MINUTES OF THE BOARD OF LIBRARY COMMISSIONERS

Date : July 11, 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; George T. Comeau; N. Janeen Resnick

Absent : Mary Kronholm, Alice M. Welch

**Staff Present:**

Dianne Carty, Acting Director; Liz Babbitt, State Aid Specialist; Callan Bittrich, Web Coordinator; Celeste Bruno, Communications Specialist; Susan Gibson, Accountant; Barbara Glazerman, Head of Operations and Budget; Marlene Heroux, Reference Information Systems Specialist; Paul Kissman, Library Information Systems Specialist; William Morton, Assistant to the Director; Cynthia Roach, Head of Library Advisory and Development/Government Liaison; Debbie Roth, Accountant; Lauren Stara, Library Building Specialist; Rosemary Waltos, Library Building Specialist; Shelley Quezada, Consultant for the Unserved

**Observers Present:**

Mark Carthy, Trustee, Belmont Public Library; Maureen Conners, Director, Belmont Public Library; Louise Halstead, Member of Friends, Belmont Public Library; David Kale, Town Administrator, Town of Belmont; Anne Lauriat, Membership Chair of Friends, Belmont Public Library; Matt Lowrie, Trustee Chair, Belmont Library Trustees; Marlene O'Brien, League of Woman Voters; Anne M. Paulren, Belmont Public Library; Sarah Phillips, Trustee, Belmont Public Library; Laurie Ann Riley, SACL Chair; Stewart Roberts, Johnson Roberts Associated Architects; Catherine Utt, Business Manager, MLS; Mary Alice Wistman, President of Friends, Belmont Public Library

**Call to Order**

Chairman Murphy called the meeting to order at 10:00 A.M. and welcomed attendees.

**Approval of Minutes – June 6, 2013**

It was noted that Hamilton-Wenham Public Library was the venue for the June 6, 2013 meeting.

It was noted that the repetition, “that the Massachusetts” should be struck on page 11, line 10.

Commissioner Comeau moved and Commissioner Cluggish seconded that the Massachusetts Board of Library Commissioners approve the minutes for the meeting of June 6, 2013, as corrected.

**The Board voted approval.**

**CHAIRMAN’S REPORT**

Chairman Murphy noted that, because of the number of people attending from Belmont, he would move the agenda item for Belmont’s request for a site change for its library construction project to follow the Acting Director’s Report.

Chairman Murphy updated the Commissioners on his past month’s activities. He relayed that on June 13, 2013 he attended a very stimulating MLS workshop, Making Change: Transformation and Creativity in Libraries at the DCU Center in Worcester. He stated that the morning keynote, Lee Rainie, Director of Pew Research Center’s Internet & American Life Project, used statistics to illustrate the transformation of libraries. The closing keynote speaker Ping Fu, co-founder of Geomagic and author of *Bend, Not Break: A Life in Two Worlds* spoke on how she overcame the difficulties of her early life in China and became a leader in cutting edge technology. Chairman Murphy noted that the workshop was well attended and extremely informative.

Chairman Murphy noted that he has been advising the Director Search Committee as it continues the major task of finding the next Executive Director. The Commissioners will hear a progress report later in the meeting.

He also assisted in the first stage of the FY2015 legislative agenda formulation.

Chairman Murphy informed the Commissioners that he is in the process of reviewing Commissioner assignments for the next fiscal year.

**ACTING DIRECTOR’S REPORT**

Acting Director Carty introduced and welcomed to staff Callan Bittrich who commenced her duties as MBLC Web Coordinator on June 17, 2013.

She stated her pleasure in presenting MBLC Accountant Susan Gibson with the 2013 Citation for Outstanding Performance. She relayed that Ms. Gibson has worked in the Business Unit at the agency since January 2006. She congratulated Ms. Gibson and presented the citation. Ms. Gibson received a round of applause from the Board and attendees. Acting Director Carty noted that Ms. Gibson, along with representatives of the MBLC, will attend a ceremony at the State House on July 19, 2013.

Acting Director Carty reported that on June 20, 2013 the Construction team (Library Building Specialists Rosemary Waltos and Lauren Stara, Commissioners Cluggish, Shesko, and she) met to discuss the site change request for the Belmont Construction Project. She noted that Commissioner Comeau was also invited and helped with the history surrounding the project.

She stated that also on June 20, 2013 there was a conference call with the Statewide Library Card subcommittee of the Resource Sharing Committee. The subcommittee is now reviewing the prototype of a card in anticipation of focus groups to be held in the next few months.

Acting Director Carty relayed that on June 25, 2013 Cynthia Roach and she met with Ellen Donaghey, the new CFO at the Boston Public Library (BPL) to answer questions about the MBLC budget and which funds go to the BPL.

On July 1, 2013, Barbara Glazerman, Cynthia Roach and she attended an ANF session on the MBLC program budget and where it fits in the overall state program budget.

Acting Director Carty relayed that the initial draft of the Benchmark data for the Performance Management Strategic Plan is due on July 12, 2013 and that the Management Team will put together the agency’s data for submission.

She informed the Commissioners that, on July 22, 2013, she plans to attend the MLS meeting in Whately to discuss the MLS presence in western Massachusetts and the future of the Whately facility prior to the MLS Executive Board meeting.

Acting Director Carty updated the Commissioners on events occurring under the Massachusetts Public Library Construction Program.

