MINUTES OF THE BOARD OF LIBRARY COMMISSIONERS

Date : September 12, 2013

Time : 10:00 A.M.

Place : Worcester Public Library

 Worcester, 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; 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:**

Steven Anderson, Digital Depository Developer, Boston Public Library; Michael Colford, Director of Library Services, Boston Public Library; Eben English, Web Services Developer, Boston Public Library; Gianna Gifford, Manager of Reference and Instruction, Boston Public Library; Wei Jeng-Chu, Head Librarian, Worcester Public Library; Carolyn Noah, Assistant Director, Massachusetts Library System; Gregory Pronevitz, Executive Director, Massachusetts Library System; Jackie Rafferty, Director, Cohasset, Paul Pratt Memorial Library, Cohasset; Steven Spohn, Resource Sharing Director, Massachusetts Library System

**Call to Order**

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

He recognized Wei Jeng-Chu, Head Librarian of the Worcester Public Library who welcomed the Board to Worcester and the library. Ms. Jeng-Chu thanked the Commissioners for their advocacy and support of library services and programs, especially through the Massachusetts Public Library Construction Program. She noted that both the main library and a branch received construction funding under this program.

Responding to a query from Commissioner Caro, Ms. Jeng-Chu relayed that although the library has significantly increased exhibit space, there is still a wait list for exhibitors.

**Approval of Minutes – August 1, 2013**

The following corrections were noted:

On page 7, line 26, correct the spelling of Massachusetts.

On page 8, line 13, insert “and Commission Kronholm” following “Resnick.”

Commissioner Caro moved and Commissioner Cluggish seconded that the Massachusetts Board of Library Commissioners approve the minutes for the monthly business meeting of August 1, 2013, as corrected.

**The Board voted approval.**

**CHAIRMAN’S REPORT**

Chairman Murphy again welcomed attendees and noted that a special meeting will follow at 1:00 PM for the Board to receive input on its FY2014 budgetary priorities and the 2015 Legislative Agenda. He thanked the management and staff of the Worcester Public Library for hosting today’s meetings.

He mentioned the Commissioner Assignment memorandum included with today’s documentation and noted that it is dynamic in nature. He stated the Commissioners should not hesitate to suggest changes.

Chairman Murphy relayed that ANF Chief of Staff Katie Hammer recently met with the Executive Committee and the MBLC Management Team to review the Board’s construction and operational accounts.

He stated that he attended the Bruins event in Pembroke on August 14, 2013 to welcome Blades, the ice girls and many excited young patrons. He said it was a fun event, and it shows how much of an impact the MBLC/Bruins partnership has had.

Chairman Murphy informed the Commissioners that, at the request of the Director Search Committee, he contacted the finalists by phone on September 11, 2013 to congratulate them and invite them to the final interviews later this month.

**ACTING DIRECTOR’S REPORT**

Acting Director Dianne Carty announced that the annual Massachusetts Library Trustees Association (MLTA) & Massachusetts Friends of Libraries (MFOL) organization joint conference will be held on Saturday, November 2, 2013. In conjunction with the MBLC, the conference will provide presentations on such topics as effective communication, advocacy, support for small libraries, and grant opportunities for nonprofits. The conference, which will be held at the Worcester Technical High School, will run from 9:00AM to 2:00PM and will include annual business meetings for both MLTA and MFOL. MFOL will also present its second annual Fantastic Friends Award. This financial award goes to a Friends group that has demonstrated innovative programming or fundraising at their library.

Acting Director Carty stated that the 2013-14 Planning and Design Grant Round Letters of Intent are due in September. In September and early October, three application workshops across the state will be held for applicants with accepted letters of intent. Grant applications are due in January 2014.

She relayed that Celeste Bruno and construction program staff updated the “Highlights of Public Library Design” brochure. It came out great. She stated that its look and expanded information is much improved and goes a long way to calling attention to elements of good public library design. The brochure has been mailed to all public libraries.

