison; Mr. Delmolino for Friends of Fox Liaison; Ms. Radochia for Friends of Robbins Liaison; Ms. Fennelly for Foundation Liaison. Mr. Murphy requested his name be withdrawn from the slate of candidates. The Board expressed appreciation for Mr. Murphy's expertise and experience in the role of Trust Liaison. Ms. Radochia nominated Ms. Fennelly from the floor for Trust Fund Liaison and made a motion to accept the slate of candidates. Ms. Hampe seconded the motion. Mr. Delmolino, Ms. Rho, Ms. Hampe, Ms. Radochia and Ms. Fennelly approved. Mr. Murphy abstained.

### **FY18 Administration Goals**

Ms. Nicolay reviewed the FY18 Administration Goals and Objectives, including "further the concept of 'The Library Is More Than a Building'" including engagement in the Cultural District planning. The ROL building program will further support the "The Library is a place to expand your horizons" as well as other categories.

### **FY18 Trustee Goals**

The Board reviewed and endorsed FY 2018 Goals and Objectives.

### **Town Day Booth**

The board members scheduled their shifts at the Town Day Booth.

### **Director's Report**

Ms. Nicolay presented her Summer Director's report. Recent staffing changes have included promoting Marie Cannon from part-time Library Assistant to Head of Circulation. Additional staff openings include a temporary full-time Children's Librarian and a new Fox Branch Librarian. The new Fox Branch Librarian has experience with foundation relationships and community engagement, and we are excited to bring Anna Litten on board. The Adult Services Department is straining to meet current staffing needs. Ms. Deedy spoke about the Arlington Reads Together 2018 short list. The Arlington Advocate ran a story about Reimagining Our Libraries public meetings. Ms. Nicolay continues her work on the Cultural District Managing Partnership. Summer Reading kick off attracted 500 people.

Children's Department is circulating 5 preloaded Kindles with popular series. Upcoming personnel hires include grant funded Fox Branch Library assistant. Technical Services has processed all the new Things for the Library of Things collection, including all the pieces and parts. Upcoming plans include RLPA contract negotiations and Capital Requests for FY19-FY23.

### **Foundation Liaison Update**

The Arlington Libraries Foundation planning for Town Day and an upcoming donor event on September 8. Donors will be an opportunity to meet the architects from ABA, and Friends and Trustee members will be present.

### **Friends Liaison Updates**

Friends of Robbins Library have not met since June meeting. Tote bags have been received. Friends of Fox Branch Library hosted an abbreviated meeting.

### **Communications**

Ms. Fennelly received an email from Howard Winkler about the portraits of Maria and Eli Robbins and some acknowledgement of the donors. Ms. Fennelly suggested adding this to a future agenda item.

### **Unanticipated Items**

Ms. Rho inquired about Trustees responses to library questions on social media.

### **Date of Next Meeting: September 19, 2017**

The date of the next meeting will be Tuesday, September 19, 2017.

### **Adjournment (vote needed)**

Ms. Fennelly moved to adjourn. Adjournment was approved unanimously. Meeting was adjourned at 9:34 p.m.

### **Materials Distributed:**

- August 2017 Meeting Agenda
- June 2017 Meeting Minutes
- Reimagining Our Libraries Survey Results
- FY 2017 Trust Funds Report
- FY 2017 Trust Funds Request
- Reimagining Our Libraries Architect Payment Schedule
- Anne A. Russell Children's Education & Cultural Enrichment Fund FY 2017 Final Report
- Russell Fund Budget Proposal for Fiscal Year 2018
- FY 2018 Administration Goals and Objectives
- Robbins Library Trustees Goals and Objectives FY 2018
- Summer 2017 Director's Report
- June 2017 and July 2017 Circulation Report

- Communication from Mr. Winkler