* **Planning and Design:** Three information sessions were held in Milton, Mashpee and Westhampton. Fifty-seven registered, 50 attended and 35 libraries were represented. A fourth Information Session has been added and will take place in Charlton later in July. Letters of Intent are due in September.
* **Regulations:** Due to a technicality in the regulatory approval process, the emergency regulations were not made permanent. Another regulatory process will be initiated in FY2014 to amend the regulations concerning the waiting list and planning and design awards.
* **Everett:** The Shute Memorial Library project was expected to go out for general construction bids in mid- to- late June, with construction to begin in August. A temporary mini-library will be set up in late July, as the Shute Library is being closed for the duration of the project. It is estimated that the project will take between 10-12 months to complete. The MBLC awarded Everett a $2,236,491 Massachusetts Public Library Construction grant in July 2011.
* **Acushnet:** For the fourth time in 10 years voters rejected a request to help finance a $6.4 million library addition proposed for the Marie S. Howard Community Center on Middle Road. The $2.9 million ballot request failed on a 1,321-1,271 vote. The tally effectively rejected a request to match the $3.2 million MBLC grant. The library request — which had the backing of selectmen, the Finance Committee and Library Trustees — had overwhelmingly passed the May 20, 2013 Town Meeting, but failed at the polls. It also was rejected at the April 1, 2013 town election by 36 votes.
* **Millis:** The Millis Public Library project is finishing up and will move its collection and operations into the new one-story 18,000 square foot facility during July. On June 29, 2013, the library held a “bucket brigade” to transfer books from the children’s room stack to the new children’s room.
* **Westwood:** Westwood Public Library opened to the public on Monday, July 1, 2013. Their dedication is scheduled for September 15, 2013. The time has not been set.

Acting Director Carty reported that the Executive Board of the Western Massachusetts Regional Library System (WMRLS) met on June 17, 2013 and decided that selling the Whately facility was the best course of action; no viable tenants have materialized during the past 19 months.

She informed the Commissioners that she is planning to use a new method of collecting input from the library community and Massachusetts residents regarding the Board’s FY2015 Legislative Agenda and budget. She stated that the agency has recently subscribed to an additional module of the data management system currently in use. This will allow the agency to collect and organize comments more effectively. Using the organized comments, the Board will be able to better assess the needs of the library community when reviewing their legislative agenda. The September 12, 2013 Board meeting to be held in Worcester will allow for library community input into the Board’s Legislative Agenda. In the meantime, she plans to gather input from the major library community stakeholders—MLS, MLA, Networks, Talking Book Programs, etc. As part of the state’s Performance Management initiative, the agency also plans to use this tool to collect feedback regarding customer satisfaction with agency customer service.

Acting Director Carty reported that libraries across the state continue to sign-up children, teens, and adults for summer reading which kicks-off next week. On average, more than 300,000 people participate in the six to eight weeks of summer reading. Since 2009, the Boston Bruins have been the summer partners and make special library visits and offer great summer reading prizes. The players also come up with a Bruins Favorite Books reading list.

Acting Director Carty relayed that, after an RFP process for the Statewide eBook Project, three vendors were chosen and contract negotiations are currently underway. Pilot libraries are scheduled to begin using the new system in the summer of 2013. This testing phase will last until December 2013. Once the testing phase is complete and any adjustments made to the system, other libraries will be added on an ongoing basis. The project is jointly funded by MLS and the Massachusetts Board of Library Commissioners (with funding from the Institute of Library Services).

**CONSIDERATION OF A SITE CHANGE FOR THE BELMONT PUBLIC LIBRARY CONSTRUCTION PROJECT**

Following is Belmont's PowerPoint presentation to the Massachusetts Board of Library Commissioners by Matthew Lowrie, Belmont Trustee Chair, on behalf of Belmont's Board of Library Trustees:

Overview

* What we are asking for (re-siting)
* How we got here
	+ The need in Belmont
	+ Common sense for a new library
	+ The effort to rebuild in 2005-2007
	+ The current grant application on new site (2010)
	+ Why/how the new site failed
* Some thoughts on our request to re-site

What are we asking for?

* Award of $7.5M to build on school land across street
* Asking permission to apply to rebuild on current site instead, with two conditions
* Supports same programming as current (and last) application
* Cost at least as great (it was in 2005)
* (any others?)

How we got here - the need

* Belmont - a community that loves a library
	+ 1000 ± patron visits a day
	+ 2/3 of families hold library cards
	+ 1800+ items circulated per day
	+ 10,000+ attendees at children's events

How we got here - the need

* A building that was built when I was two
	+ Pick a need:
	+ The vacuum tube elevator
	+ (almost) 50 year old furnace
	+ The front steps (barred)
	+ ADA noncompliant

How we got here – early history

* Mid-90s - recognized need; many proposals
* 2002 - "Cluster" committee – repurpose current building, move across street

[Picture omitted]

Middle history – 2005

* Grant application - rebuild
* Current library about 30,000
* Rebuild, about 45,000
* Corresponds to 15% increased functionality, plus ADA compliance
* Why not relocate? No consensus
* Why not add on?
* Not one, but two feasibility studies done

Middle history - 2007, 2009

* Time for a building committee
* In Belmont, this is a big step
* Last minute motion by one Selectman to postpone for study of location
* CPOC - 2007 to 2009
* Again, repurpose current building and move across the street

2010 grant application – across the street

[Picture omitted]

Location

[Picture omitted]

Application - solving the fields

* Unanimous backing of Selectmen
* Unanimous support of Planning Board
* Application filed for new building
* Subcommittee formed. Five options identified winnowed down to two
* Options:
* Incinerator site
* Underwood pool

Not solving the fields

* Incinerator site
* Town lost title to the land
* Additional legislative action required
* Underwood pool
* Cannot move it without substantially impairing size
* School Committee votes not to provide land

Re-siting principles

* The MBLC examines site as part of application
* Can only change if circumstance beyond control of library renders impossible
* Indian artifacts
* Hazardous waste
* Or school committees?

