

MEETING OF THE
BOARD OF LIBRARY TRUSTEES
October 08, 2024
MINUTES
Conducted by Hybrid Participation

Call to order

Chair Heather Calvin called the meeting to order at 7:18 p.m. In attendance were trustees Adam Delmolino, Jonathan Gates, Rebecca Gruber, Amy Hampe, Stephen Quinlan and recently appointed trustee Lily Rao, who attended as a non-voting observer. Library Director Anna Litten, Assistant Director Lara Vilahomat, and Arlington Deputy Town Counsel Jaclyn Munson were also in attendance. Ms. Calvin shared open meeting law information as it pertains to remote meetings and read the Resolution Acknowledging Native Lands.

Community Time

There were no comments from members of the community.

Approval of September 10 Meeting Minutes (vote)

Mr. Quinlan moved to approve the September 10 Meeting Minutes as amended. Mr. Delmolino seconded the motion. The Board held a roll call vote. Ms. Calvin voted aye, Mr. Gates voted aye, Ms. Gruber voted aye, Ms. Hampe voted aye. The Board approved the September 10 Meeting Minutes as amended.

Approval of FY25 Trustee and Administration Goals (vote)

Ms. Litten presented the Draft FY25 Action Plan and the Board discussed the document and suggested edits. The Board postponed voting pending changes to the FY25 Trustee and Administration Goals document.

Appointment of Fox Branch Library Communications Working Group

Mr. Delmolino volunteered to serve on the working group, along with Lily Rao, pending her appointment with the Town Clerk to take the oath of office. The working group will begin to draft communications anticipating two possible futures; the Town receiving MLPCP grant funding or failing to secure funds for the 2023-2024 grant round.

Overview of First Amendment Rights in Public Libraries

Deputy Town Counsel Jaclyn Munson presented an overview of first amendment rights and invited the Board to pass along any questions to Ms. Litten, who will share them with Ms.

Munson. Ms. Munson will also prepare and send a memo to Ms. Litten to be shared with the Board.

FY25 Library Policies Strategy

The Board discussed the 25 policies currently governing Robbins Library. The board proposed creating a policy review plan, to review and propose changes to these policies. Mr. Quinlan volunteered to begin this review.

Review of Financial Report/State Aid Application

Ms. Litten shared information about library state aid and an overview of the compliance form. She confirmed that the Robbins Library is eligible for state aid grants this year.

Director's Report

Ms. Litten took questions from the Board about the September Director's Report. Ms. Litten answered additional questions from the Board.

Foundation Liaison Update

Ms. Hampe reported that the Foundation met on September 25 and welcomed two new board members, and that they are working on their annual report and appeal. She thanked Ms. Calvin for her presentation to the Friends and the Foundation, and acknowledged the Foundation's success at Town Day.

Friends Liaison Updates

Ms. Gruber reported that the Friends of Robbins Library raised just under \$6,400 at the Town Day Book Sale and details about some upcoming events and programs, including Arts in Bloom, which will be March 6, 2025. She also described the discussion to create an MOU with the Friends and the library. Mr. Quinlan reported that he met with Deputy Town Counsel of Operations Christine Bongiorno who offered some recommendations on outreach to the Friends of Fox.

Communications and Announcements

Ms. Calvin reminded the Board about the communication received by Community Member Rajeev Soneja, which will be included in the shared materials and made available by request.

Unanticipated Items

There were no unanticipated items.

Format for Future Meetings

Ms. Calvin asked the Board to reach out to Ms. Litten with their feedback about in-person, hybrid, and online meetings. Ms. Calvin also acknowledged that there might be a need for printed materials at future meetings.

Date of Next Meeting: November 12, 2024

Adjournment (vote)

Mr. Delmolino moved to adjourn. The Board held a roll call vote. Ms. Calvin voted aye, Mr. Gates voted aye, Ms. Gruber voted aye, Ms. Hampe voted aye, Mr. Quinlan voted aye. The meeting adjourned at 8:40 p.m.

Materials Distributed

- October 8 Trustee Meeting Agenda
- September 10 Board of Trustees Meeting Minutes
- Draft FY25 Action Plan
- FY25 Financial Report
- ARL FY25 Financial Report Compliance
- September 2024 Director's Report and Circ Report
- September 19 Robbins Library Civic Academy Final