

**MEETING OF THE
BOARD OF LIBRARY TRUSTEES
SEPTEMBER 19, 2017
MINUTES**

Call to Order

Chairperson Adam Delmolino called the meeting to order at 7:18 pm, and in attendance were trustees Heather Calvin, Kathy Fennelly, Amy Hampe, 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 August meeting. Ms. Fennelly moved to approve the minutes as amended. Ms. Rho seconded the motion. The board approved unanimously. Ms. Calvin abstained.

Community Time

No members of the community were present.

ROL Working Group Update

The Working Group met on Thursday, September 14 with ABA. Ms. Nicolay explained how, prior to the Working Group meeting, the library leadership team worked through the program goals and assessed their feasibility and impact on the organization. Ms. Nicolay reviewed this program feedback from the internal Library Department Head Meeting with the Board. Ms. Nicolay discussed the self checkout goals, and plans to study area libraries that are successful with self checkout. Ms. Nicolay reviewed the next (design) phase of the project.

Holiday Schedule (vote needed)

The Board reviewed the proposed 2018 holiday closings scheduled and discussed possible changes. The Board asked for data about visits and checkouts. Vote was postponed.

Fine Free Month Proposal (vote needed)

Ms. Nicolay proposed that October 2017 be Fine Free month. Ms. Fennelly moved to approve the proposal. Ms. Hampe seconded the motion. The board approved unanimously.

Staff Development Day 2017 (vote needed)

Ms. Nicolay proposed that Robbins Library be closed on Friday November 17 for Staff Development Day. Ms. Fennelly moved to approve the proposal. Ms. Radochia seconded the motion. The board approved unanimously.

Preliminary Discussion of FY19 Budget

Ms. Nicolay recommended an additional full-time Adult Services Librarian. This department has been understaffed, and has increasing demands that they are unable to meet. The Board suggested exploring expanded hours on Thursday mornings. Thursday mornings would require additional staffing in various departments. There was further discussion about where additional hours would be most valuable.

Trustee Vacancy

The position for the Trustee vacancy has been posted, and will close on October 4, 2017. The Board expressed appreciation for Mr. Murphy's many years of service to the Robbins Library and Town of Arlington. A separate discussion of the secretary function ensued. Ms. Fennelly moved that Ms. Radochia become secretary pro tempore of the board in Ms. Deedy's absence. Ms. Hampe seconded. The board approved unanimously. Ms. Radochia abstained.

Art Prints Coordinator Vacancy

Ms. Vicky Slavin stepped down from the role of the Art Prints Coordinator role in June. The state ethics board advised that the art prints coordinator position be an external posting as the responsibilities and duties are similar to that of librarians. Ms. Nicolay will make a recommendation to the board on the rate and hours of the position.

Meeting Room Use Application

Ms. Nicolay presented the revisions to the Meeting Room Use application, including the changes on the application that will bring attention to the open public meeting policy. The Board reviewed the two versions and selected one.

Art Prints Subcommittee

Ms. Gentile is awaiting an update from Childs Gallery about project status.

Director's Report

Ms. Nicolay thanked Ms. Deedy for the successful eclipse program, which over 400 people attended. Arlington was awarded a Arlington Cultural District Designation from the Massachusetts Cultural Council, and the library hosted the Arlington Cultural District Designation celebration. Ms. Nicolay reviewed some of the ongoing issues with a patron who abuses computer time and is hostile towards library staff. The Adult Services department will be launching a Cookbook Club with a potluck element. The Teen Librarian, Megan Coffey is working with Adult Services Librarian Rob Lorino on an intergenerational oral history project called Queer Stories Project. Children's Services was busy taking care of summer readers. The Board inquired about the ongoing elevator issues. Head of Circulation and Teen Librarian are doing outreach to local group homes. The new Fox Branch Librarian has settled into her role and doing a wonderful job. Twenty-four new laptops were processed for laptop vending. The Board inquired about the topics for Staff Development Day.

Foundation Liaison Update

The Foundation has a schedule of the roll out and donor engagement of the capital campaign. The appeal letter will prep for the Capital Campaign happening in the spring. The Foundation hosted an event for donors on Friday September 8 in the Robbins Library Reading Room. Ms. Fennelly expressed appreciation for the work of Karin Barrett, chair of the Arlington Libraries Foundation.

Friends Liaison Updates

The Friends of Robbins Library hosted their annual book sale on Town Day and have set their programming schedule through June 2018. The Friends of Fox did not meet in July and August.

Communications

The Board of Trustees received a thank you from Stephanie Tournas who attended a professional development conference. The Board of Trustees received a thank you from Marie Cannon who attended both Massachusetts Library Association Conference and a strengths-based professional development workshop. A thank you was received from Barbara Fulchino for a retirement gift. The Board received an annual report for the Farmer Trust. The Garden Club wrote a letter requesting for visual display in the Reading Room.

Unanticipated Items

There are no unanticipated items.

Date of Next Meeting: October 10, 2017

The date of the next meeting will be Tuesday, October 10, 2017.

Adjournment (vote needed)

Ms. Fennelly moved to adjourn. Adjournment was approved unanimously. Meeting adjourned at 9:31 p.m.

Materials Distributed:

- September 2017 Meeting Agenda
- August 2017 Meeting Minutes
- 2018 Holiday Schedule
- Meeting Room Use Policy and Scheduling Procedures
- August/September 2017 Director Report
- August 2017 Circulation Report