Re-siting for Belmont

* Site, program, etc., approved in 2005 round
* Application site is currently impossible, for reasons we did not anticipate
* Legal title problems with incinerator site
* Physical constraints on pool site
* Conservation issues on other sites, etc.
* Time to complete this round (with extension)

In conclusion

* Respectfully request the MBLC permit re-siting to existing Library site
* With condition that it meet programming requirements (it will - we did this in 2005)
* With condition it not be less expensive (it won't be, due to tear-down and parking costs)
* And thank you for listening

Following the presentation Mr. Lowrie asked if the Board’s vote to allow West Springfield to change its site had not established a precedent.

Commissioner Quinn responded that the situation in West Springfield was not the same because it was beyond the municipality’s control.

Commissioner Cluggish, a member of the MBLC Construction Team, stated “We are constrained by our need to follow the requirements that are placed upon us by our stewardship of State bond money.”

She pointed out to Belmont that in its presentation on page 13, the second bullet reads: “Can only change if circumstance beyond control of library renders impossible.” She said that was incorrect and emphasized that, “The City or Town is the applicant and construction grants are awarded to the City or Town. The requirements say that site changes are only to be granted when it is beyond the control of the Town and Town entities. The land use decisions you have described to us are all town decisions, made within the Town by Town entities.”

Commissioner Comeau noted that, from his perspective, there are no “precedents” in deciding whether a petition is applicable to an allowance for a site change. He stated that “the Board meets every case with fresh eyes. Every petition rises and falls on its own merits. In all cases, the Board of Library Commissioners looks to whether the site change is outside of the control of the community. It is not enough that the reason for the change of site is beyond the control of the library. It has to be beyond the control of the municipality.”

Commissioner Shesko, also a member of the MBLC Construction Team, stated that “one of the most important activities of the MBLC is to support library construction projects throughout the Commonwealth and that the Commissioners are here to be as supportive as possible throughout the process. But this support has to be within the rules and regulations that the Board itself has approved. Yes, there is flexibility---but only up to a point. Change of approved site location is one where there is almost no flexibility. The rule states that: ‘The project site will remain as described in the application and approved at the time of the award or waiting list application. The Approved Site may only be changed for circumstances unforeseen and beyond control of the applicant.’ The applicant is the city or town.”

“Unfortunately, I cannot support Belmont’s request for a change in site location. The circumstances were not unforeseen. They were recognized from the very beginning of the process. The Selectmen approved the Library’s proposal knowing full well that the School Department would have to be given replacement land. This turned out to be far more difficult than any of the parties involved anticipated; they were unable to come to some satisfactory resolution but the issue was not outside of the control of the town of Belmont.”

“On June 25, 2013, the Construction Team met to review Belmont Public Library’s site change request and recommended that the MBLC Commissioners not approve the Town of Belmont’s site change request. At the same time Commissioners may wish to suggest two possible courses of action or options for Belmont Public Library:

* Option 1
* Continue to work with the town and school committee to resolve their issues over the ball fields
* Secure the project’s local funding by the December 31, 2013 deadline in order to accept their grant award funding
* Option 2
* Withdraw from the 2010-11 grant round
* Apply in the next construction grant round with a new project (The announcement for the next grant round may be as early as FY16 or FY17. BPL may qualify to apply for a Planning and Design Grant to offset the expenses of this effort.)”

Chairman Murphy stressed that the Board must adhere to its program regulations.

Commissioner Comeau moved and Commissioner Cluggish seconded that the Massachusetts Board of Library Commissioners deny the Town of Belmont’s request to change the site of its public library construction project which was approved for a provisional construction grant award by the Board on July 14, 2011.

**The Board voted approval.**

**Chairman Murphy called a recess at 10:53 a.m. to allow any attendees who wished to leave the meeting to do so.**

**Chairman Murphy reconvened the meeting at 10:58 a.m.**

**LEGISLATIVE REPORT**

Cynthia Roach, Head of Library Advisory and Development/Government Liaison, reported that both chambers of the Massachusetts Legislature passed the conference committee budget and sent it on to the Governor’s office. She noted that the Governor sent the transportation funding bill back to the chambers as he wanted them to address the potential of no turnpike fees after 2017. The Governor has until July 12, 2013 to sign the budget. Ms. Roach stated that it appears that he will veto lines with the transportation funding, noting his belief that the budget is $450 million out of balance. Both chambers claim that they have enough votes to override the Governor’s veto of the transportation funding bill and enough votes to override vetoes in the budget.

Ms. Roach noted that H 3335, An Act Providing for Capital Facility Repairs and Improvements for the Commonwealth, is still in the Joint Committee on State Administration and Regulatory Oversight. This is the act that includes funding for library construction. There are no hearings scheduled as yet. This is the same committee that held the hearing on the S 1475 the school library commission bill.

Ms. Roach relayed that there are no final revenue numbers for the year yet. She said that the good news is that the mid-month June revenues are 27% higher compared to June 2012. Tax collections to date total $950 million with another $379 million to reach benchmark.

**MARKETING PLAN UPDATE**

Communications Specialist Celeste Bruno began her report with information on the Bruins Summer Reading Kick-off which will be held at the Nevins Memorial Library in Methuen. She relayed that Nevins was chosen as the location for the kick-off because the library submitted an outstanding Bruins Visit application. Reviewers at the MBLC, MLS, and the Bruins all ranked it as the best. There will be eight Bruins prospect players at the event. With help from library staff and volunteers from Skate and Read three activities will run concurrently: hockey in the library in which the Bruins prospects and volunteers from Skate and Read teach children some hockey basics; story time in which the players read a hockey-themed story and ask Bruins trivia questions for prizes; and craft time in which children make their own hockey masks and pennants. Ms. Bruno thanked Commissioners Quinn, Resnick, and Cluggish for volunteering to help at the event where 75 children are expected.

