

**MEETING OF THE  
BOARD OF LIBRARY TRUSTEES  
OCTOBER 10, 2017  
MINUTES**

**Call to Order**

Chairman Adam Delmolino called the meeting to order at 7:15 p.m. Attending were trustees Heather Calvin, Adam Delmolino, Amy Hampe, Joyce Radochia, and Lois Rho. Also attending was the library director, Andrea Nicolay.

**Trust Fund Investment Performance Review with Town Treasurer, Dean Carman, Deputy Town Treasurer, Michael Morse, and Boston Advisors Andrea Mackey , Michael Vogelzang, James W. Gaul**

Copies of the Portfolio Review for the Town of Arlington were distributed to the board. Mr. Gaul began the presentation with an overview of the past year's performance, noting that the report is for all town trust funds, with no separate breakdown of the library trust funds. Stock choices were good this year; stocks out-performed bonds. The long-term goal for our investments is always better returns with less risk. In response to a question about performance with relation to benchmarks, Mr. Gaul said that a period when the market is up is not a good time to evaluate.

Other points of information/discussion included the following:

- Price to earnings explanation
  - It is likely that the Federal Reserve will be scaling back its bond-buying and it is important to watch what the Federal Reserve is doing.
  - International markets are not keeping up with the U.S.; Europe and Japan have been experiencing problems.
  - Changes in the corporate tax rate would affect capital markets.
  - Within Boston Advisors several different teams look at different aspects of portfolio
- Mr. Delmolino asked the town treasurer whether the town considers the social impact of certain investments. Mr. Carman said that the town is mindful, but with respect to an individual stock within a Mutual Fund it is generally not an issue. Moreover, the Commonwealth has a legal list of stocks and bonds that can be invested in.

**Approval of Minutes (vote needed)**

Ms. Hampe corrected a statement under Staff Development Day to read, "Ms. Fennelly moved to approve the proposal," deleting "as amended." Also, under Friends Liaison Updates, the minutes should read that the Friends of Fox did not meet during July & August.

Ms. Calvin moved approval of the September minutes as Amended. Ms. Rho seconded the motion. The motion was approved.

### **Community Time**

No unscheduled members of the community were present.

### **Trust Fund Liaison Review (vote needed)**

Ms. Calvin moved to amend the slate of officers to nominate Lois Rho as Trust Fund Liaison. Ms. Hampe seconded the motion. The motion was approved.

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

Ms. Nicolay noted the corrections made to the 2018 holiday list reviewed by the trustees at the September meeting.

A concern was raised by a patron that closing the library on the Saturday of Memorial Day weekend means that the community has no access to the library for three consecutive days. After discussion of both community and staff concerns the board decided to approve the current list, but look at it again in 2019 and possibly as part of the negotiation process with unions. Ms. Hampe moved approval of the 2018 holidays as listed. Ms. Calvin seconded the motion. The motion was approved.

### **Elevator Lobby Portraits (vote needed)**

Ms. Nicolay said that a library patron asked about the Eli and Maria Robbins portraits that hang in the elevator lobby, suggesting that identifying information about the pair would be helpful. Maria donated the funds to build the library in memory of her husband, Eli. Ms. Calvin moved to appropriate up to \$300 for a plaque or plaques recognizing the pair. Ms. Hampe seconded the motion. The board approved the motion.

### **Preliminary Discussion of FY19 Budget**

Ms. Nicolay did not have data except for priority items such as adding back a full time adult services person. Since Linda Dyndiuk was promoted to head of Adult Services, personnel gaps have become a real “pressure point.” Sandy Pooler, Deputy Town Manager, will be holding training sessions for department heads to aid in dealing with upcoming budget challenges. The director asked for help in making the presentation for the November meeting in which we need to advocate for additional full time staff. Further, Ms. Nicolay anticipates that technology is a “rising need” and some are already built into capital budget. Mr. Delmolino and Ms. Rho volunteered to help create the presentation.

## **ROL Public Relations Strategy**

The Working Group will see three designs prepared by the architectural firm of Ann Beha at its November meeting. Timing of the release of information about the project is important. As the role of the Foundation is critical, it is looking at hiring a feasibility consultant and perhaps hiring someone to run the campaign, which will begin at end of working group's work. Trustees discussed how public relations for the campaign might be approached.

## **Director's Report**

The board reviewed with Ms. Nicolay the September Director's Report. She reported that she and staff were surprised that door counts in lower in FY17 than in 2016 while it seems that they are busier than ever. Door counts by hand are time-intensive, while door-count software isn't perfect.

Staff Development Day needs to be postponed until spring. No date yet.

## **Foundation Liaison Update**

Ms. Fennelly, liaison to the Foundation, was absent.

## **Friends Liaison Updates**

Ms. Radochia reported that the Friends' Town Day book sale was very successful as usual. Programming for the rest of the fiscal year is already planned.

Adam attended the first Friends of Fox meeting of FY17 with new Fox Branch librarian, Anna Litten, and Ms. Nicolay. He listed the assorted needs, projects, events discussed at the meeting, including the October 26<sup>th</sup> 100th anniversary celebration of the establishment of the East Arlington branch library.

## **Communications**

Andrea received a request from resident Glenn Koenig looking for permission to sell his book at his upcoming book-signing event. The board usually grants authors permission to sell their books at their programs. Ms. Calvin moved approval. Ms. Rho seconded the motion. The motion was approved.

## **Unanticipated Items**

There are no unanticipated items.

**Date of Next Meeting: November 14, 2017**

The date of the next meeting will be Tuesday, November 14, 2017.

**Adjournment (vote needed)**

Ms. Calvin moved to adjourn. The motion was approved. The meeting adjourned at 9:20 p.m.

**Materials Distributed:**

- October 2017 Meeting Agenda
- September 2017 Meeting Minutes
- 2018 Holiday Schedule
- October 2017 Director Report
- September 2017 Circulation Report

Respectfully submitted,

Joyce H. Radochia  
Secretary Pro Tem.