MINUTES OF THE BOARD OF LIBRARY COMMISSIONERS

Date : December 5, 2013

Time : 10:00 A.M.

Place : Board of Library Commissioners

Boston, Massachusetts

Present : Francis R. Murphy, Chairman; Mary Rose Quinn, Vice Chairman; Gregory J. Shesko, Secretary; Carol B. Caro; Mary Ann Cluggish; N. Janeen Resnick; Alice M. Welch

Absent : George T. Comeau; Mary Kronholm

**Staff Present:**

Dianne Carty, Acting Director; Liz Babbitt, State Aid Specialist; Celeste Bruno, Communications Specialist; Marlene Heroux, Reference Information Systems Specialist; Paul Kissman, Library Information Systems Specialist; Rachel Masse, Administrative Coordinator; Cynthia Roach, Head of Library Advisory and Development/Government Liaison; Deborah Roth, Contracts Specialist; Lauren Stara, Library Building Specialist; Gregor Trinkaus-Randall, Preservation Specialist; Rosemary Waltos, Library Building Specialist

**Observers Present:**

Anna Fahey-Flynn, Curriculum Coordinator for the Boston Public Library; Gianna Gifford, Manager of Reference and Instruction Services, Boston Public Library; Gregory Pronevitz, Executive Director, Massachusetts Library System

**Call to Order**

Chairman Murphy called the meeting to order at 10:15 and welcomed the attendees.

**Approval of Regulatory Hearing Minutes - November 7, 2013**

The following correction was noted:

On page 3, line 29, strike “December 6, 2012” and replace with “November 7, 2013.”

Commissioner Cluggish moved and Commissioner Caro seconded that the Massachusetts Board of Library Commissioners approve the minutes for the Regulatory Hearing Minutes of November 7, 2013, as corrected.

**The Board voted approval.**

**Approval of Business Meeting Minutes - November 7, 2013**

The following correction was noted:

On pages 2-17, change the date in the header from “11/05/13” to “11/07/13.”

Commissioner Caro moved and Commissioner Resnick seconded that the Massachusetts Board of Library Commissioners approve the minutes for the monthly business meeting of November 7, 2013, as corrected.

**The Board voted approval.**

**CHAIRMAN’S REPORT**

Chairman Murphy noted that today’s meeting is the first at the Board’s offices since last August. In September, October and November, the Board has held its monthly meetings in various locations throughout the Commonwealth.

Chairman Murphy stated that the FY2015 Legislative agenda is being widely disseminated, and though there has been some positive feedback, it is too soon to know how successful it will be.

Chairman Murphy stressed the need for “local legislative” meetings beyond the scheduled legislative breakfasts. As a follow-up to the Joint MFOL/MLTA meeting, he attended the MFOL monthly meeting which Commissioner Welch, as MFOL President, presides over. At that meeting it was noted that in order to get the message out it was important for MFOL members to (1) meet with their local legislators and (2) that MFOL members have coordinated follow-up contacts with the Legislature. It was pleasant to work with the MFOL Board which now also has former Commissioner Katherine Dibble as a member.

Chairman Murphy relayed that the Director Search subgroup (Commissioners Caro, Kronholm and Quinn) has commenced its work. He also reported that Acting Director Carty and he met recently with ANF staff to review several administrative steps regarding the search process. At that meeting, the case was also made to ANF of the need to fill the long-vacant Deputy Director position.

Chairman Murphy stated that he attended the Holyoke Library dedication along with Commissioners Kronholm and Resnick. Like the groundbreaking, the Holyoke Library dedication was very well attended. Speakers included Congressman Neal, Commissioner Kronholm and himself, the Mayor, City Councilors, the Library Director and library officials, Trustees and Friends.

Chairman Murphy reported that the eBook Pilot Project is underway with the official kick-off occurring on November 21, 2013 in Leominster. He also noted that, at the Library for the Commonwealth, the eContent for the state is being increased every day through the digitization program.

**ACTING DIRECTOR’S REPORT**

Acting Director Carty noted her pleasure in presenting a twenty-five-year service pin to Gregor Trinkaus-Randal, Preservation Specialist, and a five-year service pin to Rosemary Waltos, Library Building Specialist. Also awarded *in absentia* was a twenty-year service pin to Barbara Glazerman, Head of Operations and Budget. All recipients received a round of applause from the Commissioners and attendees.

Acting Director Carty reported that on November 8, 2013, Commissioner Murphy and she met with Katie Hammer (ANF Chief of Staff) and David Sullivan (ANF lawyer) to discuss the process and procedure for the MBLC director search and the position of deputy director.

On November 13, 2013 Acting Director Carty, along with MLS Executive Director Gregory Pronevitz, MLS President Patrick Marshall, WMLA President Chris Lindquist, WMLA Treasurer Susan SanSoucie, and Commissioner Resnick met with Senator Rosenberg, Representatives Kulik and Scibak and an aide to Representative Kocot concerning the status of the Whately facility.

On November 19, 2013, Acting Director Carty and Barbara Glazerman attended a meeting of the Performance Management group where she presented the MBLC’s goals and measurements for FY2012 and FY2013. The agency is in the process of defining and refining these goals and measurements that are part of the Strategic Plan authored by former Director Maier before he left.

Acting Director Carty reported that, on November 20, 2013, MBLC staff Cynthia Roach, Paul Kissman and she, and MLS staff Gregory Pronevitz and Deb Hoadley met with BPL staff Amy Ryan, Michael Colford, Anna Fahey-Flynn and Gina Perille. The meeting was called to update everyone on the eBook activities at BPL.

On November 21, 2013, Acting Director Carty and Commissioners Resnick and Welch attended the launch of the eBook Pilot Project at the Leominster Public Library. Commissioner Resnick, Acting Director Carty and representatives from Baker and Taylor and Bibliolabs offered congratulations and encouragement to the pilot libraries.

On November 22, 2013, Acting Director Carty, Commissioner Quinn and Cynthia Roach attended the MLA legislative committee meeting. Legislative Day is scheduled for March 31, 2014 at the State House and Snapshot Day is scheduled for the week of April 7, 2014.

She noted that the Magna Carta is coming to Massachusetts in July and will be exhibited at the MFA and at the Clark museum.

Acting Director Carty provided a construction project update:

She reported that during 2013 six library projects were completed. Four of the six were from the 2005 construction grant round. All the libraries that accepted provisional grant awards from this grant round were completed with the last being Holyoke in November. Eleven projects, all from the 2010-11 construction grant round, are underway and two of the projects offered provisional grant awards in October 2012 have until the end of this month to confirm local funding. Nine libraries remain on the waiting list for the new bond authorization to be approved.

Since the last Board meeting the regulatory process on construction regulations has been completed.

Acting Director Carty informed the Commissioners that the Athol Public Library project will be number three in the 2010-11 construction round to be completed. It will have its soft opening in December, and the building will be dedicated on January 25, 2014. Commissioner Welch will represent the Board at the dedication.

Acting Director Carty concluded her report by noting that MBLC Preservation Specialist Gregor Trinkaus-Randall was in Brussels, Belgium last week and represented the Society of American Archivists and the Academy of Certified Archivists at the International Council on Archives Section on Professional Associations. After the ICA SPA meeting, Mr. Trinkaus-Randall attended the first annual Conference of the ICA in which the main theme was accountability, transparency, and accessibility of records. Much of the discussion was on balancing accessibility with privacy concerns.

**LEGISLATIVE REPORT**

Cynthia Roach, Head of Library Advisory and Development/Government Liaison, reported that preliminary November 2013 revenue collections totaled $1.572 billion. The month ended $86 million above the monthly benchmark.

She stated that revenue collections for the first five months of the fiscal year totaled $8.669 billion, or 9.7 percent more than at this time last year and $359 million above the year-to-date benchmark. One-time tax settlements and judgments exceeding $10 million accounted for $159 million of the year-to-date surplus which must be deposited in the Commonwealth’s stabilization fund. Tax collections are up 9.7 percent over the first five months of fiscal 2014, compared to the same period in fiscal 2013.

Ms. Roach noted that all areas of revenue are meeting or exceeding benchmarks since the beginning of the year. Income tax collections are $164 Million more than benchmark; sales and use tax collections are $28 million over benchmark; corporate and business tax collections are $127 million over benchmark.

She informed the Commissioners that the Department of Revenue has certified that revenue growth has met the final threshold needed to lower the personal income tax rate from 5.25 percent to 5.20 percent beginning January 1, 2014. As a result, revenue collections for the remainder of the fiscal year will drop by an estimated $65 million.

Ms. Roach reported on the following Session Bills:

* The Committee on Bonding, Capital Expenditures and State Assets is holding a hearing on the Governor’s bond bill H. 3690 on December 11, 2013 in Room B1 at the State House at 10:30.
* H.397, An Act Regarding certification of Librarians, has not moved out of the Committee on Education.
* H.3292, An Act Relative to the Massachusetts Center for the Book, is in the Committee on Tourism, Arts and Cultural Development.
* H.2835, An Act to Establish a Municipal Record Preservation Commission, is still in the Committee on Administration and Regulatory Oversight.
* S.1906, A Resolve Creating a Special Commission on School Library Services, is in the House Ways and Means Committee.

**MARKETING PLAN UPDATE**

Communications Specialist Celeste Bruno updated the Commissioners the FY2015 Legislative Agenda. She showed what the library community will see about the Legislative Agenda on the agency website.

Prominent on the home page is an icon that will link the users to the materials created to FY2015 Legislative Agenda materials. People will have easy access to an interactive Google map showing statewide resident support for the eBook project. It also has links to school libraries, library construction, preservation and the Massachusetts Center for the Book. The library community also has access to the print version, the Legislative Agenda poster, logo, and supporting text. Acting Director Dianne Carty has emailed the library community with all this information. Ms. Bruno expects the print Legislative Agendas and posters to be delivered to libraries later this month and will send extra copies to libraries that request them.

Ms. Bruno also stressed that there is a great opportunity to engage people beyond the library community. Social media is playing a key role in that. The Legislative Agenda has been released on Facebook and Twitter; people are invited to join the conversation using the hashtag, #ebooksforeveryone. The hashtag is being used to highlight certain parts of the Legislative Agenda. For example, libraries can pay up to 600% more than consumers for the same eBook and that some eBooks like The Great Gatsby aren’t for sale to libraries at all. There is also an online form for becoming part of the Google map.

In conclusion, Ms. Bruno gave an update on the construction video. Once filming in Holyoke and Springfield is completed, the video will be finished. In the meantime, excerpts will be released which include footage from selected openings and events.

**CONSIDERATION OF APPROVAL OF MUNICIPALITIES MEETING THE REQUIREMENTS FOR FY2014 STATE AID TO PUBLIC LIBRARIES BASED ON ELIGIBILITY ESTABLISHED IN FY2014 FOR THE MUNICIPAL APPROPRIATION REQUIREMENT AND IN FY2013 FOR THE MINIMUM STANDARDS**

Liz Babbitt, State Aid Specialist, presented for certification 190 municipalities meeting the requirements for FY2014 State Aid to Public Libraries program.

She stated that seven municipalities (Barre, Canton, Chilmark, Canton, Holland, Ludlow and Northfield) used the accommodation policy for materials and eight municipalities (Brewster, Brockton, Fitchburg, Medway, Norton, Rockland, Saugus and Westport) used the accommodation for hours. Therefore, they will receive a prorated award. Ms. Babbitt noted that eleven municipalities (Concord, Groveland, Harvard, Lancaster, Lincoln, Middleton, Norwood, Sherborn, Truro, West Bridgewater and Whitman) used the flexibility option.

Commissioner Caro moved and Commissioner Quinn seconded that the Massachusetts Board of Library Commissioners certify that the communities on the attached list have met minimum standards of free public library service and award each a FY2014 Library Incentive Grant, a FY2014 Municipal Equalization Grant and a FY2014 Nonresident Circulation offset in the indicated amounts, totaling $1,516,523.09 and authorize any additional FY2014 State Aid to Public Libraries disbursements that may be possible toward the end of the grant cycle.

**The Board voted approval.**

**Commissioner Cluggish abstained as to Wellesley.**

**Commissioner Welch abstained as to Leominster.**

**Commissioner Murphy abstained as to Arlington.**

**Commissioner Quinn abstained as to North Andover.**

**Commissioner Caro abstained as to Brookline.**

**CONSIDERATION OF APPOINTMENT OF A PRESERVATION/DIGITIZATION COMMITTEE**

Cynthia Roach reminded the Commissioners that at the November 7, 2013 Board meeting the Board approved a special project for Planning for Preservation and Access to Historic Resources. She noted that the purpose of this planning project is to identify the preservation and digitization needs of public, academic, school and special libraries, museums, special collections, and historical societies across the Commonwealth. The process would include a look at the Library for the Commonwealth’s digitization project, the Digital Commonwealth, MBLC grant support, and how they relate to other state and non-profit agencies, such as the Massachusetts Archives. The project provides funds to hire a facilitator who will work with the Committee in the development of a plan. The Committee will present this plan to the Board by the end of 2014.

Committee charge: To develop a Preservation and Access to Historic Resources Plan that identifies the preservation and digitization needs of libraries, museums, special collections and historical societies across the Commonwealth.

Commissioner Resnick moved and Commissioner Cluggish seconded that the Massachusetts Board of Library Commissioners approve the establishment of a Planning for Preservation and Access to Historic Resources Committee as follows:

MBLC Commissioner Mary Rose Quinn

MBLC Staff Gregor Trinkaus-Randall, Preservation Specialist

Cindy Roach, Head of Library Advisory and Development

Boston Public Library/LFC Anna Fahey-Flynn, Collaborative Library Services Manager

Tom Blake, Digital Project Manager

Digital Commonwealth Karen Cariani, President and WGBH Archives

Massachusetts Archives Veronica Martzahl, Electronic Records Archivist

SACL Christine Brown, Bridgewater State University

Roland Ochsenbein, User Representative

Sarah Watkins, USS Constitution Museum

Simmons College Rachel Onuf, Archivist & Adjunct Professor

Public Library Sharon Sharry, Director, Jones Library, Amherst

**The Board voted approval.**

**PRESENTATION AND DISCUSSION OF THE FY2015 PLAN OF SERVICE AND PROGRAM AND BUDGET FOR THE LIBRARY FOR THE COMMONWEALTH**

Anna Fahey-Flynn, Curriculum Coordinator for the Boston Public Library, presented the budget and Plan of Service for the FY2015 Library for the Commonwealth program of the Boston Public Library. She noted that, for purposes of this budget proposal, the library is using the caps assigned to the Massachusetts Board of Library Commissioners by the Executive Office of Administration and Finance.

Ms. Fahey-Flynn stated that the budget BPL is submitting is funded at $2,421,970, and will allow the Library for the Commonwealth to further the important work in the areas of digitization and electronic content for residents across the Commonwealth.

She noted that the budget is increased in three budget lines: Personnel Costs, Books and Other Library Materials, and Contracted Services. The increase in personnel costs is merely to allow for contractual salary increases for the two developer positions working on the statewide digital repository and portal. The increase in Books and Other Library Materials is to boost the Boston Public Library's eBook collection, the single most used collection by eCard holders across the State. The increase in the Contracted Services goes directly to digitization and retrospective conversion. The increase in digitization will allow the BPL to provide digitization services for a greater number of cultural institutions across the State, and the increase in retrospective conversion will allow electronic access for additional BPL collections that are currently not cataloged or digitized.

As has been done in recent years, Ms. Fahey-Flynn again requested that the personnel costs for the two developer positions working on the Digital Commonwealth project be over and above the 50% personnel costs allowed in the LFC budget.

**PRESENTATION AND DISCUSSION OF THE FY2015 PLAN OF SERVICE AND PROGRAM AND BUDGET FOR THE MASSACHUSETTS LIBRARY SYSTEM**

MLS Executive Director Gregory Pronevitz presented the FY2015 budget and Plan of Service of the Massachusetts Library System (MLS). He noted that this budget and Plan of Service were approved by the MLS Council of Members at its meeting on November 4, 2013.

The budget is based on the MLS current annual budget figure: $7,225,123.