Ms. Bruno stated that five other libraries will also receive special visits from Bruins mascot, Blades. They are East Longmeadow, Norton, Boxborough, Pembroke and Charlton. The Bruins and the libraries are currently setting dates for the events.

Ms. Bruno then discussed several projects that are set to begin in the coming months. She informed the Commissioners that she has worked with Library Information Systems Specialist Paul Kissman, Web Coordinator Callan Bittrich and Buyer Advertising to set up focus groups that will gather information about the statewide library card. In addition, the Public Relations Advisory Committee will assist Mr. Kissman and Ms. Callan with the marketing of the new Virtual Catalog. Ms. Bruno stated that she will also participate on the Statewide eBook Project’s PR, Promotion and Training Task Force set to meet for the first time later this month. Work on the FY2015 Legislative Agenda will begin in August as will the development of a new three-year communications plan.

Ms. Bruno relayed that the portal redesign will be complete at the end of August and the new portal will be launched in late September.

**CONSIDERATION OF APPROVAL OF FY2014 LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA) GRANT AWARDS**

Laurie Ann Riley, Chair, State Advisory Council on Libraries (SACL), presented for consideration the recommendations of the SACL for the award of grants under the Library Services and Technology Act (LSTA) program for fiscal year 2014.

Ms. Riley informed the Commissioners that fifty applications were received. SACL reviewed and discussed each application in May. Today, SACL is recommending that the Board provide funding for thirty-seven of these projects. These thirty-seven projects fall within the financial constraints of LSTA funding.

Ms. Riley stated that the recommendations are presented by type of grant in alphabetical order and then by individual projects in order by municipality. Some grants, ones that are called mini-grants, will have a project description that is the same for each applicant. Other grants, ones that are called targeted programs (‘Tweens and Teens, for example) will have an abstract for each applicant.

Ms. Riley noted that SACL’s recommendations are being presented as a series of thirteen (13) motions identified as items a-m in the accompanying documentation.

**The Board voted approval.**

**Community Languages Mini-Grant Program**

This program supports the purchase and acquisition of materials in “Community Languages,” e.g. those languages where there is an expressed need to augment current collections either in any of the traditional languages such as Spanish, Chinese, Portuguese, Russian, or in less common languages such as Khmer, Tibetan or Somali; also it supports American Sign Language. In addition, this project will support the development of ESOL materials for the many newcomers who seek opportunities to practice the English language.

Beyond material acquisitions, libraries are expected to develop creative programming and PR materials which will reach out to the target audience to make them aware of new collections. Partnerships with local schools, adult education centers and other community agencies must be stressed.

Commissioner Comeau moved and Commissioner Cluggish seconded that the Massachusetts Board of Library Commissioners approve the following Community Languages Mini-Grant totaling $10,000 to start no earlier than October 1, 2013.

|  |  |
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| **Agency** | **Total Amount Awarded** |
| Attleboro Public Library | $10,000 |

**The Board voted approval.**

**Customer Experience in a Digital Age Mini-Grant Program**

This mini grant program provides the funding for library training in basic customer service and the use of emerging technologies and digital media in the provision of that service. Libraries will agree to conduct some kind of pre- and post-survey of the community as a part of this project and will be required to attend a MBLC sponsored customer service training session in the fall of 2013. In addition awardees will commit to incorporating best practices in technology planning including assessment and evaluation of current policies related to customer service. Libraries are encouraged to partner with local high schools, colleges or other institutions that can provide technical advice and assistance.

Commissioner Cluggish moved and Commissioner Shesko seconded that the Massachusetts Board of Library Commissioners approve the following Customer Experience Mini-Grant totaling $54,780 to start no earlier than October 1, 2013.

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| **Agency** | **Total Amount Awarded** |
| Hamilton-Wenham Public Library | $7,500 |
| Kingston Public Library | $8,500 |
| Lakeville Public Library | $10,000 |
| Plainville Public Library | $5,955 |
| Raynham Public Library | $8,200 |
| Reading Public Library | $8,000 |
| Beaman Memorial Library, West Boylston | $6,625 |

**The Board voted approval.**

**Innovative/Open Projects**

This category is being offered to allow librarians to satisfy needs that are not now being met by current programs. It has always been a priority of the federal program to encourage innovation and risk taking. It is also an interest of the Massachusetts Board of Library Commissioners to provide librarians with opportunities to help fulfill their long range plan goals and objectives. The Innovative program will allow applicants to apply new methods to solve problems, build programs, and best carry out their library’s mission and plan. These projects must meet the needs of a specific target audience. Applicants can seek awards for projects that otherwise do not fall under the current LSTA program offerings, whether the project is innovative or a project that is being adapted. The Innovative Program offers libraries an opportunity to exercise maximum creativity to implement unique services in a flexible and collaborative grant-making environment.

Commissioner Shesko moved and Commissioner Resnick seconded that the Massachusetts Board of Library Commissioners approve the following five Innovative/Open Projects totaling $58,795 to start no earlier than October 1, 2013.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Agency | Proposal Title | Total Amount Awarded  | Year 1 Funding | Year 2 Funding |
| Bellingham Public Library | Shaking Up Stem | $7,500 | $7,500 |  |
| Chicopee Public Library | Find Yourself at the Chicopee Public Library | $5,000 | $5,000 |  |
| Massachusetts Correctional Institution/Norfolk | Humor - as – Therapy in the Correctional Environment | $8,795 | $5,795 | $3,000 |
| Memorial Hall Library, Andover | Especially for All - serving families with children on the Autism Spectrum | $7,500 | $7,500 |  |
| Peabody Institute Library, Peabody | Creativity Lab | $30,000 | $22,360 | $7,640 |

**The Board voted approval.**

**Libraries for Job Seekers Mini-Grant Program**

Public libraries have always provided resources for career development and job information. As methods of finding and applying for a job have significantly gravitated to the Internet, the library provision of free Internet services, wireless and computers is seen as increasingly valued service by users. Many patrons come with low technology and literacy skills, as well as being speakers of English as a second language. In this project the library, in partnership with local community agencies and other governmental departments, works to meet the needs of job seekers including computer training, resume preparation, interviewing, networking, and using the website of the Massachusetts Executive Office of Labor and Workforce Development. The library may plan, or be a presence at, career days where job seekers meet with potential employers and local service agencies. The library web space may be modified for the project goals, and multimedia collections, including online exam preparation resources (as funding permits), may be acquired. A portion of grant funds may be used to pay staff responsible for programming.

