

**Meeting of the
Robbins Library Board of Trustees
January 9, 2018**

MINUTES

Call to Order

Chairman Adam Delmolino called the meeting to order at 7:15 p.m. Attending were trustees Lois Rho, Kathy Fennelly, Jonathan Gates, Amy Hampe, and Joyce Radochia. Heather Calvin absent. The board welcomed the newly appointed trustee, Jonathan Gates.

Approval of Minutes

Trustees reviewed and discussed the minutes of the December 12, 2017 meeting, and made suggestions for changes. Ms. Hampe moved approval of the minutes as amended; Ms. Fennelly seconded the motion. The board approved the minutes as amended.

Community Time

No members of the public were present.

Reimagining Our Libraries Final Draft Designs and Next Steps

Ms. Nicolay gave trustees a final draft copy of the schematic design set prepared by Ann Beha Architects, and made a screen presentation of the designs for review and discussion. Ms. Nicolay walked the board through all updates to the plans.

Ms. Nicolay specifically addressed access to and exit from children's spaces and the need to take into account issues of safety, comfort, control and staffing.

It was generally noted that taking collection size issues into account when planning space usage is a critical component of this project based on community feedback during public meetings. Ms. Nicolay said that some related concerns, including collection layout logistics, can be addressed with furnishings and efficient shelving at a much later date in the project.

Ms. Nicolay drew the board's attention to two options for the third floor, designed as a collaborative work floor. Both options satisfy the program goal of increasing the number of public meeting rooms. Trustees discussed pros and cons of each layout. There was a request from the Board for a third option for the third floor plan, showing the two group study rooms "floating" in the center of the room, at a distance from the proposed bathrooms.

The trustees reviewed with Ms. Nicolay the next steps in the process:

1. Ms. Nicolay sends a memo with Trustees' suggestions to the architects

2. After the final draft of the floor plans is established the architects obtain estimates for each stage of project. The Fox Library project will be considered as a whole, whereas the Robbins Library project will be proposed in phases.

3. Architects present the final plans to trustees, the Working Group, and to the chairs of library support groups: the Friends of Fox Library, Friends of the Robbins Library, and the Arlington Libraries Foundation, at a special meeting at the end of February. It is important to emphasize that these are schematic designs, not construction documents.

FY19 Budget Update and FinCom Preparation

Ms. Nicolay reported that the Town Manager will be submitting his draft budget to the Board of Selectmen by mid-January. By the end of January we should know the status of our budget requests. Although the Board usually invites Finance Committee liaisons, John Deyst and Mary Margaret Franclemont, to the February meeting, Ms. Nicolay suggested, as an alternative, meeting with Mr. Deyst and Ms. Franclemont together with Ms. Rho and Mr. Delmolino, who helped prepare the PowerPoint presentation for the FY2019 budget requests. The appraisal of the Winfield Robbins Art Prints is anticipated at the February meeting, which would not leave adequate time for the budget presentation to the FinCom representatives. The Board agreed to the alternative budget presentation plan for this year.

Mid-year Report of Trust Fund Liaison

Ms. Rho presented the mid-year reports for all trust funds, including Unrestricted, Restricted, the Art Fund, the Print Fund, and the Russell Fund. Ms. Rho asked what percentage of the income is free to be spent annually, and sought clarification on how this is determined. Although trustees have some discretionary leeway in spending from trust fund income, it is the Treasurer's office that makes the percentage recommendation each year and the August trust fund budget is made based on information provided to the library board in July.

Arlington Libraries 2017 Annual Report

Ms. Nicolay shared her draft copy of the 2017 Annual Report. She will be submitting it in a final form to the Town Manager's office. Trustees asked questions and provided feedback and suggested edits.

Winfield Robbins Art Prints Working Group Update

Although Ms. Nicolay has no update at this point, the appraisal is in progress and may be ready to be presented by the Childs Gallery at the February board meeting.

Director's Report

Ms. Nicolay said that she is wrapping up the first round of interviews for candidates for the full-time position of Adult Services Librarian. The library advertises through a number of sites in order to reach as diverse an applicant pool as possible. The Board asked about the Staff Development Day theme of "cultural competency." In all ways, Ms. Nicolay said, the library strives to be as welcoming as possible.

Understanding issues involved in working toward increasing staff cultural competency is critical in order for the library to serve all groups in the community.

Foundation Liaison Update

Ms. Fennelly reported that preliminary figures indicate that 500 people have given \$55,000 to the Foundation's annual appeal, a sum that shows a significant increase over the \$45,000 donated by 300 people last year. This number includes donations given in memory of our former board colleague, Barbara Muldoon.

Friends Liaison Updates

Ms. Radochia said that the upcoming Friends of Robbins Library program, *Heroes*, presented by storyteller, Sharon Kennedy, should be a good one. As a teenager, Ms. Kennedy secured interviews with Martin Luther King, Stokely Carmichael, and the Beatles.

Mr. Delmolino reported that the Friends of Fox did not meet in December but are scheduled to meet on January 22.

Communications

Ms. Nicolay received confirmation from the Massachusetts Board of Library that the library is receiving \$27,679.85 as a first payment.

Unanticipated Items

There were no unanticipated items before the board.

Date of Next Meeting:

The next meeting will be Tuesday, February 13, 2018.

Adjournment

Ms. Fennelly moved to adjourn the meeting at 9:36 p.m. The board approved the motion.

Respectfully submitted,

Joyce H. Radochia
Secretary Pro. Tem.

Materials Distributed:

Agenda
December 12, 2017 Meeting Minutes
December 2017 Library Director Report
Arlington Libraries 2017 Annual Report (Draft)
FY2018 Trust Funds
Trust Fund Mid-Year Report
Russell Fund Mid-Year Report
Reimagining Our Libraries Schematic Design Set – Draft-dated January 5, 2018