Mr. Pronevitz stated that the priorities of the Plan of Service are similar to last year, including, enhancing access to resource sharing and eContent for libraries and library users; solidifying the MLS brand and improving communications to reach all stakeholders; reaching out to underserved libraries with communications and programs; and developing connections and community between Massachusetts libraries and librarians.

**REPORT FROM THE MASSACHUSETTS LIBRARY SYSTEM**

MLS Executive Director Gregory Pronevitz updated the Commissioners on the following:

**New Officers on MLS Executive Board to Start in January 2014**

* Will Adamczyk, Milton Public Library, President
* Margot Malachowski, Bay State Health, Vice President
* Betty Johnson, Colrain Public Library, Secretary
* Tim Gerolami, Cape Cod Community College, Treasurer

**MA eBook Project**

* The Pilot Project was officially launched November 21, 2013 with a celebration in Leominster.
* There were welcoming remarks from MLS, MBLC, and vendor representatives.
* Launch Kits & Manuals were distributed to each pilot library.
* A joint press release, with MBLC, MLS and the vendors was distributed.
* Majority of the 51 libraries have been set-up with both vendors.
* Bellingham Public Library and Wellesley Public Library have both launched the project on their websites.
* MLS staff members have been meeting with other consortia and libraries on related projects to enhance services and efficiency.

**Facilities**

* Purchase and sale agreement executed for the Whatley facility.
* Closing has been pushed back to late January 2014 due to inspection needs.
* MLS is in contact with USDA to consider the short sale.
* The four-month short-term lease is part of the agreement.
* MLS visited the machine shop operated by the buyers.
  + Potential issues with joint occupancy noted -- cramped space, noise, chemicals, oils, and odors.
* Exploring alternative locations with realtor.

**Mediated ILL**

* Steve Spohn will form a task force shortly to help plan the transition to in-house mediated ILL services.
* Planning for expanded staffing and space.
* Testing of MLS ILL Center operations scheduled for April 2014 to ensure a smooth transition.

**STANDING COMMITTEE AND LIAISON REPORTS**

Commissioner Caro, co-chair of the Director Search Committee, reported that the Committee met (by conference call and in person) on November 13, 2013, and established a Director Search time table. She informed the Commissioners that Committee members Molly Fogarty and Gregory Pronevitz will be present at the ALA Mid-Winter conference in Philadelphia. And will answer inquiries at the ALA Job Center. Beginning January 6, 2014, the job posting will be advertised for two months. The Committee will meet again on February 6, 2014 to discuss what happened regarding the search at ALA. Review of applications will begin in March and it is hoped that initial interviews can be scheduled for the week of March 17, 2014.

**COMMISSIONER ACTIVITIES**

Commissioner Resnick attended the meeting with Senator Rosenberg, Representatives Kulik and Scibak and an aide to Representative Kocot concerning the status of the Whately facility on November 13, 2013.

Commissioners Caro and Quinn participated in the Director Search Committee meeting on November 13, 2013.

Commissioner Resnick attended WMLA Board meeting on November 14, 2013.

Commissioner Caro spoke at the dedication of the Boyden Library in Foxborough on November 16, 2013. Commissioner Cluggish also attended this event.

Commissioner Resnick spoke at the Granby grand opening on November 16, 2013. Commissioner Quinn also attended this event.

Commissioners Welch and Resnick attended the eBbook Pilot Project launch in Leominster on

November 21, 2013.

Commissioner Resnick spoke at the Holyoke dedication on November 22, 2013. Commissioner Quinn also attended this event.

Commissioner Welch attended the MFOL meeting in November.

Commissioner Caro, as the Board’s member, attended the November meeting of the Consumer Advisory Board at Perkins School in Watertown.

Commissioner Cluggish relayed that she spoke recently about library issues and funding with Senator James E. Timilty, a member of the Senate and Joint Committee on Ways and Means.

**PUBLIC COMMENT**

There was no public comment.

**OLD BUSINESS**

There was no old business.

**ADJOURNMENT**

There being no further business, Chairman Murphy adjourned the December 5, 2013 monthly business meeting of the Board of Library Commissioners at 11:57 A.M.

Gregory J. Shesko

Secretary