Commissioner Quinn moved and Commissioner Resnick seconded that the Massachusetts Board of Library Commissioners approve the following Library for a Job Seekers Mini-Grant totaling $14,800 to start no earlier than October 1, 2013.

|  |  |
| --- | --- |
| **Agency** | **Total Amount Awarded** |
| Jonathan Bourne Public Library, Bourne | $7,500 |
| Wellfleet Public Library | $7,300 |

**The Board voted approval.**

**Mother Goose on the Loose Mini-Grant Program**

Mother Goose on the Loose is an early childhood literacy program for babies, young children and their caregivers pioneered at the Enoch Pratt Free Library in Baltimore. The program evolved from a library nursery rhyme program into a thirty minute structured program based on the learning theories of educator Barbara Cass-Beggs. This innovative, emergent literacy program builds on the most recent findings in brain research--studies show that children learn best through routine and repetition in a nurturing atmosphere, affecting their preparation for reading and writing. MGOL is appropriate for children from birth to age five and their parents/caregivers.

Youth services staff will work with parents in a highly structured program which teaches them to use a variety of musical activities including rhymes, songs, finger plays, puppets, musical instruments and colored scarves. Patterns of music (fast/slow, high/low, loud/soft) and phonemic awareness is taught to the very youngest children. The program promotes appropriate responses to verbal cues, as well as fostering motor coordination and speech development.

Commissioner Resnick moved and Commissioner Quinn seconded that the Massachusetts Board of Library Commissioners approve the following Mother Goose on the Loose Mini-Grants totaling $21,194 to start no earlier than October 1, 2013.

|  |  |
| --- | --- |
| **Agency** | **Total Amount Recommendation** |
| Ipswich Public Library | $7,500 |
| Uxbridge Free Public Library | $6,194 |
| West Bridgewater Public Library | $7,500 |

**The Board voted approval.**

**Network Connections and Servers Targeted Program**

The purpose of this program is to offset a portion of the costs for maintaining and upgrading telecommunications and server-related hardware and software for the nine automated resource sharing networks. Activities covered include: replacing aging core telecommunications hardware for network central sites and remote library locations to prevent telecommunications failures for mission-critical library operations; upgrading member capacity; increasing security; maximizing bandwidth efficiency; allowing new wireless services to be deployed within the library; and replacing aging system servers or adding to server capacity where network growth/load warrants.

Types of equipment to be purchased include central site routers including backbone routers, remote site routers and switches, DSU’s, firewalls, VPN (virtual private network) equipment, packet prioritization and compression equipment, and related equipment.

Commissioner Caro moved and Commissioner Comeau seconded that the Massachusetts Board of Library Commissioners approve the following Network Connections and Servers grants totaling $133,123 to start no earlier than October 1, 2013.

|  |  |  |  |
| --- | --- | --- | --- |
| **Network** | **Total Amount Recommended** | **Year 1 Amount** | **Year 2 Amount** |
| Cape Libraries Automated Materials Sharing (CLAMS), Hyannis | $21,880 | $21,880 |  |
| Minuteman Library Network (MLN), Natick | $57,635 | $34,955 | $22,680 |
| Old Colony Library Network (OCLN), Braintree | $53,608 | $53,608 |  |

**The Board voted approval.**

**Next Chapter: Vital Aging for Older Active Adults Mini-Grant Program**

Choices made by Massachusetts’ 1.8 million baby boomers (approximately 30% of the population) will have a profound impact on the economic and civic composition of the state. As healthy, active and mobile adults, they seek opportunities to volunteer and “give back” to their communities and “redefine retirement.” Next Chapter will position libraries as centers for productive aging, lifelong learning and civic engagement by promoting the sharing of information resources and offering enhanced programming and services to a new generation of older adults.

Commissioner Comeau moved and Commissioner Cluggish seconded that the Massachusetts Board of Library Commissioners approve the following Next Chapter Mini-Grant totaling $7,500 to start no earlier than October 1, 2013.

|  |  |
| --- | --- |
| **Agency** | **Total Amount Awarded** |
| Westborough Public Library | $7,500 |

**The Board voted approval.**

**“On the Same Page” Community Reading Campaign Mini-Grant Program**

This mini-grant program provides funds to purchase books (in both print and audio formats) to be available through public, academic and school libraries for extended check-out, in order to promote community-wide discussion of a shared title over a period of weeks. Libraries will develop public relations strategies; provide reader’s advisory support tools and book-related links to promote the project on the library’s webpage. Readers may wear an “On the Same Page” button during the weeks when book discussions take place, to demonstrate participation in the project and to promote spontaneous conversations. This program will promote a culture of reading, and encourage closer ties among community members through the shared experience of reading and discussing the same book. The program also supports the broad intent of increasing literacy in the Commonwealth.

Commissioner Cluggish moved and Commissioner Shesko seconded that the Massachusetts Board of Library Commissioners approve the following “On the Same Page” Mini-Grants totaling $22,500 to start no earlier than October 1, 2013.

|  |  |
| --- | --- |
| **Agency** | **Total Amount Awarded** |
| Lynnfield Public Library | $7,500 |
| Morrill Memorial Library, Norwood | $7,500 |
| Rowley Public Library | $7,500 |

**The Board voted approval.**

**Preservation Assessment Mini-Grant Program**

Libraries will contract with an outside consultant to conduct a preservation survey of their collections and buildings. The purpose is to determine individual item conservation requirements and needs for proper storage, care and handling. The survey will result in a description of the problems observed and recommendations on how to rectify them and how to proceed to develop a long-range preservation plan to extend the life of their holdings. Each library will then develop an action program, based on the survey’s recommendations that will address these issues.

Commissioner Shesko moved and Commissioner Caro seconded that the Massachusetts Board of Library Commissioners approve the following Preservation Assessment Mini-Grants totaling $10,500 to start no earlier than October 1, 2013.

|  |  |
| --- | --- |
| **Agency** | **Total Amount Awarded** |
| Agawam Public Library | $3,500 |
| Brockton Public Library | $3,500 |
| Melrose Public Library | $3,500 |

**The Board voted approval.**

**Preservation of Library and Archival Materials**

The documentary heritage of Massachusetts is essentially intact from its founding, and much rich information and documentation exists. Throughout the Commonwealth, repositories house irreplaceable collections of books, as well as private and public documents, which serve as a rich resource for researchers involved in local, state, regional, national, and international studies. Library staffs in public libraries, academic libraries and other repositories have long collected materials that document their immediate and adjoining locales, as well as focusing on specific collecting areas. Although much of this material is monographs and pamphlets, a significant portion is manuscript material (personal and organizational papers), photographs, posters, ticket stubs, broadsides, etc. Many of these collections are in need of conservation work to prolong their lives and to enable them to be handled. Through this grant program, applicants can focus on the particular preservation and conservation need(s) of their local history/special/archival collections.

Commissioner Quinn moved and Commissioner Resnick seconded that the Massachusetts Board of Library Commissioners approve the following Preservation of Library and Archival Materials Grant totaling $12,676 to start no earlier than October 1, 2013.

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| --- | --- |
| **Agency** | **Total Amount Awarded** |
| USS Constitution Museum, Boston | $12,676 |

**The Board voted approval.**

**Reader’s Advisory Mini-Grant Program**

While the library community has spent the past decade or longer wrestling with issues of new technology, many traditional services, such as reader’s advisory services, have gone by the board. Moreover, many library staffs do not feel confident in their abilities to match a person with the right book. While new databases such as “Novelist” and “What Do I Read Next?” are now available, many staffs have not received training in their use, nor do they feel secure in their ability to help a patron use these new electronic tools.

This project will provide funds for training staff in the use of electronic and print reader’s advisory tools. It will enable libraries to purchase popular reading collections in multiple formats. To enhance staff members’ ability to match the appropriate book with the reader, libraries receiving funding will be requested to study a selected genre and reader’s advisory techniques during the course of the project year.

Commissioner Caro moved and Commissioner Comeau seconded that the Massachusetts Board of Library Commissioners approve the following Reader’s Advisory Mini-Grants totaling $15,000 to start no earlier than October 1, 2013.

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| **Agency** | **Total Amount Awarded** |
| Marston Mills Public Library, Barnstable | $7,500 |
| Medfield Memorial Library | $7,500 |

**The Board voted approval. Commissioner Resnick abstained.**

**Science is Everywhere: Supporting Science, Technology, Engineering & Math (STEM) Programs in Libraries**

Public or school librarians working with a science educator as well as local business or industry can offer programs and materials that stimulate creativity and promote innovation. Students can take an early look at “frontier occupations” such as alternative energy, green transportation, biotechnology, nanotechnology, robotics or aquaculture. Library programs can offer materials that help improve non-fiction reading as well as providing a place to explore hands-on STEM activities outside the classroom in a setting that is both fun as well as informative.

Commissioner Comeau moved and Commissioner Cluggish seconded that the Massachusetts Board of Library Commissioners approve the following Science is Everywhere Mini-Grant totaling $7,500 to start no earlier than October 1, 2013.

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| **Agency** | **Total Amount Awarded** |
| Stoughton Public Library | $7,500 |

**The Board voted approval.**

**Serving ‘Tweens and Teens Targeted Program**

Across Massachusetts, eager and hopeful teens enter the library each afternoon, looking for a place to be with their friends, to relax and to work on homework. They may also be seeking a place to expand their world, to volunteer in the community, and to pursue new projects. The need for programs and services for middle school and senior high school age students is apparent. The average school day ends between two and three in the afternoon and almost every teenager in America must find somewhere to go and something to do after school. At-risk, underserved youth need programs that intervene before these adolescents get into trouble. The purpose of this LSTA program is to help public libraries develop innovative programs and strategies to serve their ‘tweens and teens.

Commissioner Cluggish moved and Commissioner Shesko seconded that the Massachusetts Board of Library Commissioners approve the following Serving ‘Tweens and Teens Targeted Grants totaling $74,960 to start no earlier than October 1, 2013.

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| --- | --- | --- | --- |
| **Agency** | **Total Amount Awarded** | **Year 1 Amount**  | **Year 2 Amount** |
| Maynard Public Library | $15,000 | $9,800 | $5,200 |
| Newburyport Public Library | $14,960 | $9,080 | $5,880 |
| Sunderland Public Library | $15,000 | $7,500 | $7,500 |
| Wayland Public Library | $15,000 | $10,350 | $4,650 |
| Worcester Public Library | $15,000 | $10,100 | $4,900 |

**The Board voted approval.**

**CONSIDERATION OF APPROVAL OF THE LSTA SPECIAL PROJECTS AND PRIORITIES BUDGET FOR FY2014**

Cynthia Roach called the Commissioners’ attention to the proposed budget for the FY2014 LSTA Special Projects. She stated that these are federal FY2013 funds that need to be expended by September 30, 2014. She relayed that there is a change in the proposed FY2014 budget. She noted that the first part of the budget is a list of projects that the Board contracts with vendors to supply; the second part separates those special projects that are grant awards to library organizations, MLS, networks and libraries. For these projects, the applicants submit a grant application. Staff members review the application and approve or disapprove.

Ms. Roach informed the Commissioners that there is one new initiative that is part of this budget. It is funding to develop a mobile app for Massachusetts libraries. The app would be developed at the state level with access to state resources and it is hoped that it could be adapted down to the local level. She relayed that staff will have kick-off meeting by the end of the summer to discuss the parameters of the program.

Ms. Roach stated that the Small Libraries in Networks (SMLN) LSTA grant program has been moved into the Special Projects and Priorities Budget instead of the direct grant program reviewed by SACL. These are grants that continue the funding for those libraries in CW/MARS and MVLC who were the initial recipients of SMLN funding. The new part of this program is that a committee will be established to review and update the program.

Ms. Roach noted that, last year, staff members were not able to look at the agency data collection project; however, it is back as a project for this year. She stated that there is continued funding for the Center for the Book, Emergency/Disaster Preparedness, Statewide Databases, E-book platform, marketing program, etc. All projects fit within the parameters of the LSTA five-year plan.

Commissioner Cluggish moved and Commissioner Caro seconded that the Massachusetts Board of Library Commissioners adopt the proposed revised Special Priorities and Projects and budget for the Library Services and Technology Act program for FY2014 as presented in the attached documentation in the amount of $1,492,662.

**The Board voted approval. Commissioner Resnick abstained.**

The FY2014 Special Priorities and Projects and budget follows.

Massachusetts Board of Library Commissioners

Library Services and Technology Act

FY2014

Special Priorities and Projects

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| --- | --- |
| **Agency Data Coordination** | $50,000 |
| The agency collects a lot of data but there isn’t one place or one way that we can pull data from all the sources. This project would hire a consultant to work with agency staff to identify what we are collecting and how we can migrate to a product that would provide easy access to this data. The outcome of this project would be a place where anyone could look up a library and find data on them.  |
|  |
| **Center for the Book** | $25,000 |
| This covers the cost of annual membership in the Massachusetts Center for the Book. Activities include Letters about Literature, Literary Map of Massachusetts, Massachusetts Book Awards, and participation in the National and Boston Book Festivals.  |
|  |
| **Emergency Assistance/Disaster Recovery** | $20,000 |
| For the past two years, we have combined these programs; there are two contracts for direct assistance to public libraries in the event of a disaster. One contract provides on-site recovery services. The second contract provides professional preservation/consulting services available by telephone or on-site 24 hours a day, seven days a week.  |
|  |
| **Marketing Plan Implementation** | $150,000 |
| The Public Relations Advisory Committee and MBLC staff developed the 2011-2013 Public Awareness Plan. In FY2014, staff will continue the transformation of MBLC publications into the cohesive print and online format, promote summer reading, finish the online newsroom, and promote and support other LSTA-funded programs. Development of the public portal will also continue as the federated search is completed, the virtual catalog implemented, and other search features enhanced. |
|  |
| **Library Mobile App** | $150,000 |
| The staff has had much discussion on how to encourage the development of mobile apps for libraries. This project would develop an app that would have access to statewide products and services and that could then be configured to network and library level. |
|  |
| **Statewide Databases**  | $646,000 |
| Approximately 1750 libraries that are members of the Massachusetts Library System and all Massachusetts residents who have Internet access will have access to core resources through contracts with Gale/Cengage, Boston Globe through ProQuest and Encyclopedia Britannica. These database offerings are in partnership with MLS. |
|  |
| **Support for Summer Reading Online Registration** | $17,000 |
| This project funds the online registration system.  |
|  |
| **Virtual Catalog** | $61,239 |
| The virtual catalog is administered and maintained at Fenway Libraries Online (FLO).  We expect the transition to ShareIt, the new Virtual Catalog product, to happen late this year or early next. FLO will maintain the current system product until most libraries have transitioned to ShareIt. This cost covers licensing, FLO help desk support and overall administration and maintenance of URSA. |
|  |
| **Web-based Data Collection** | $69,615 |
| Counting Opinions is a web-based data management solution (LibPAS) that facilitates the collection and automatic tabulation of library data and enables the MBLC to manage and define data collection sets.  Public libraries report their ARIS and financial report information on this system. We are offering a customer satisfaction component for all public libraries. The agency subscribes to InformsUS, which is software that will allow the Board to gather data and feedback to help us meet the Governor’s customer service initiative. |
|  |
| **Website Support** | $57,864 |
| This item covers the ongoing costs of maintaining the MBLC websites (mass.gov/mblc and mass.gov/libraries) for one year. The sites are maintained by a private vendor under a competitively bid service contract.  |
|  |
| **Workshops/Trainings** | $10,000 |
| Trainings for LSTA sub-grant programs such as Conservation Circles, and workshops and training programs for Library Trustees and Friends.  |
|  |

**SPECIAL PROJECT GRANT PROGRAMS**

These are grant programs that are reviewed by staff and are not part of the Direct Grant Process reviewed by SACL. Each award has an application process and evaluation process in place.

