

MEETING OF THE  
BOARD OF LIBRARY TRUSTEES  
AUGUST 13, 2019  
MINUTES

Location: Robbins Library Conference Room

**Call to Order:**

Chair Amy Hampe called the meeting to order at 7:15 pm, and in attendance were trustees Heather Calvin, Jonathan Gates, and Stephen Quinlan. Also in attendance were Andrea Nicolay, library director, and Anna Litten, assistant library director. Trustee Adam Delmolino attended virtually. Kathy Fennelly and Joyce Radochia were not present.

**Community Time:**

No members of the community were present.

**Approval of July 11 Meeting Minutes (vote needed)**

The Board reviewed the minutes of the July 11 meeting. Ms. Calvin moved to approve the minutes as amended. Mr. Gates seconded the motion. The Board approved the minutes.

**Approval of FY20 Trustee and Administration Goals (vote needed):**

The Board discussed the FY2020 Administration and Trustee Goals. Ms. Nicolay thanked Mr. Gates for his help on the document. The Board postponed voting on the Approval of the FY20 Trustee and Administration Goals pending revisions.

**Report of FY19 Trust Fund Expenditures and Vote for FY20 Trust Fund Allocations (vote needed):**

The Board reviewed the Report of FY19 Trust Fund Expenditures and the FY20 Trust Fund Allocations. The Board discussed the FY20 request including new allocations due to changes in the funding landscape for the Friends of the Robbins Library, as they are not receiving the DVD rental income as of July 1, 2019. The Friends of Fox declined to fund the Director's budget request to support operations and Saturday hours at Fox in FY20, citing the Town's agreement with the new tenant and the expectation that Little Fox Shop revenue would cover those expenses as of the lease start date. Ms. Nicolay explained to the Board that the newly established Little Fox Shop does not yet have revenue to cover these expenses, though it is anticipated that Little Fox Shop revenue will cover these expenses in FY21. The Trust request was expanded to cover the Fox deficit and State Aid funds will also be applied to ensure consistent service in FY20. The Board noted that approximately \$8,000 in Friends of Fox funds remains in the Fox account held with the Town, which will be applied to children's programming at Fox in FY20. Ms. Calvin moved to approve the trust funds request of \$169,645

minus the funds currently in the Fox account. Mr. Delmolino seconded the motion. The Board approved the FY20 Trust Fund allocations.

**Report of FY19 Russell Fund Expenditures and Vote for FY20 Russell Fund Allocations (vote needed):**

The Board reviewed the FY19 Russell Fund Expenditures. The Board thanked Russell Fund Coordinator Mora Rothenberg and Head of Children's Services Pam Watts-Flavin for adding popular Saturday singalongs and other performers. The Board discussed changes over time in the Russell Fund expenditures. The Board compared Russell Fund spending and earnings and asked for projections for future funding requests, including a 5-year lookback with a change summary of growth for the fund. Mr. Delmolino moved to approve the FY20 Russell Fund allocation. Ms. Calvin seconded the motion. The Board approved the FY20 Russell Fund allocation.

**Town Day Booth:**

The Board discussed the schedule for the Town Day Booth on Saturday, Sept. 14th.

**Director's Report and FY20 Library Action Plan:**

The Board reviewed the Director's Report and the FY20 Action Plan. The Board requested adding an EDI space in the Director's report. The Board discussed using the action plan to create talking points for Town Day.

**Foundation Liaison Update:**

Ms. Calvin reported that the Arlington Libraries Foundation raised \$87,000 in FY19. 25% of funds raised and used for expenses. The ALF is hoping to move expenses to closer to 20% of funds raised. The Foundation continues to work on new website and cleaning up their donor list. The Foundation hopes to approve a grant of close to \$60,000 to the libraries.

**Friends Liaison Updates:**

The Friends of the Robbins Library did not meet in July. There was no known meeting of the Friends of Fox.

**Communications and Announcements:**

The Board shared a letter from Farmer Trust and a letter from Library Assistant Sheila Berry thanking the Board for supporting her trip to the Massachusetts Library Association's annual conference.

**Unanticipated Items:**

There were no unanticipated items.

**Date of Next Meeting: September 10, 2019**

**Adjournment (vote needed):**

Mr. Delmolino moved to adjourn. The meeting was adjourned at 8:57 p.m.

**Materials Distributed:**

- August 13, 2019 Meeting Agenda
- July 11, 2019 Meeting Minutes
- FY19 Trust Fund Expense Report
- FY20 Trust Fund Overview and Request
- FY19 Russell Fund Final Report
- FY19 Russell Fund Expense Report and FY20 Russell Fund Request
- Director's Report, Summer 2019 with Strategic Goals and Action Plan, Monthly Snapshot, and July 2019 Circulation Report