MINUTES OF THE BOARD OF LIBRARY COMMISSIONERS

Date : October 3, 2013

Time : 10:00 A.M.

Place : Westhampton Public Library

 Westhampton, 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; Alice M. Welch

Absent : N. Janeen Resnick

**Staff Present:**

Dianne Carty, Acting Director; Liz Babbitt, State Aid Specialist; Callan Bittrich, Web Coordinator; Celeste Bruno, Communications Specialist; 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; Lauren Stara, Library Building Specialist; Rosemary Waltos, Library Building Specialist

**Observers Present:**

Molly Fogarty, Director, Springfield City Library; Nancy Hahn, retired librarian; Sharon Hawkes, Executive Director, Lenox Library Association; Lyn Keating, Librarian, Westhampton Public Library; Mark Makuc, Director, Monterey Library; Gregory Pronevitz, Executive Director, Massachusetts Library System; Sharon Shaloo, Executive Director, Massachusetts Center for the Book

**Call to Order**

Chairman Murphy called the meeting to order at 10:20 A.M. and welcomed the attendees. He noted that the late start time was due to a road closing.

He recognized Lyn Keating, Librarian for the Westhampton Public Library who welcomed the Board to Westhampton and the library. Ms. Keating thanked the Commissioners for the support the library received under the Massachusetts Public Library Construction Program. She noted that the new meeting room is appreciated by the residents of Westhampton and is in constant demand.

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

The following corrections were noted:

On page 2, line 26 and on page 4, line 13, use a consistent acronym to designate Administration and Finance.

On page 3, line 9, delete the second sentence.

On page 5, line 7, strike “George,” replace with “Georgetown.”

On page 7, line 1, insert “to the correct fiscal years” after “year shifts.”

On page 9, line 29 insert “be” after “will.”

Commissioner Caro moved and Commissioner Comeau seconded that the Massachusetts Board of Library Commissioners approve the minutes for the monthly business meeting of September 12, 2013, as corrected.

**The Board voted approval.**

**CHAIRMAN’S REPORT**

Chairman Murphy relayed that his major activities for the past month have revolved around the Board’s FY2015 Legislative Agenda and the finalist interviews for the position of Director.

He reported that he met with the directors of the Robbins Library in Arlington and the Brooks Free Library in Harwich to discuss the Legislative Agenda and to solicit grassroots support for it with the Legislature.

Chairman Murphy noted that the Board will vote later today to offer the position of Director to one of three finalists for the position. He offered his heartfelt thanks as Chairman to the Director Search Committee, Board members, staff and all who assisted in the long process leading to today's selection of a candidate. He also thanked Acting Director Dianne Carty for assuming the director’s responsibilities in addition to her regular responsibilities.

**ACTING DIRECTOR’S REPORT**

Acting Director Dianne Carty reported that she attended the dedication of the Westwood Public Library on September 15, 2013. She noted that Westwood Director Thomas Viti and Commissioner Comeau both gave inspiring speeches at this well attended event.

She relayed that on September 16, 2013 she attended a pilot of the Customer Service Workshop that will be rolled out by the state Human Resources Division in December 2013. Acting Director Carty stated that, judging from the input at this session, she anticipates that the workshops will be valuable for all staff.

On September 17, 2013, Acting Director Carty attended a session of ANF agencies to discuss the program budget that is mounted on the state’s website, mass.gov. She informed the Commissioners that there will be several updates to MBLC program areas before the dashboard is finalized in January 2014. In addition, the performance measures that were developed for the agency strategic plan have been revised and are due on October 11, 2013. She stated that at some point in the future the Performance Measures of the Strategic Plan and the Program Budget Measures will work together.

On September 19, 2013 Acting Director Carty presented testimony at the hearing for the Library Certification Bill. She noted that she was the only one to testify, but the information was well received by the committee.

Acting Director Carty informed the Commissioners that on September 21, 2013 Reference Information Systems Specialist Marlene Heroux represented the MBLC at the National Book Festival in Washington, DC. Ms. Heroux and Massachusetts Center for the Book Executive Director Sharon Shaloo attended the day-long festival.

Acting Director Carty stated that State Aid Specialist Liz Babbitt has conducted all the annual State Aid workshops. She thanked Ms. Babbitt for stepping up to take on more work.

Acting Director Carty announced that Consultant to the Unserved Shelley Quezada has been invited to join the very prestigious ALA Newbury Award Selection Committee for a two-year appointment.

Acting Director Carty relayed that former MBLC Director Robert Maier has confirmed that he will be in attendance at the NELA Banquet on the evening of October 20, 2013 in Portland Maine to accept the Emerson Greenaway (Great Librarians) Award.  The Massachusetts Library Association sponsored this nomination.  She reminded the Commissioners that Shelley Quezada received this award two years ago.

Acting Director Carty provided a construction project update:

**Planning and Design Grant Round**

* 36 Letters of Intent were submitted.
* 1 library withdrew its application.
* 35 directors along with one or more staff members attended one of three Application Workshops which were held in Maynard, Amherst, and Millis.