Acting Director Carty provided a construction project update:

* **Westwood Public Library.** Dedication of its new 33,000 square foot building takes place Sunday, September 15. This $11 million project received a $3,698,929 MPLCP construction grant. The project qualifies for $184,946 from a MPLCP Green Library Incentive upon receiving LEED certification.
* **Millis Public Library.** Dedication of its new 20,470 square foot building, takes place on September 21, 2013. This $7.3 million project received a $2,789,569 million MPLCP grant. The project qualifies for $139,946 MPLCP Green Library Incentive if the building receives LEED Certification.
* **Scituate Town Library.** The Library reached a milestone last week when the Scituate Board of Selectmen approved a fall town meeting warrant article that asks permission to go to the voters to vote on a debt exclusion for local funding of its project. The Scituate Town Library project is a 33,710 square foot, $11,914,964, addition/renovation project. Upon voter approval of the debt exclusion the library can accept its $4,985,480 MPLCP grant award.
* **Shute Memorial Branch Library (Everett).** In September, the branch moves into temporary quarters to make way for a much needed addition and renovation of its 1899 building. This is a $3.8 million project made possible with the help of a $2,236,491 MPLCP construction grant.
* **Granby and Holyoke public libraries.** These libraries open in their new and improved buildings to the public in the fall. Dates have not been set for their grand opening celebrations.
* **The Boston Public Library’s East Boston Branch.** Thisnew building opens to the public on November 2, 2013.

Acting Director Carty relayed that, thanks to the grassroots efforts of Massachusetts school library teachers and their supporters, the Massachusetts school library bill ([S.1475](https://malegislature.gov/Bills/188/Senate/S1475)), received a favorable response by state legislators at the hearing this past July.  The bill has now been referred to the Senate Committee on Ethics and Rules.

Acting Director Carty stated that Agency Management Team members, Cynthia Roach, Barbara Glazerman and she, met with the auditors on Monday for an informal report of their audit. The next steps are for a draft report to be issued. The agency will then respond to the draft and may also request a meeting. After the responses are returned, a final report will be issued. The auditors are not able to provide a timeline at this point.

Acting Director Carty relayed that on September 3, 2013, Betsy Marcus, Susan McAllister, Maureen Ambrosino and she had a luncheon meeting with Representative Michael Capuano. They emphasized the challenging new roles of libraries in this digital age, and Acting Director Carty stressed the importance of LSTA funding for the programs and services of the MBLC.

She informed the Commissioners that on Monday, September 16, 2013, as an A&F Agency Customer Service Champion,she will be participatingin a pilot customer service course recently developed by HRD.

Acting Director Carty also stated that on September 19, 2013, she will attend the hearing for the Library Certification Bill.

**LEGISLATIVE REPORT**

Cynthia Roach, Head of Library Advisory and Development/Government Liaison, reported that

revenues for August were $64 million over benchmark set in the FY2014 budget. Revenues totaled $1.543 billion for the month. Revenues were bolstered by gains in withholding, sales and estate taxes. Since the beginning of the fiscal year, revenues are $139 Million over July and August benchmarks. She informed the Commissioners that the one revenue area not meeting benchmarks are corporate and business collections. They are $13 million below benchmark for the start of the fiscal year. Ms. Roach noted that July and August are relatively small tax collection months.

Ms. Roach announced that House Bill 397, “An Act Regarding Certification of Librarians,” is scheduled for a hearing on September 19, 2013. Representative Garballey filed this legislative on request of Commissioner Murphy. The Joint Committee on Education will hold the hearing in room A-1 at the State House. The hearing will run from 10:00 AM to 1:00 PM and will cover 25 bills.

She stated that there has been no movement on H 3335, the governor’s general bond bill that covers public library construction. The bill is in the Joint Committee on State Administration and Regulatory Oversight.

**MARKETING PLAN UPDATE**

In her presentation, Communications Specialist Celeste Bruno discussed the ongoing MBLC partnership with the Boston Bruins. In August there were Bruins visits in three libraries: Pembroke, Boxborough, and East Longmeadow. Ms Bruno thanked Commissioners Murphy, Welch, Resnick and Kronholm who attended these events.

Ms. Bruno relayed that she has been working with MLS to wrap up summer reading 2013. She stated that she sent Bruins Official Stanley Cup Programs to all libraries that requested them. In all about 4,000 were sent. Ms. Bruno also made the Blades READ poster available to libraries and sent out 5,000 to libraries across the state. The winners of the Bruins Summer Reading Prizes were also selected. Brad Marchand signed Bruins pucks that were awarded to young people in: Tewksbury, Whitinsville, Lee, Sutton, George, Taunton, Duxbury, Braintree, Harvard, Milton, Harwich, Wilbraham, West Newbury, Peabody and Walpole. Team signed Bruins jerseys were awarded to young people in: Douglas, Springfield, Amesbury, Harwich, Concord, