MINUTES OF THE BOARD OF LIBRARY COMMISSIONERS

Date : November 7, 2013

Time : 10:30 A.M.

Place : Westwood Public Library

 Westwood, Massachusetts

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

Absent : None

**Staff Present:**

Dianne Carty, Acting Director; Liz Babbitt, State Aid Specialist; Celeste Bruno, Communications Specialist; Barbara Glazerman, Head of Operations and Budget; William Morton, Assistant to the Director; Cynthia Roach, Head of Library Advisory and Development/Government Liaison; Deborah Roth, Contracts Specialist; Lauren Stara, Library Building Specialist; Rosemary Waltos, Library Building Specialist

**Observers Present:**

Michael Colford, Director of Library Services, Boston Public Library; Anna Fahey-Flynn, Curriculum Coordinator for the Boston Public Library; Tony Hsiao, Finegold Alexander + Associates Inc.; Elizabeth Johnston, Library Director, Sherborn Library and Westwood resident; Mary Beth Persons, Chair, Westwood Board of Library Trustees; Catherine Utt, Business Manager, Massachusetts Library System; Thomas Viti, Library Director, Westwood Public Library

**Call to Order**

Chairman Murphy called the meeting to order and welcomed the attendees.

He recognized Westwood Board of Library Trustees Chair Mary Beth Persons who welcomed the Board to Westwood and the library. She thanked the Commissioners for the support the library received under the Massachusetts Public Library Construction Program.

Responding to a query from Commissioner Cluggish, Westwood Public Library Director Thomas Viti stated that circulation has increased approximately twenty-five per cent and there have been 92,000 visits by users in the four months the new library has been open.

Mr. Viti also thanked the Commissioners for the grant the municipality received under the Massachusetts Public Library Construction Program which he praised as a model for the Commonwealth. Mr. Viti also expressed his appreciation and thanks to all MBLC staff who were involved in the project over the years.

**Approval of Minutes – September 12, 2013**

The following correction was noted:

On page 1, line 40, strike the duplication: “Gregory Pronevitz, Executive Director, Massachusetts Library System;”

Commissioner Caro moved and Commissioner Kronholm seconded that the Massachusetts Board of Library Commissioners approve the minutes for the open forum meeting of September 12, 2013, as corrected.

**The Board voted approval.**

**Approval of Interview Minutes - September 25, 2013**

Commissioner Caro moved and Commissioner Comeau seconded that the Massachusetts Board of Library Commissioners approve the minutes for the special meeting of September 25, 2013.

**The Board voted approval.**

**Approval of Interview Minutes - September 26, 2013**

Commissioner Caro moved and Commissioner Comeau seconded that the Massachusetts Board of Library Commissioners approve the minutes for the special meeting of September 26, 2013.

**The Board voted approval.**

**Approval of Interview Minutes - September 27, 2013**

Commissioner Caro moved and Commissioner Comeau seconded that the Massachusetts Board of Library Commissioners approve the minutes for the special meeting of September 27, 2013.

**The Board voted approval.**

**Approval of Minutes - October 3, 2013**

Commissioner Comeau moved and Commissioner Welch seconded that the Massachusetts Board of Library Commissioners approve the minutes for the monthly business meeting of October 3, 2013.

**The Board voted approval.**

**Approval of Special Meeting Minutes - October 17, 2013**

Commissioner Quinn moved and Commissioner Comeau seconded that the Massachusetts Board of Library Commissioners approve the minutes for the special meeting of October 17, 2013.

**The Board voted approval.**

**CHAIRMAN’S REPORT**

Chairman Murphy reported that since the last Board meeting in Westhampton, there has been forward progress on the Board’s FY2015 Legislative Agenda. He stated that the Legislative Agenda has been finalized and the library community is in full swing to prepare for a strong effort both this fall and in the spring. Meetings have been held with Representative Kate Hogan, the leader of the Legislative Library Caucus, as well as with the appropriate MLA committees. Chairman Murphy relayed that he attended and spoke to the Joint MFOL/MLTA annual conference and at the MLS annual meeting, stressing the need for “local legislative” meetings beyond the scheduled Legislative Breakfasts.

Chairman Murphy stated that in the quest for a new Executive Director an offer was extended to an impressive candidate which did not get accepted due to his personal and career reasons. Therefore, a Special Board meeting was held on October 17, 2013 to begin discussion on next steps in the Director Search Process. A Board subgroup (Commissioners Quinn, Caro and Kronholm) has already started to work. He relayed that a meeting is being scheduled with ANF to go over several administrative steps to tighten the process. Also, since the Search Committee and Board has been involved in the process for the better part of the calendar year, it was agreed to not restart the next search until January 2014 when recruiting will begin at the ALA mid-winter conference.

Chairman Murphy stated that one of the Board’s most important (and visible) tasks is to insure that the E-Content Pilot program progresses. He noted that the Pilot is close to launch. On the same front, the DPLA (Digital Public Library of America) had its launch on October 24, 2013 at Boston Public Library with an evening reception. He said that several Commissioners attended and were impressed with the progress made, which directly involves the BPL and its digital endeavors.

**ACTING DIRECTOR’S REPORT**

Acting Director Dianne Carty reported that, on October 7, 3013 she attended the MLS Executive Board meeting and a membership meeting held to discuss an offer for the Whately Facility. Since that time the offer has become more concrete and Commissioners will hear more details in the MLS report.

Acting Director Carty stated that, on October 11, 2013, the Agency submitted its final dashboard program budget draft that included program budget measures and data against these measures. There is a meeting scheduled with ANF on November 18, 2013 to further discuss the drafts.

Acting Director Carty The annual NELA conference was held in Portland, Maine on October 20 through the 22, 2013. She presented the “State of the State” report for Massachusetts on a panel with the other New England state librarians and was also on a panel of 3 state librarians discussing open source projects in their states. Other MBLC staff attended and April Mazza and Gregor Trinkaus-Randall were presenters at programs. Acting Director Carty also mentioned that former MBLC Director Robert Maier received the 2013 Emerson Greenaway Distinguished Service Award for Librarianship at the conference.

Acting Director Carty attended the Digital Public Library of America’s opening reception on Thursday, October 24, 2013 at Boston Public Library.

Acting Director Carty stated that she left for Savannah, Georgia on October 27, 2013 to attend the week-long meeting of the Chief Officers of State Library Agencies (COSLA). She reported that COSLA is currently undergoing a planning phase which could change the structure of the organization by hiring an Executive Director and potentially other staff. Acting Director Carty mentioned that it was an opportunity for her to talk with the other state librarians and learn what their agencies are doing and how they function. One highlight included the Monday evening celebration of 40 years of COSLA. Former state librarians were invited to attend. She stated that she was able to spend some time speaking with former MBLC Directors Robert Maier and Keith Fiels.

Acting Director Carty said that she met with Representative Ryan Fattman on November 6, 2013 to discuss some questions about libraries being ADA certified and accessible and building plans that the library in Douglas has under consideration. Rep. Fattman represents Douglas, Oxford: Precincts 1, 4; Sutton and Webster.

Acting Director Carty announced that MBLC staff member Shelley Quezada has been appointed to the Massachusetts Afterschool and Out-Of-School Time Coordinating Council that consists of 15 members: 2 of whom are members from the legislature who serve as co-chairs. These roles were filled by Senator McGee from Lynn and Representative Benson from Lunenberg.

The council is charged with reviewing existing state and local programs and policies on afterschool and out-of-school time programs and making recommendations to the Department of Early Education and Care, the Department of Elementary and Secondary Education and the Department of Higher Education on model approaches. This council existed some six years ago but libraries were not represented.  This newly reconstituted council will examine opportunities for coordination and collaboration between school districts and community-based afterschool and out-of-school time programs. It will suggest approaches to increase access for all children and families to high quality afterschool and out-of-school time programming the Massachusetts Afterschool and Out-Of-School Time Coordinating Council is charged with preparing a progress report concerning the council’s activities, with appropriate recommendations concerning afterschool and out-of-school time programs, and filing the report with the governor and the clerks of the Senate and the House of Representatives by June 1 of each year that the council exists.

Acting Director Carty reported that the first meeting of this group was last month and Ms. Quezada had an opportunity to submit information about the work that libraries are doing – most of which was not on their radar screen.  Acting Director Carty emphasized that this is a great opportunity to advance the work of libraries in the Commonwealth in support of after school programs; it is an area that libraries excel in but for which they do not get as much recognition. The next meeting of the group which is bi-monthly will be in early December.

Acting Director Carty provided a construction project update:

**Library Openings and Dedications**

* Holyoke Public Library opened its meeting room for limited use earlier in October and opened fully to the public during the last week in October. The building’s dedication is Friday, November 22, 2013 at 11 a.m.
* Boston Public Library’s East Boston Branch opened to the public on November 2, 2013.
* Foxborough’s Boyden Public Library opened to the public in July. The building will be dedicated on November 16 at 10:00 a.m.
* Granby Public Library is complete, except for its custom made circulation desk which is being built by a local trade school, and will be dedicated on November 16, 2013 at 10:30 a.m.
* The Everett Public Library System’s Shute Memorial Library will hold its ground breaking event sometime in the next few weeks. A date has not been set.

**Voter Approvals**

* Scituate. On November 4, 2013 Scituate’s town meeting approved the library’s project to go to a debt exclusion vote.
* Shrewsbury. On November 5, 2013 by a 1,500 margin the Town of Shrewsbury approved the funding for the library’s project.

Acting Director Carty concluded her report by updating the Commissioners on the status of all current projects in the construction program:

* Five Completed Construction in 2013
1. Westwood
2. Foxborough
3. Millis
4. E. Boston Branch
5. Granby
* Eleven Are Moving Forward
1. \*Athol
2. \*Everett
3. Eastham
4. Edgartown
5. Reading
6. W. Springfield
7. \*W. Tisbury
8. Framingham
9. Salisbury
10. Shrewsbury
11. \*South Hadley

\*Anticipate completion of four projects in 2014

* Two with Provisional Grants Asking for Approval of Local Funds by December 31, 2013
1. Scituate
2. Belmont
* Nine Libraries Are Waiting for Provisional Grant Awards
1. Webster
2. Sandwich
3. Woburn
4. Hopkinton
5. Somerville
6. Stoughton
7. Hatfield
8. Sherborn
9. Leicester

**LEGISLATIVE REPORT**

Cynthia Roach, Head of Library Advisory and Development/Government Liaison, reported that the Department of Revenue has announced that state tax collections in October 2013 rose 11 percent, or $154 million above October 2012 receipts. Collections over the first four months of fiscal 2014 are up $616 million or 9.5 percent over the same period in fiscal 2013, which should help offset the estimated $160 million lost in budgeted revenues when the Legislature repealed a sales tax on technology services.

Ms. Roach stated that the Patrick administration estimates that non-tax revenues, such as federal funds and fee revenues, could fall $150 million short of estimates. Revenue department officials attributed the jump in October tax collections to one-time tax settlements, and better than expected estimated individual income tax payments and motor vehicle sales tax collections. Tax collections in October surpassed the monthly benchmark by $75 million, with business collections up $73 million over last October and beating the monthly benchmark by $84 million. Tax receipts over the first four months of the fiscal year are running $273 million above benchmark

Ms. Roach informed the Commissioners that, on November 4, 2013, the State Ethics Commission approved a draft rule that would allow public employees, from the governor down to a local zoning board member, to continue doing business with the government after taking public office. The five-member commission decided to relax particular ethics rules after Senator Dan Wolf, a Harwich Democrat, sought an exemption to allow him to keep holding office while Cape Air, where he is a part-owner, flies into and out of Logan International Airport, a publicly run entity. The exemption would allow people who contracted with government and later became a public employee to keep the government contract. It would also allow contract renewal, or for a subsequent similar contract, and it would permit “substantially similar” contracts as long as they are not competitively bid and have non-negotiable terms. Public employees using the proposed Exemption E to continue prior business would be required to file an exemption, and it would not provide for public employees to enter into some new business with the government. The draft will go to the Local Government Advisory Council for 14 days, and then a 21-day public hearing process would elapse before the regulation could be adopted.

Ms. Roach relayed that the Governor’s Capital Facility Repairs and Improvements Bill for the Commonwealth (construction funding is included in this bill) has a new number, H3690. The Board’s line item, 7000-9091, in the bill is $150,000,000. The bill is in now in the House Committee on Bonding, Capital Expenditures and State Assets.

She reported that the resolve creating a special commission on school library services in the Commonwealth is now S1906 and is now in the House Ways and Means Committee. The bill has been through the Senate Ethics and Rules Committee and appears to be a fast track.

Ms. Roach announced the Legislative Breakfasts are now beginning scheduled.

**MARKETING PLAN UPDATE**

Communications Specialist Celeste Bruno’s presentation focused on the Boston Book Festival and the success of using the FY2015 Legislative Agenda with the public at the event. Ms. Bruno reported that an estimated 75 Legislative Agendas were given out each hour. This was largely due to the fact that the design and topic of the agenda appealed to residents and it was easy to engage them in conversation. People didn’t like that “Lean In” costs libraries $75 while consumers pay just $12.99 and thought that it was unfair that some books were not for sale to libraries. People often picked up a Legislative Agenda and asked, “What’s the digital lockout?” The MBLC also made posters out of the Legislative Agenda and had them hanging around the booth. People pointed at different parts of it and commented to each other and with Commissioners and staff. Ms. Bruno noted that this was very different from past years when staff and Commissioners really had to work to find an inroad to talk with residents.

She relayed that MBLC staff and Commissioners at the event also gave people a “call to action.” They didn’t simply present the problem; but rather asked residents to help with a solution. Ms. Bruno stated that Commissioners Caro and Quinn were instrumental in asking people to get in touch with their legislators. MBLC staff Rosemary Waltos and Rachel Masse asked people to fill out cards of support that have been turned into a Google map. Hundreds of people did this.

Ms. Bruno explained that what the Boston Book Festival demonstrated this year – more than ever – is that there exists the potential to involve residents. To that end, the MBLC is planning to send each library a large poster and cards for their residents to fill out and be added to the Google map which will be imbedded in the online version of the Legislative Agenda.

**REVIEW OF STATE AID PROGRAM REQUIREMENTS**

Liz Babbitt, State Aid Specialist, stated that State Aid to Public Libraries is awarded annually to municipalities that meet certain minimum statutory (MGL Ch. 78, s. 19 A&B) and regulatory (605 CMR 4.0) requirements. Its purpose is to encourage municipalities to support and improve library services, to compensate for disparities among municipal funding capacities, and to offset the cost of circulating public library materials to Massachusetts nonresidents from certified municipalities.

She reported that there are 3 components to State Aid to Public Libraries: 1) the Library Incentive Grant, a per capita award; 2) the Municipal Equalization Grant, which uses a variant of the lottery formula; and 3) Nonresident Circulation Offset, a per transaction amount.

Ms. Babbitt reviewed the requirements for the FY2014 State Aid to Public Libraries program as follows.

STATE AID TO PUBLIC LIBRARIES MINIMUM REQUIREMENTS:

1. Comply with Municipal Appropriation Requirement in current year *[MGL c. 78, s. 19A]*

2. Comply with Minimum Standards in prior year *[MGL c. 78, s. 19B (1-6)]*

 a. Open to all residents of the commonwealth *[605 CMR 4.01 (1)]*

 b. Make no charge for normal library services *[605 CMR 4.01 (2)]*

 c. Be kept open a minimum number of hours per week *[605 CMR 4.01 (3)]*

 d. Employ trained library personnel *[605 CMR 4.01 (4)]*

 e. Expend a reasonable portion of the library’s total budget on library materials *[605 CMR 4.01(5)]*

 f. Lend books to other [certified] libraries in the commonwealth and extend privileges to holders of cards issued by other [certified] public libraries in the commonwealth on a reciprocal basis *[605 CMR 4.01 (6)]*

3. Submit State Aid to Public Libraries application and Annual Report Information Survey *[MGL c.78, s. 19B (7); 605 CMR 4.01(7) and 4.02)]*

4. Apply for and receive state certification for Library Director: either certificate of professional librarianship or certificate of subprofessional librarianship *[MGL c.78, s.22- 31; 605 CMR 3.01 - 3.06]*

She also briefly reviewed the flexibility option (in regulations) and the accommodation and population shift policies.

**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 61 municipalities meeting the requirements for FY2014 State Aid to Public Libraries program.

She stated that Gardner is using the accommodation policy for materials and for hours. Therefore, it will receive a prorated award. Ms. Babbitt noted that three municipalities (Burlington, Tisbury and Wilmington) are using the flexibility option.

Commissioner Comeau 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 $457,708.25 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 Shesko abstained as to Needham.**

**CONSIDERATION OF APPROVAL TO MAKE PERMANENT 605 CMR 6.00: LIBRARY IMPROVEMENT PROGRAM - PUBLIC LIBRARY CONSTRUCTION EMERGENCY REGULATIONS APPROVED BY THE BOARD IN 2012 AND 2013 AND FURTHER TO ADOPT AMENDMENTS THAT DEFINE "APPLICANT" AND "SITE APPROVAL" AND CLARIFY STATEMENTS RELATED TO PROPOSED CONSTRUCTION SITES AND REQUESTS FOR SITE CHANGES**

Library Building Specialist Lauren Stara reiterated her comments from the public hearing that preceded today’s meeting.

*Re: 605 CMR 6.00 Library Improvement Program – Public Library Construction*

*The documentation before the Board provides the recommendations for permanent changes to 605 CMR 6.00 Library Improvement Program – Public Library Construction.*

*These changes include:*

* *2012 –*
	+ *from 2012, the revision of the distribution of grant funds from three 30% and one 10% payment to five 20% payments*
	+ *to update the Assurances to reflect the most current Executive Orders related to minority and small businesses.*
* *2013 –*
	+ *from 2013, preparation for the 2013-14 Planning and Design Grant round by revising requirements and increasing the maximum grant award amount*
	+ *to allow the Board to offer end of the fiscal year provisional grant awards to projects with local matches but placed further down on the waiting list.*

*The most recent recommendations are intended to:*

* *Strengthen the language regarding project site changes*
* *Clarify what is meant by “the applicant”*
* *Define shared buildings and management plans*
* *Improve readability with a few minor language and format changes.*

*Following the state’s process for amending regulations, if the Board approves the proposed changes to 605 CMR 6.00, the changes will be adopted as permanent regulations upon publication in the Massachusetts Register on November 22, 2013.*

Commissioners Cluggish and Shesko thanked Library Building Specialists Lauren Stara and Rosemary Waltos for the time, effort, and hard work that they put in revising the regulations. Commissioner Cluggish stated her great pleasure to move the motion.

Commissioner Cluggish moved and Commissioner Shesko seconded that the Massachusetts Board of Library Commissioners make permanent 605 CMR 6.00 Library Improvement Program – Public Library Construction emergency regulations approved by the Board in 2012 and 2013 and further to adopt amendments that define “applicant” and “site approval” and clarify statements related to proposed construction sites and requests for site changes.

**The Board voted approval.**

**CONSIDERATION OF APPROVAL OF THE FY2015 LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA) GRANT ROUND PROGRAM CALENDAR AND GRANT ROUND PROGRAM & BUDGET**

Cynthia Roach stated that at its meeting of October 23, 2013, the State Advisory Council on Libraries (SACL) voted to forward to the Board for consideration the recommendation for the FY2015 Direct Grant program offered through Library Services and Technology Act (LSTA).

For this grant year, SACL is recommending thirteen grant programs. Full Steam Ahead is a new literacy program for public library preschooler projects. The World Around Us is a digital literacy program that asks applicants to choose a topic of concern in their community/school and develop programs and resources to address this topic. The preservation, digitization programs do not require a match this year. This was a concern expressed by the auditors that requirement of a match may limit the communities that could apply. For the next grant round, these programs will be revamped as the agency undertakes planning for how best to coordinate these services among the various providers, such as Digital Commonwealth, Library for the Commonwealth, etc. In the Innovative/Open program, SACL has stressed that projects that deal with adult literacy, civic engagement and staff development are welcome with hopes that future grant programs may develop from these projects. Over the next year, SACL will continue to revamp the grant program.

Ms. Roach called the Commissioners’ attention to the “Grant Round at a Glance” chart and pointed out that it includes funding for the Virtual Catalog. She noted that the Virtual Catalog implementation has been much slower than expected. It will be next spring at the earliest before the project begins to roll out. So, it seemed prudent to spread the grant over three years; the total of the grant amount $821,320 remains the same. The third year of funding for the Virtual Catalog will most likely reduce the total funding that is available for new grants in the FY2015 grant round.

Ms. Roach emphasized that there are many unknowns going into this grant process. The Agency does not know what its FY2014 federal allocation will be. It was April 2013 before the 2013 allotment was finalized. SACL understands that the total amount recommended for the direct grant program is contingent on this funding and that there may be additional cuts that will be necessary to make in the direct grant program.

Ms Roach stated that SACL believes that these selections offer a considerable variety of program opportunities for Massachusetts libraries.

**Approval of Grant Round Program Calendar**

Commissioner Welch moved and Commissioner Resnick seconded that the Massachusetts Board of Library Commissioners approve the Calendar for the administration of the FY2015 Library Services and Technology Act direct grant round as recommended by the State Advisory Council on Libraries and detailed in the accompanying documentation.

**The Board voted approval.**

**Approval of Grant Round Program and Budget**

Commissioner Quinn moved and Commissioner Comeau seconded that the Massachusetts Board of Library Commissioners approve the Program and Budget for the FY2015 Library Services and Technology Act direct grant round in the amount of $1,075,850 as recommended by the State Advisory Council on Libraries and detailed in the accompanying documentation.

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

**CONSIDERATION OF A REVISION TO THE FY2014 LSTA SPECIAL PROJECTS AND PRIORITIES BUDGET**

Cynthia Roach presented the proposed revised budget for the FY2014 LSTA Special Projects. She noted that these are federal FY 2013 funds that need to be expended by September 30, 2014.

Ms. Roach informed the Commissioners that there are two new projects that are added to this revision. She relayed that, as part of the direct grant review process, SACL members, Gregor Trinkaus-Randall and she met with other preservation and digitization groups to discuss how to coordinate programs and funding. The result of this meeting is that the group believed that it should begin a planning process. To this end, the Board will be asked to appoint a planning committee at the December meeting. She said that he committee will begin its work upon its appointment and will finish by fall 2014.

Ms. Roach stated that another new project is a Small Library Institute. One issue facing Massachusetts small libraries is sustainability. In small library meetings this past summer, directors spoke about needs such as technology assistance, and the difficulty of keeping ahead of the curve. MLS and MBLC will partner to sponsor an institute/summit for small libraries that will provide an opportunity to hear about other models that libraries across the country have used to help with sustainability. The summit would take place in late spring. MLS and MBLC are working to identify speakers.

She noted that these two additional projects are integral components of the LSTA 2013-2017 Long Range Plan.

Commissioner Quinn moved and Commissioner Caro seconded that the Massachusetts Board of Library Commissioners adopt the proposed revised Special Priorities and Projects for the Library Services and Technology Act program for FY2014 as presented in the attached documentation in the amount of $1,622,662.

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

Massachusetts Board of Library Commissioners

Library Services and Technology Act

FY2014

Special Priorities and Projects Budget Revised November 2013

Projects budgeted for State FY2014 use two sources of LSTA grants; some projects are funded with Federal FY2012 monies, the majority of the projects are funded with Federal FY2013 monies.

Agency Data Coordination $**45,000**

The agency collects much data but there isn’t one place or one way that we can pull data from all the sources. This project would begin coordinating agency data. The agency’s web development Team will begin this project as it looks to update and revamp the Library Construction Database.

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 Technology **$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.

Planning for Preservation and Access to Historic Resources $**45,000**

This is a planning process to identify the preservation and digitization needs of public, academic, school and special libraries, museums, and historical societies across the Commonwealth. As part of this project, we will ask the Board will appoint a Planning Committee at its December meeting. The process would include a look at the Library for the Commonwealth’s digitization project, the Digital Commonwealth, MBLC grant support and how these interweave with other state and non-profit agencies, such as Mass Archives. Funding would support a Planning Facilitator/ Consultant and funds to hold several focus groups. Process would begin by winter 2014 and would last approximately through early fall 2014.

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.

E-Book Platform: $**150,000**

This is funding that the Board allocated for the Pilot Project. The Pilot is not beginning until November 2014; the support for the Pilot is coming from LSTA 2013 Federal monies instead of Federal FY 12 funds.

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. There is a request from South Hadley Public Library and the Gaylord Library to merge staff and services.

Small Libraries Institute: **$10,000**

MBLC will partner with the MA Library System to provide an institute for libraries with populations of 10,000 or under.

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**  **$1,622,662**

**CONSIDERATION OF A FY2014 BUDGET REVISION FOR THE LIBRARY FOR THE COMMONWEALTH (LFC)**

Michael Colford, Director of Library Services at Boston Public Library, presented the proposed revision. He noted that this budget revision reflects an increase of $147,532 that was included in the FY2014 LFC budget. He relayed that this increased budget will be used to continue the work piloted through the LSTA grant to provide digitization services to libraries and cultural institutions across the state. He said that the program has been incredibly successful, and that this additional funding will allow Boston Public Library to continue providing this service.

Mr. Colford stated that the bulk of this increase will go toward a position in the Boston Public Library's Digital Projects Department. This position, Statewide Digitization Assistant and Project Archivist, will coordinate the workflow between the library's Digital Production and Metadata Labs, and institutions across the state. Additional funding for digitization and photography has been focused on continuing this service.

Mr. Colford said that, as in FY2013, Boston Public Library requests 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.

Commissioner moved and Commissioner seconded that the Massachusetts Board of Library Commissioners approve the FY2014 budget revision, filed on October 8, 2013 for the Boston Public Library as the Library for the Commonwealth to reflect revisions in the budget, with a new bottom line of $2,354,352, including a personnel budget of $1,177,176 that exceeds the established 50% limit on personnel expenditures by $219,179, as detailed in the accompanying documentation.

**The Board voted approval.**

**REPORT FROM THE MASSACHUSETTS LIBRARY SYSTEM**

Catherine Utt, Business Manager, Massachusetts Library System, presented the report.

**Whately Facility**

* For the past two years, MLS has been seeking a cost-effective way to maintain a western Massachusetts office. In the absence of a potential tenant to make the facility cost effective MLS put the facility up for sale.
* MLS has accepted an offer from local business owners and is providing information and inspections as part of the sale process.
* MLS anticipates the sale to be complete by the end of December.
* MLS plans to remain in the building for four months after the sale. During that time MLS will see if it is an acceptable long-term location for MLS operations and the new owners will consider the same question and make a mutually acceptable decision about a longer-term lease.
* In the event that the Whately facility is not in MLS’s best interest, there will be time to lease an alternate location for housing staff and providing training and meeting space for the membership.

**The Statewide eBook Pilot Project** is moving ahead. MLS has signed contracts with Baker and Taylor and BiblioLabs. MLS is still negotiating with EBL. Deb Hoadley is planning to launch the pilot later this month.

**Personnel and Organization**

Advisor for Youth and School Library Services opening has been filled. April Mazza will join MLS in December.

ILL Center Director has been filled. Sue Kaler will begin in January. Sue is currently ILL manager at the Wellseley ILL Center.

Deb Rachlen, Member Services/Staff Support Specialist, has resigned. MLS has replaced her with a temporary agency employee and will post the position soon.

**MLS’s Annual Meeting, “Building Community Outside the Box” was held November 4, 2013 at the College of the Holy Cross.**

* Over 250 attended and members were pleased with the programs.
* Keynote speaker: Christian Zabriskie of the Urban Libraries Unite movement. 12 remarkable libraries showcased their efforts to build community through non-traditional programs and projects.
* Anna Popp presented the new brand for MLS with a program entitled, “Envisioning our Community.”
* Members approved the FY2015 Plan of Service and Budget.

Commissioner Kronholm expressed her concern about the slow rollout of MBI’s broadband commitment for the western part of the state. Ms. Utt stated that MLS staff members also share this concern.

**STANDING COMMITTEE AND LIAISON REPORTS**

Commissioner Caro, co-chair of the Director Search Committee reported that following the October 17, 2013 special meeting to discuss next steps in the process, the subgroup (Commissioners Caro, Quinn and Kronholm) met to discuss a plan for the new search process. Search Committee members were contacted and all but two agreed to remain on the committee.

She informed the Commissioners that a conference call meeting of the entire Director Search Committee at the Board offices in Boston is scheduled for Wednesday, November 13, 2013.

**COMMISSIONER ACTIVITIES**

Commissioner Resnick participated in a World Cat demo on September 16, 2013 and a Serials Solution demo on October 8, 2013 as part of the Discovery Platform.

Commissioners Kronholm and Resnick attended the Western Massachusetts Library Advocates Annual Meeting on October 16, 2013.

Commissioners Kronholm, Resnick and Welch attended the Mass. Book Awards at the State House on October 17, 2013.

Commissioners Caro and Quinn attended the Boston Book Festival 2013 in Copley Square on October 19, 2013.

Commissioners Welch participated in a meeting of the State Advisory Council on Libraries at the Board offices in Boston on October 23, 2013.

Commissioner Resnick attended a Small Libraries in Networks meeting on October 28, 2013.

Commissioner Resnick attended a Discovery subcommittee meeting on October 31, 2013.

Commissioners Welch and Kronholm attended the Joint MLTA/MFOL Annual Conference at Worcester Technical High School on November 2, 2013.

Commissioners Kronholm, Resnick, Quinn and Welch attended the MLS Annual Meeting at the College of the Holy Cross in Worcester on November 4, 2013.

Commissioners Caro and Cluggish attended the dedication of Boston Public Library’s East Boston Branch on November 2, 2013.

Commissioner Cluggish stated that she recently had the opportunity to visit San Diego's new Central Library which recently opened. She described it as “marvelous.”

Commissioner Shesko noted that he was also recently away to visit with his first granddaughter. While in the DC area, he visited the Library of Congress which he said everyone should put on their “must do list.”

**PUBLIC COMMENT**

Sherborn Library Director Elizabeth Johnston relayed that as a Westwood resident she is overjoyed with the new library. She also stated that Sherborn is one of nine libraries that are waiting for provisional grant awards under the Massachusetts Public Library Construction Program. She stated that that Sherborn residents are rallying in support for the project.

**OLD BUSINESS**

There was no old business.

**ADJOURNMENT**

There being no further business, Chairman Murphy adjourned the November 7, 2013 monthly business meeting of the Board of Library Commissioners at 12:15 P.M.

Gregory J. Shesko

Secretary