**Library Openings and Dedications**

* Holyoke Public Library opens to the public on October 15, 2013.
* Boston Public Library’s East Boston Branch will open to the public on November 2, 2013.
* Foxborough’s Boyden Library opened to the public in July. The date has not been set for the dedication.

***Library Journal* Architectural Issue**

In November, the *Library Journal* will publish its architectural issue featuring library buildings completed in FY2013. Millis and Westwood public libraries have submitted project information and pictures. It is hoped that these projects will be chosen for this issue.

 **Library Design Institute**

Thanks to Library Building Specialist Lauren Stara, *Library Journal*’s Library Design Institute wishes to hold its Library Design Institute in the Boston area sometime in November 2014. They have requested holding it at either the Boston or Cambridge public libraries. The Design Institute is a “library building and design event that explores the challenges libraries face in reconfiguring their spaces to accommodate changing user needs as eBooks and other digital resources…” The MBLC will be involved in assisting *LJ* in making arrangements to hold the Institute and in setting up a tour of area library buildings.

Acting Director Carty noted that the Library Construction brochure has received great praise from the field. She requested that all include it whenever they are talking to legislators about the MBLC’s programs.

**LEGISLATIVE REPORT**

Cynthia Roach, Head of Library Advisory and Development/Government Liaison, reported that September revenue figures have not yet been released by the Department of Revenue. She stated that September is a large tax collection month and that the September 2013 benchmark is $151 million more than September 2012.

Ms. Roach announced that a hearing has been scheduled on October 15, 2013 for H2835, “An Act to Establish a Municipal Record Preservation Commission.” She reminded the Commissioners that they voted to support this bill at their March 7, 2013 Board meeting.

**MARKETING PLAN UPDATE**

Communications Specialist Celeste Bruno began her presentation by highlighting the changes that have been made to the FY2015 Legislative Agenda. Changes were based on input received at the September Board Meeting and the budget forum that followed. In addition, Ms. Bruno emailed the draft agenda to the budget forum attendees and to the MLA Legislative Committee requesting any further input. Ms. Bruno also met with Commissioner Mary Ann Cluggish who has a background in marketing and offered advice on sharpening the agenda’s message.

Ms. Bruno continued her presentation with information about summer reading. Participation in summer reading 2013 increased 12% to 376,482 children, teens, and adults. This is a new record for the program. Ms. Bruno also announced the winners of the new Bruins teen contest, B’s Tickets for Teens. A pair of Bruins tickets will be awarded to teens in the following libraries: Holmes Public Library in Halifax, Nashoba Regional High School in Bolton and Joseph H. Plumb Memorial Library in Rochester. Information about the winners will be posted on the MBLC Facebook page. A second round of winners will be announced in January.

Ms. Bruno also continues work on the construction video. During the past few weeks filming has occurred in Westwood, Millis, and East Boston. Filming is planned for Holyoke and Springfield as well. Ms. Bruno estimates that the video will be complete by late November.

**CONSIDERATION OF APPROVAL OF POLICIES FOR THE FY2016 STATE AID TO PUBLIC LIBRARIES PROGRAM**

Liz Babbitt, State Aid Specialist presented for approval the proposed Board policies related to the FY2016 State Aid to Public Libraries program: 1) Extending a Grace Period for Increased Population-based Minimum Standards; 2) Minimum Standards of Hours of Service for Public Libraries; 3) Minimum Materials Expenditure Standard Calculation; 4) Materials Expenditure and Hours Open Accommodation Policy; 5) Municipal Appropriation Requirement (MAR) Calculation; 6) Determining Eligibility for a Waiver of the FY2015 Municipal Appropriation Requirement; 7) The Closure of a Public Library.

**Extending a Grace Period for Increased Population-Based Minimum Standards**

Commissioner Welch moved and Commissioner Comeau seconded that the Massachusetts Board of Library Commissioners adopt for the FY2016 State Aid to Public Libraries program the following proposed policy: Extending a Grace Period for Increased Population-Based Minimum Standards.

**FY2016 STATE AID TO PUBLIC LIBRARIES PROGRAM**

**EXTENDING A GRACE PERIOD FOR INCREASED POPULATION-BASED**

**MINIMUM STANDARDS**

1) To be eligible for the extension of a grace period for increased population-based requirements due to new population figures, the library must:

 a. be in compliance with or receive a waiver of the FY2016 Municipal Appropriation Requirement (MGL, c.78, s.19A).

 b. meet the other minimum library standards required for receipt of FY2016 State Aid to Public Libraries (MGL, c.78, s.19B):

 *(1)* *“be open to all residents of the commonwealth,*”

 *(2)* *“make no charge for normal library services*,”

*(6)* *“lend books to other libraries in the commonwealth and extend privileges to the holders of cards issued by other public libraries in the commonwealth on a reciprocal basis.*”

2) If a municipality is in a different population group according to the population estimates mandated by the General Court for use with the FY2016 State Aid program, it is eligible for a grace period of up to three years to meet the increased standard for hours open or materials expenditure. This grace period is for the FY2016 State Aid to Public Libraries grant round. Compliance for State Aid to Public Libraries in the FY2016 grant round is measured by library performance in FY2015. To be eligible for this grace period the library must be meeting the prior lower standard.