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| **E-Book Platform** | $75,000 |
| Funds will be used to assist MA Library System in the support the infrastructure of the e-book platform. Libraries that belong to this project will support the purchase/lease of content. MLS and MBLC hope to support the infrastructure (equipment, staff) needed for the project. |
|  |
| **NCIP Connections** | $25,000 |
| Funding for NCIP connections will assist Virtual Catalog Members with capital costs to implement NCIP connection on the local ILS. The great advantage of ShareIt is that it uses NCIP to send messages to and from the Virtual Catalog to the local ILS. The grant that the Board awarded to FLO covers the cost of NCIP connections on the Virtual Catalog side; it can easily send messages to the local ILS; these grants provide the funding to implement on NCIP on the local side. The Virtual Catalog members (networks and academic libraries) are working with their vendors to talk about NCIP on the local ILS side. Virtual Catalog transactions should be more efficient and easier for library staff with the implementation of NCIP. |
| **Planning for Joint Public Libraries** | $10,000 |
| Permit the Board to issue challenge grants to groups of libraries interested in planning a joint public library or consolidating library services. Projects may be within a municipality or include more than one municipality. The intention is that the communities involved would match this grant with a similar grant from a regional planning agency or with their own funds. The communities would hire a consultant/facilitator to assist the libraries and communities to work through the issues that must be addressed in any consolidation of library services. |
|  |
| **Small Libraries in Networks**  | $125,944 |
| This is the targeted grant to CW/MARS and MVLC that assists public libraries in municipalities under 10,000 in population to maintain membership in these networks. This summer, we will be establishing a committee to review and update the Small Libraries in Networks Program. The committees charge will be to set criteria for financial support; wean communities who longer fit the population number, study the needs and issues of those non-network public libraries (about 40) and make recommendations; study distribution of funds and potentially set formula for allocation. |
|  |
| **Total Special Projects Budget** | **$1,492,662**  |

**REPORT FROM THE MASSACHUSETTS LIBRARY SYSTEM**

MLS Business Manager Catherine Utt informed the Commissioners that the MLS Executive Board has accepted the PR/Branding Task Force’s recommendation for a logo. MLS will work with Briggs Advertising, the Task Force, and the staff to prepare for launching the brand in conjunction with the MLS November 4, 2013 Annual Meeting.

She reported that the MLS Executive Board has accepted a recommendation to budget for Koha programming to allow MassCat libraries to participate in the Statewide Virtual Catalog. MLS is working with stakeholders to select the best vendor and will work with the Virtual Catalog group to launch as soon as schedules permit.

Ms. Utt stated that the MLS Executive Board accepted the recommendation to remove 61 ineligible special libraries from the membership.

She relayed that the Western Massachusetts Regional Library System Executive Board met to take action on a recommendation regarding the disposition of the Whately facility by investigating new avenues, in addition to continuing to seek a tenant, to eliminate the unnecessary costs incurred for the Whately facility. These include selling the facility.

Ms. Utt announced that MLS Executive Board’s next meeting is July 22, 2013 in Whately at 1:00 p.m. At 12:00 noon MLS will host a discussion to gather input on the future of MLS’s ongoing presence in western Massachusetts from stakeholders. An invitation to the membership, MBLC, Western Massachusetts Library Advocates, and the Legislative Delegation has been issued.

She informed the Commissioners that MLS is negotiating with the top three vendors for the statewide eBook platform. MLS is working on a terms and conditions addendum with its attorney to assert MLS rights for ownership of content in the future.

She stated that MLS staff recently had training on its Customer Relationship Management software. The software is live and is designed to allow MLS staff to more efficiently track its advisory contacts.

She noted that the MLS audit is in progress with on-site work scheduled for the last week of August.

**UPDATE OF THE DIRECTOR SEARCH**

Commissioner Caro, co-chair of the Director Search Committee, informed the Commissioners that all committee members from the initial search will continue to serve. According to the new revised time line, preliminary interviews with the Search Committee will take place from August 19 to 23, 2013.

**COMMISSIONER ACTIVITIES**

Commissioners Caro and Quinn have been participating in Director Search activities.

Commissioners Cluggish and Shesko participated in a meeting of the Construction Team on June 20, 2013. Commissioner Comeau also attended this meeting.

Commissioners Shesko also attended the Unveiling of the Collections of Distinction at Boston Public Library on June 21, 2013.

Commissioners Cluggish attended the MLS workshop, Making Change: Transformation and Creativity in Libraries on June 13, 2013.

Commissioner Resnick attended the Western Massachusetts Library Advocates (WMLA) Board Meeting in Whately on June 18, 2013 and led a discussion (for WMLA) with author Matthew Pearl who won the 2013 Fiction Mass Book Award for *The Technologists*.

**PUBLIC COMMENT**

There was no public comment.

**OLD BUSINESS**

There was no old business.

**ELECTION OF OFFICERS FOR FY2014**

Chairman Murphy relayed that he had requested that Commissioner Cluggish be a nominating committee for Board Officers for FY2014.

Commissioner Cluggish stated that, after consultation with the current Executive Committee and all the Commissioners, she is presenting the following slate for Board consideration: Commissioner Murphy for the office of Chairman, Commissioner Quinn for the office of Vice Chairman, and Commissioner Shesko for the office of Secretary.

Hearing no objections, Commissioner Shesko as Board Secretary moved and Commissioner Comeau seconded that the Board of Library Commissioners’ Secretary cast one vote on behalf of the entire Board for the slate as presented.

**The Board voted unanimous approval.**

**Commissioner Murphy was elected Chairman, Commissioner Quinn was elected Vice Chairman, and Commissioner Shesko was elected Secretary for FY2014.**

**ADJOURNMENT**

There being no further business, Chairman Murphy adjourned the July 11, 2013 monthly business meeting of the Board of Library Commissioners at 12:02 P.M.

Gregory Shesko

Secretary