

**MEETING OF THE  
BOARD OF LIBRARY TRUSTEES  
TUESDAY OCTOBER 9, 2018  
MINUTES**

**Location: Robbins Library Conference Room**

**Call to Order**

Chair Amy Hampe called the meeting to order at 7:17 pm, and in attendance were trustees Heather Calvin, Adam Delmolino, Kathy Fennelly, Jonathan Gates, and Joyce Radochia. Currently there is vacancy on the board. Also in attendance were Andrea Nicolay, library director and Anna Litten, assistant library director.

**Community Time**

There were no members of the public present.

**Approval of September 11th and September 20th Meeting Minutes (vote needed)**

The Board reviewed the minutes of the September 11 meeting. Ms. Fennelly moved to approve the minutes as amended. Ms. Calvin seconded the motion. The Board approved the minutes as amended. The Board reviewed the minutes of the Special Meeting of September 20. Ms. Fennelly moved to approve the minutes. Mr. Delmolino seconded the motion. The Board approved the minutes.

**Holiday Schedule (vote needed)**

Ms. Nicolay presented background information regarding holiday hours. The Board discussed the union position and noted that many Town departments offer differing schedules based on service provided to the community. The Board weighed the potential value of adding summer Saturday hours vs the value of opening the library on a day historically approved as a holiday. Mr. Delmolino moved to approve the 2019 Library Staff Holiday schedule without changes. Ms. Radochia seconded the motion. The Board approved the motion.

**Town Counsel Opinion on Legal Requirements to Allow a Private Group to Use Space in a Public Facility**

The Board reviewed the opinion. The Board discussed the process of creating the RFP and details of the process. Ms. Nicolay presented the Board with questions to consider in creating the RFP. The Board agreed that a resale shop is the desired outcome for the Fox Library space. The Board agreed to follow the recommendation to pursue the RFP process as outlined in the the opinion of Town Counsel.

Mr. Delmolino moved to support and authorize Ms. Nicolay to engage in a process with the Town Manager, Purchasing Officer, and Town Counsel to create an RFP for a resale shop in the Fox Library space. Ms. Fennelly seconded the motion. The Board approved the motion.

### **Preliminary Discussion of FY20 Budget**

Ms. Nicolay presented information to the Board on eliminating fines. Research shows the negative impact of fines on library use, and Ms. Nicolay will share a selection of relevant articles with the Board. The Board discussed the proposal to eliminate fines as the key budget item for the FY20 Budget. The Board discussed potential ways to encourage philanthropy in tandem with eliminating fines. Ms. Nicolay stated that she appreciates the Board's commitment to this budget priority.

### **Winfield Robbins Art Print Collection Update**

Ms. Nicolay will call a meeting of the Winfield Robbins Art Print Working Group to prepare for Town Meeting in the spring of 2019.

### **Director's Report**

The Board reviewed the Director's Report. The Board commented on the Arlington Reads Together Program, Children's read-alouds, and statistics. There is a desire to see year-over-year trends in circulation, e-content use, and number of card-holders in future reports.

### **Foundation Liaison Update**

Ms. Fennelly attended the most recent Foundation meeting at which Town Day, capital campaigns, creating an annual report, and Giving Tuesday were discussed.

### **Friends Liaison Updates**

Ms. Radochia could not attend the Friends of Robbins meeting, so Ms. Litten provided a report. The Friends had a successful Town Day Book Sale, initiated online voting for issues that arise between board meetings, and spoke of eliminating DVD fees. Mr. Gates attended the most recent Friends of Fox meeting at which the Frankenstein program was discussed. Ms. Nicolay shared that her annual request of the Friends of Fox is around \$40,000 and includes the salary offset along with materials funding and other funding.

### **Communications and Announcements**

Ms. Hampe thanked Mr. Delmolino for his thoughtful letter to the editor of the *Arlington Advocate*. Ms. Nicolay received a communication from the Cambridge Trust Foundation regarding Daniel Strassberg's bequest to the library.

**Unanticipated Items**

There were no unanticipated items.

**Date of Next Meeting: November 13, 2018**

The date of the next meeting will be November 13, 2018. Ms. Nicolay will request a report from Boston Advisors in lieu of an on-site presentation. Ms. Nicolay will invite the new Town Treasurer Phyllis Marshall to attend the meeting.

**Adjournment (vote needed)**

Ms. Fennelly moved to adjourn. Adjournment was approved unanimously. Meeting adjourned at 9:07 p.m.

**Materials Distributed:**

- October 9, 2018 Meeting Agenda
- September 11, 2018 Meeting Minutes
- September 20, 2018 Special Meeting Minutes
- 2019 Holiday Schedule and Background Information
- Town Counsel Opinion on Legal Requirements to Allow a Private Group to Use Space in a Public Facility
- September 2018 Director Report with Circulation Data