3) A library director whose educational requirement is now “graduation with a degree from an approved library school” because the population of his or her community has gone above 10,000 will be exempt (*grandfathered*) from the increased requirement. However, any work in progress by the director on prior educational/professional requirements of the Basic Library Techniques must be completed within the previously established time limits. When a *grandfathered* director leaves the library, his or her replacement must meet the changed requirement at the time of appointment as library director.

**Initial Approval of Policy: January 9, 1997**

**FY2016 Approval Date: October 3, 2013**

**State Aid Policies are approved annually.**

**The Board voted approval.**

**Minimum Standards of Hours of Service for Public Libraries**

Commissioner Comeau moved and Commissioner Caro seconded that the Massachusetts Board of Library Commissioners adopt for the FY2016 State Aid to Public Libraries program the following proposed policy: Minimum Standards of Hours of Service for Public Libraries.

**FY2016 STATE AID TO PUBLIC LIBRARIES PROGRAM**

**MINIMUM STANDARDS OF HOURS OF SERVICE FOR PUBLIC LIBRARIES**

Minimum Hours Open Per Week:

In keeping with the regulation that "library service should be available to the community a minimum number of hours per week," (605 CMR 4.0) the minimum hours requirement will apply during each week of the compliance period. To meet the requirement, a public library must be open the required hours, days and evenings during each week of the compliance period.

Compliance Period/Winter Hours:

The compliance period (winter hours) will be defined as those days after the Labor Day holiday weekend until the Memorial Day holiday weekend.

Summer Schedule:

The summer schedule period will be those days from after the Memorial Day holiday weekend until the Labor Day holiday weekend, and the library's summer schedule must apply to each week during that period.

Massachusetts Legal Holidays:

Libraries may close on Massachusetts legal holidays and local municipal holidays, and not affect their compliance with the hours of service standards.

**Initial Approval of Policy: February 4, 1993**

**FY2016 Approval Date: October 3, 2013**

**State Aid Policies are approved annually.**

**The Board voted approval.**

**Minimum Materials Expenditure Standard Calculation**

Commissioner Caro moved and Commissioner Shesko seconded that the Massachusetts Board of Library Commissioners adopt for the FY2016 State Aid to Public Libraries program the following proposed policy: Minimum Materials Expenditure Standard Calculation.

**FY2016 STATE AID TO PUBLIC LIBRARIES PROGRAM**

**MINIMUM MATERIALS EXPENDITURE STANDARD CALCULATION**

The minimum materials expenditure standard is computed for all municipalities using the amount expended for library materials and the amount expended by the library to operate. The percentage expended is calculated with these two figures and compared to the minimum required standard. (MGL, c.78, s.19B; 605 CMR 4.01(5)).

The following will be used to calculate the materials expenditure percentage:

1. Personnel

 *Salaries only.*

2. Library Materials

*The cost of books, serials, audio materials, and other non-print materials that circulate to library patrons or are used by library patrons within the library. Included are CD-ROM and online costs, (including money paid to networks for online databases), and museum passes. Supplies used to prepare library materials for circulation are not included (e.g. bar codes, book pockets, etc.) and the monetary value of donated books may not be included.*

3. Other Operating Expenditures

*The current and recurrent costs necessary to support the provision of library services. These include expenditures made by the library that are not capital, personnel, or for library materials. Other operating expenditures include building maintenance, energy and utilities, network membership, supplies, repair or replacement of existing furnishing and equipment, and other miscellaneous expenditures.*

**Initial Approval of Policy: January 9, 1997**

**FY2016 Approval Date: October 3, 2013**

**State Aid Policies are approved annually.**

**The Board voted approval.**

**Materials Expenditure and Hours Open Accommodation Policy**

Commissioner Shesko moved and Commissioner Quinn seconded that the Massachusetts Board of Library Commissioners adopt for the FY2016 State Aid to Public Libraries program the following proposed policy: Materials Expenditure and Hours Open Accommodation Policy.

**FY2016 STATE AID TO PUBLIC LIBRARIES PROGRAM**

**MATERIALS EXPENDITURE AND HOURS OPEN ACCOMMODATION POLICY**

The Board of Library Commissioners recognizes the necessity of continuing the policy of accommodation of the standards of the State Aid to Public Libraries program. This policy for the accommodation of the Materials Expenditure and the Hours Open standards seeks to certify as many municipalities as possible while still reinforcing the principles of library service represented by the minimum standards of public library service.

A municipality will receive certification for FY2016 State Aid to Public Libraries if it:

* meets the FY2016 Municipal Appropriation Requirement (MAR), or receives a waiver of the FY2016 MAR,
* meets the materials expenditure and hours open standard at either a full (100%), mid-level (90%), or minimum (80%) amount,
* meets all other statutory and regulatory requirements for State Aid to Public Libraries as contained in 605 CMR 4.01.

State Aid to Public Libraries grants will be awarded to all certified municipalities.

A municipality may meet a reduced standard of as low as 80% of the materials expenditure and hours open requirement contained in regulation (605 CMR 4.01), while continuing to remain certified and receive State Aid to Public Libraries.

Awards for municipalities meeting adjusted standards will be reduced according to compliance with reduced standard, and will be no less than 50% of the full award for meeting the minimum (80%) of both standards. Each standard that is met at a lower level will result in a 12.5% reduction to the full award for each level of reduction. Awards may be made in amounts of; 100%, 87.5%, 75%, 62.5%, 50%. If at the end of the FY2016 grant round funds remain, no second award of State Aid to Public Libraries will be made to a municipality using the flexibility of this policy of accommodation. Award amounts will be unchanged for municipalities meeting 100% of both standards.

Examples: Library A and Library B

Library A with a population of 11,000, is meeting its MAR. For State Aid compliance the library is required to be open 40 hours each week and expend 16% of its municipal appropriation on library materials. However, it was only open 34 hours and expended 14% on materials, minimum compliance for both standards. As a result, the FY2016 State Aid award will be reduced to 50% of the Cherry Sheet total.

Library B has a population of 17,000 and is meeting its MAR. It is required to be open 50 hours each week and expend 15% of its municipal appropriation on materials. It was only open 46 hours and spent 14% on library materials, mid-level compliance for both standards. As a result, the FY2016 State Aid award will be reduced to 75% of the Cherry Sheet total.

**Adjusted Awards**

|  |  |
| --- | --- |
| **Award Amount** | **Level of Compliance with Materials Expenditure Requirement and Hours Open** **Standards** |
| **100%** | **Full** (100%) compliance with both standards. |
| **87.5%** | **Full** (100%) compliance with onestandard and **Mid-level** (90%) compliance with the otherstandard. |
| **75%** | **Full** (100%) compliance with one standard and **Minimum** (80%) compliance with the other standard.**OR****Mid-Level** (90%) compliance with both standards. |
| **62.5%** | **Mid-Level** (90%) compliance with one standard and **Minimum** (80%) compliance with the other standard. |
| **50%** | **Minimum** (85%) compliance with both standards. |

**Materials Expenditure Requirement**

|  |  |  |  |
| --- | --- | --- | --- |
| **Population Group** | **Full****Compliance****(100%)** | **Mid-Level****Compliance****(90%)** | **Minimum****Compliance****(80%)** |
| Under 2,000 | 20.00% | 18.00% | 16.00% |
| 2 – 4,999 | 19.50% | 17.55% | 15.60% |
| 5 - 9,999 | 19.00% | 17.00% | 15.20% |
| 10 - 14,999 | 16.00% | 14.40% | 12.80% |
| 15 - 24,999 | 15.00% | 13.50% | 12.00% |
| 25 - 49,999 | 13.00% | 11.70% | 10.40% |
| over 50,000 | 12.00% | 10.80% | 9.60% |

**Hours Open Requirement**

|  |  |  |  |
| --- | --- | --- | --- |
| **Population Group** | **Full****Compliance****(100%)** | **Mid-Level****Compliance****(90%)** | **Minimum****Compliance****(80%)** |
| Under 2,000 | 10.00 | 9.00 | 8.00 |
| 2 - 4,999 | 15.00 | 13.50 | 12.00 |
| 5 - 9,999 | 25.00 | 22.50 | 20.00 |
| 10 - 14,999 | 40.00 | 36.00 | 32.00 |
| 15 - 24,999 | 50.00 | 45.00 | 40.00 |
| 25 – 49,999 | 59.00 | 53.10 | 47.20 |
| over 50,000 | 63.00 | 56.70 | 50.40 |

**The Board voted approval.**

**Initial Approval of Policy: April 3, 2003**

**FY2016 Approval Date: October 3, 2013**

**State Aid Policies are approved annually.**

**The Board voted approval.**

**Municipal Appropriation Requirement Calculation**

Commissioner Quinn moved and Commissioner Kronholm seconded that the Massachusetts Board of Library Commissioners adopt for the FY2016 State Aid to Public Libraries program the following proposed policy: Municipal Appropriation Requirement Calculation.

**FY2016 STATE AID TO PUBLIC LIBRARIES PROGRAM**

**MUNICIPAL APPROPRIATION REQUIREMENT CALCULATION**

The Municipal Appropriation Requirement (MAR) for each award year is computed using figures for the three prior fiscal years. For each of those three years that a municipality received a State Aid to Public Libraries award, the figure used will be either the MAR or Total Appropriated Municipal Income, (TAMI), whichever is higher. If the municipality was not certified for State Aid to Public Libraries in any year, the actual TAMI for that year will be used.

For the **FY2016** grant round:

The **FY2013** figure will be either the **FY2013 MAR** or the **FY2013 TAMI**, whichever is **higher**. If the municipality was not certified for State Aid to Public Libraries in FY2013, the actual final FY2013 TAMI will be used.

The **FY2014** figure will be either the **FY2014 MAR** or the **FY2014 TAMI**, whichever is **higher**. If the municipality was not certified for State Aid to Public Libraries in FY2014, the actual final FY2014 TAMI will be used.

The **FY2015** figure will be either the **FY2015 MAR** or the **FY2015 TAMI**, whichever is **higher**. If the municipality was not certified for State Aid to Public Libraries in FY2014, the actual final FY2014 TAMI will be used.

FY2016 Municipal Appropriation Requirement Calculation:

(FY2013 + FY2014 + FY2015) / 3 = average of three years

average x 1.025 = FY2016 MAR (average of three years plus 2.5 %)

**Initial Approval of Policy: August 8, 1991**

**FY2016 Approval Date: October 3, 2013**

**State Aid Policies are approved annually.**

**The Board voted approval.**

**Determining Eligibility for A Waiver of the FY2016 Municipal Appropriation Requirement (MAR)**

Commissioner Kronholm moved and Commissioner Cluggish seconded that the Massachusetts Board of Library Commissioners adopt for the FY2016 State Aid to Public Libraries program the following proposed policy: Determining Eligibility for a Waiver of the FY2016 Municipal Appropriation Requirement.

**FY2016 STATE AID TO PUBLIC LIBRARIES PROGRAM**

**DETERMINING ELIGIBILITY FOR A WAIVER OF THE FY2016**

**MUNICIPAL APPROPRIATION REQUIREMENT (MAR)**

The Board of Library Commissioners will consider requests for waivers of the FY2015. Municipal Appropriation Requirement (MAR) from municipalities that demonstrate fiscal hardship. Requests for waivers must include the following documentation and must be received by the MBLC State Aid and Data Coordination Unit **with a postmark no later than October 9, 2015:**

1. a signed *Petition for Waiver of the FY2015 Municipal Appropriation Requirement.*

**And…with a postmark no later than November 13, 2015:**

2. a completed *FY2015/FY2016 Total Municipal Operating Budget Worksheet*, and

3. supporting municipal budget document(s) (such as copies of warrant articles or summary pages from the municipal budget), listing for FY2015 and FY2016 both the total operating and departmental budgets for the municipality,

4. a statement from a municipal official:

 a. citing the fiscal hardship surrounding the municipalitys inability to meet the FY2016 MAR,

 b. explaining the municipality's FY2016 budget process regarding the library,

 c. providing evidence that any reduction to the library budget is not disproportionate relative to changes in other municipal departments and the overall municipal budget.

5. a cover letter from the library director and trustee chair, with enclosures if appropriate, explaining the library's FY2016 budget process and reasons why the community did not comply with the FY2016 MAR. (Examples of enclosures include: narratives from municipal officials describing the fiscal situation, text of referenda.)

**The Waiver Review Process**

According to Massachusetts General Laws, c.78, s19A:

No city or town shall receive any money under this section in any year when the appropriation of said city or town for free public library services is below an amount equal to the average of its appropriation for free public library service for the three years immediately preceding, increased by two and one‑half per cent of said average. Said board may, upon petition of a community, waive aforesaid requirement upon demonstration of fiscal hardship.

The number of waivers available for FY2016 will not be determined until the budget language is final for FY2016.

1. Petitions for a waiver will be reviewed by the Board of Library Commissioners at their January 2016 meeting.

2. All petitioners for a waiver determined to have a disproportionate cut to their budget must present their petition in person at the January 2016 meeting.

3. The Board will review FY2016 MAR Waiver Petitions based on:

 a. evidence of municipal fiscal hardship, and

 b. demonstration by the municipality that the librarys budget was not disproportionately reduced.

4. The Board will vote on the petitions for waivers of the FY2016 MAR at their February 2016 meeting.

5. The Board will hear any appeals of the denial of an FY2016 MAR waiver at their March 2015 meeting.

6. The Board will act on any appeal at their April 2016 meeting.

7. The FY2016 State Aid to Public Library Program officially concludes at the conclusion of the April 2016 Board of Library Commissioners meeting.

**Initial Approval of Policy: February 7, 2002**

**FY2016 Approval Date: October 3, 2013**

**State Aid Policies are approved annually.**

**The Board voted approval.**

**The Closure of a Public Library**

Commissioner Cluggish moved and Commissioner Comeau seconded that the Massachusetts Board of Library Commissioners adopt for the FY2016 State Aid to Public Libraries program the following proposed policy: The Closure of a Public Library.

**FY2016 STATE AID TO PUBLIC LIBRARIES PROGRAM**

**THE CLOSURE OF A PUBLIC LIBRARY**

The Massachusetts Board of Library Commissioners considers any municipality that closes its main public library or ceases offering library service to the public for any reason other than the undertaking of a project to improve library services (such as construction, automation preparation or inventory) or the occurrence of a natural catastrophe (including a limited emergency closing due to illness or death) to be, as of the date of that termination of service, no longer a certified participant in the State Aid to Public Libraries program.

The Commissioners will confirm the municipality's loss of certification at their next regularly scheduled Board meeting.

Once the municipality has lost certification, it cannot be recertified as meeting the minimum standards of public library service for State Aid to Public Libraries (as set forth in MGL c.78, s. 19A and 19B, 605 CMR 4.0, and current budget language) until the municipality's library has been meeting the standards for one complete fiscal year (July 1 through June 30) and proper application for State Aid to Public Libraries is made to the Board of Library Commissioners.

**Initial Approval of Policy: March 5, 1993**

**FY2016 Approval Date: October 3, 2013**

**State Aid Policies are approved annually.**

**The Board voted approval.**

**CONSIDERATION OF GRANT AWARDS UNDER ACCOUNT 7000-9506**

Paul Kissman, Library Information Systems Specialist, presented for consideration the three FY2014 grant award recommendations to be funded out of account 7000-9506, Library Technology and Resource Sharing: Telecommunications for Resource Sharing, Resource Sharing Program and Small Libraries in Networks Expansion Program. Mr. Kissman reminded the Commissioners that the three grant opportunities and funding were approved by the Board at the May 2, 2013 meeting. The total for the three award recommendations is: $1,570,700.

Mr. Kissman relayed that lower than expected requests under the Telecommunications for Resource Sharing program allows MBLC to recommend a shift of $73,000 to the Resource Sharing Program and $2,000 to MLS under the Small Libraries program for managing an additional four small libraries set to receive Internet over the MassBroadband 123 fiber network.

**FY2014 Telecommunications for Resource Sharing**

**PROGRAM ABSTRACT:** The Telecommunications for Resource Sharing program offsets the annual operating expense of library connections to the Internet and to the services provided by their automated library network, including core library business transactions, such as OPAC searching, circulation, cataloging, and patron registration. Automated resource sharing networks have received state-funded telecommunications support for 26 years (since 1987).

For FY2014, the Telecommunications for Resource Sharing program is able to offset 77.9% of the total cost of network telecommunications, after E-rate discounts have been factored in. This is an increase from FY2013’s offset of 71.8%. The program, highly valued by the automated resource sharing network members supports direct connections to 417 library outlets. Shared central site Internet connections benefit all 396 members (522 outlets).

Telecommunications for Resource Sharing also provides the annual ongoing “Internet only” connectivity funding for small public libraries participating in the Small Libraries in Networks program. The Massachusetts Library System (MLS) is responsible for providing broadband Internet access to 25 libraries.

Proposals were reviewed by MBLC staff and preliminary calculations were shared with the automated networks and MLS prior to the final recommendation. This is a formula-based grant program.

Commissioner Comeau moved and Commissioner Shesko seconded that the Massachusetts Board of Library Commissioners approve the following ten Telecommunications for Resource Sharing Grants, totaling $500,000, for FY2014.

**Telecommunications for Resource Sharing**

|  |  |  |
| --- | --- | --- |
| **Network / MLS** | **Municipality** | **Award** |
| CLAMS | Barnstable | $40,621  |
| C/W MARS | Worcester | $177,444  |
| FLO | Boston | $5,100  |
| MBLN | Boston | $50,477  |
| Minuteman Library Network | Natick | $75,115  |
| MVLC | North Andover | $29,860  |
| NOBLE | Danvers | $39,248  |
| OCLN | Braintree | $35,966  |
| SAILS | Lakeville | $21,871  |
| Massachusetts Library System | Marlborough | $24,298  |
| **$500,000** |

**The Board voted approval.**

**FY2014 Resource Sharing Program**

**PROGRAM ABSTRACT:** The Resource Sharing program provides an incentive for libraries that are members of the nine automated resource sharing networks to list their titles and holdings in a publicly accessible database, and to lend materials to users of other libraries using the efficiencies provided by their network software and the Statewide Virtual Catalog. Annual assessments that network member libraries pay are reduced with the help of these funds. Libraries, in turn, can show their funding authorities that there is a direct monetary benefit for their sharing materials, as well as the opportunity for their own users to have access to a much larger pool of resources. This grant program also completely offsets each network’s annual maintenance cost for participation in the Massachusetts Statewide Virtual Catalog.

At the end of FY2013, the nine networks held 13.5 million titles, a 5.6% increase from the previous year. Much of this increase was due to the purchase or lease of eContent titles. The networks held 37.7 million individual items, virtually unchanged (0.07% decrease) from the previous year. During FY2013, the networks facilitated the loan of 6.2 million items outside of the home library (a 2.3% decrease from FY2012).

Proposals were reviewed by MBLC staff, and preliminary calculations were discussed with the nine automated resource sharing networks.

Commissioner Quinn moved and Commissioner Comeau seconded that the Massachusetts Board of Library Commissioners approve the following nine Resource Sharing Program Grants totaling $968,000 for FY2014.

**Resource Sharing Program**

|  |  |  |
| --- | --- | --- |
| **Network** | **Municipality** | **Award** |
| CLAMS | Barnstable | $62,731  |
| C/W MARS | Worcester | $182,335  |
| FLO | Boston | $56,313  |
| MBLN | Boston | $139,640  |
| Minuteman Library Network | Natick | $166,080  |
| MVLC | North Andover | $84,076  |
| NOBLE | Danvers | $101,618  |
| OCLN | Braintree | $78,575  |
| SAILS | Lakeville | $96,632  |
| **$968,000** |

**The Board voted approval.**

**FY2014 Small Libraries in Networks Expansion Program**

**PROGRAM ABSTRACT:** In FY2014, $102,700 in state Library Technology and Resource Sharing Account funds will be used to support connectivity and network membership through the Small Library in Networks Expansion program. The state program complements the LSTA Small Libraries in Networks direct grant program. The Small Libraries in Network program is frozen for networks at FY2013 levels as the MBLC launches a Small Libraries in Networks task force to formulate recommendations for ways to make this program more responsive to the needs of current and potential participants.

With these grant awards, MLS is able to administer broadband Internet for 25 small public libraries (an increase of four libraries) as they transition to the new MassBroadband123 fiber network. The C/W MARS network will continue to offset the network membership costs for 34 small public libraries, and CLAMS will offset membership for 3 members. In combination with the federal grant, a total of 112 public libraries will receive support through Small Libraries in Networks programs in FY2014.

Proposals were reviewed by MBLC staff.

Commissioner Comeau moved and Commissioner Caro seconded that the Massachusetts Board of Library Commissioners approve the following three Small Libraries in Networks Expansion Grants totaling $102,700 for FY2014.

**Small Libraries in Networks Expansion**

|  |  |  |
| --- | --- | --- |
| **Network/MLS** | **Municipality** | **Award** |
| CLAMS | Barnstable | $7,500 |
| C/W Mars | Worcester | $82,700 |
| Massachusetts Library System | Marlborough | $12,500 |
| **Total Recommended: $102,700** |

**The Board voted approval.**

**CONSIDERATION OF APPROVAL OF A FY2014 BUDGET REVISION FOR THE MASSACHUSETTS LIBRARY SYSTEM**

Massachusetts Library System Executive Director Gregory Pronevitz presented the Massachusetts Library System (MLS) FY2014 Budget Revision. He relayed that the MLS Executive Board unanimously approved this document at their September 16, 2013 meeting.

Mr. Pronevitz noted that the most significant change is additional funding of $200,468 to reflect the fact that state funding was increased. In addition, MLS is now differentiating between spending on eBooks and other electronic content.

Commissioner Shesko moved and Commissioner Quinn seconded that the Massachusetts Board of Library Commissioners approve the FY2014 budget revision, filed on September 24, 2013 for the Massachusetts Library System to reflect revisions in the budget, with a new bottom line of $7,225,123.00 for the Massachusetts Library System Budget, as detailed in the accompanying documentation.

**The Board voted approval.**

**REPORT FROM THE MASSACHUSETTS LIBRARY SYSTEM**

MLS Executive Director Gregory Pronevitz updated the Commissioners on the status of the MLS Whately facility:

* For the past two years, MLS has been seeking a cost-effective way to maintain a Western Massachusetts office for the long-term.
* MLS signed a listing agreement with a realtor in mid-September to put the building up for sale in addition to offering space for lease.
* The realtor received an offer to purchase the property on September 27, 2013.
* The MLS Board is considering the offer to purchase with some conditions based on discussions with its realtor and attorney.
* The realtor spoke with the Whately Town Administrator to ascertain their interest in a joint EMS service because of their recently stated interest in leasing space from MLS.  The Town Administrator reported that the Town will not be able to make a decision until June 2014 and MLS is not certain what their decision will be.
* No other avenues are currently open that would allow MLS to retain ownership and/or control of the property cost-effectively.
* MLS is seeking alternative quarters in Western Massachusetts to house seven staff members, host training and meeting needs, provide adequate parking, and provide a welcoming environment for the membership.

**CE/Advisory**

Mr. Pronevitz reported that MLS is planning some exciting new CE this year and moving more of it into the virtual environment. He encouraged all to visit the MLS online calendar for details: <http://www.masslibsystem.org/continuing-education/>

Mr. Pronevitz relayed that in FY2013 MLS held 335 events, including 69 online events with a total of about 4,600 attendees of which 1,300 were online. In person attendees included about 20 percent each from the Central, Southeast, and Western parts of the state with fewer attendees from the Northeast (about 15%), Metrowest and Boston (both at about 10%). He noted that attendees at online events were more evenly distributed. Attendance by library type was about 70 percent for public libraries; 13 percent school libraries; 9 percent academic libraries; and 5 percent special libraries.

He stated that MLS members used MLS guides on policies, tech planning, and other topics heavily. Over 36,000 views were recorded last year. Please see: <http://guides.masslibsystem.org/index.php>

**Summer Library Program**

Mr. Pronevitz announced that last summer's library reading program was a record breaker. 100,000 registered, up from 95,000 last year.  Libraries hosted 15,600 programs, and 376,000 people attended.  The program experienced its biggest growth in adult participation with 8,408 adults reading.  This is an important milestone in the goal to focus on family reading and literacy, not just kids’.

**Mass. Broadband Initiative**

Mr. Pronevitz reported that, after some delays, MLS staff is hearing a plan for go-live in the December 2013 - February 2014 time frame. Apparently the build is 97% complete. MLS staff members have upgraded networks and hardware for the 30+ libraries. Libraries are evaluating options for internet services over the new fiber connections with the help of the MBLC and MLS.

**The Statewide eBook Pilot Project**

Mr. Pronevitz reported that the Statewide eBook Pilot Projects are moving ahead. He said that MLS staff member Deb Hoadley has been hosting weeklong training sessions from each of the three vendors. He informed the Commissioners that 130 pilot library staff, MLS, and network staff have attended. He noted that collection development planning is in progress. MLS is working on PR and promotion of this project to assist libraries in getting the word out to staff, patrons, and their communities with a user manual. A committee to plan for sustainability met twice and is charged with developing a model to generate sufficient funding for the long-term success of the platform. MLS is negotiating three complex contracts to meet the needs of numerous library participants in the long term and have sent the most recent revisions to vendors this week.

**Personnel and Organization**

Mr. Pronevitz stated that the Advisor for Youth and School Library Services opening was posted and interviews are in progress. MLS hopes to fill this position as soon as possible.

**MLS’s Annual Meeting, “Building Community Outside the Box” is scheduled for November 4th at the College of the Holy Cross.**

* Over 200 have registered to date.
* Keynote speaker: Christian Zabriskie of the Urban Libraries Unite movement. He has a number of compelling stories on libraries leading community-building efforts.
* 12 remarkable libraries showcase their efforts to build community through non-traditional programs and projects.
* MLS has completed a branding exercise and MLS staff member Anna Popp will present MLS’s new brand and art work with a program entitled, “Envisioning our Community.”

**CONSIDERATION OF ADOPTION OF A LEGISLATIVE AGENDA FOR FY2015**

Acting Director Carty stated that the input from the open forum and the survey of the wider library community supports the focus on two line items in the FY2015 Legislative Agenda. These are account lines 1) 7000-9501 (State Aid to Public Libraries) and 2) 7000-9506 (Automated Networks/Library Technology & Resource Sharing).

Commissioner Caro also stressed the need for funding to restore the Deputy Director position.

Commissioner Comeau moved and Commissioner Cluggish seconded that the Massachusetts Board of Library Commissioners adopt the FY2015 Legislative Agenda which includes a focus on eBook development and increases in the Board’s account lines: 7000-9501 (State Aid to Public Libraries), 7000-9506 (Automated Networks/Library Technology & Resource Sharing), 7000-9101 (Board of Library Commissioners), 7000-9401 (Massachusetts Library System/State Aid to Regional Libraries), 7000-9402 (Talking Book Library [Worcester]), and 7000-9406 (Talking Book & Machine Lending [Perkins]). Included in this proposal is the funding needed to support the restoration of the MBLC Deputy Director position.

**The Board voted approval.**

**CONSIDERATION OF THE CONDITIONAL APPOINTMENT OF A DIRECTOR OF THE MASSACHUSETTS BOARD OF LIBRARY COMMISSIONERS**

Commissioner Quinn gave a brief review of the Director Search Process and Commissioner Caro gave a brief review of the Director Interview Meetings.

Following these reviews, the Commissioners engaged in a discussion of the merits of the candidates. While noting that they were impressed with all three candidates’ commitment to libraries and their vision, the Commissioners present unanimously agreed to offer the position to Mr. James LaRue.

Commissioner Comeau moved and Commissioner Cluggish seconded that the Massachusetts Board of Library Commissioners offer the position of Director to James LaRue pending the review of background reference checks, and authorize the Chairman to begin negotiations with Mr. LaRue.

**The Board voted approval.**

**COMMISSIONER ACTIVITIES**

Commissioner Comeau spoke at the dedication of the Westwood Public Library on September 15, 2013. Commissioner Cluggish also attended this event.

Commissioners Kronholm, Resnick, Shesko and Quinn participated in the small library tour in western Massachusetts on September 20, 2013.

Commissioner Cluggish spoke at the dedication of the Millis Public Library on September 21, 2013.

**PUBLIC COMMENT**

Massachusetts Center for the Book Executive Director Sharon Shaloo invited all to attend the Massachusetts Book Awards Celebration at the Grand Staircase of the State House from 2:00 to 4:00 P.M. on Thursday, October 17, 2013. She mentioned that Representative Kate Hogan will speak at the event.

Commissioner Welch invited all to attend the annual MFOL/MLTA Conference at Worcester Technical High School on Saturday, November 2, 2013.

**OLD BUSINESS**

There was no old business.

**ADJOURNMENT**

There being no further business, Chairman Murphy adjourned the October 3, 2013 monthly business meeting of the Board of Library Commissioners at 12:12 P.M.

Gregory J. Shesko

Secretary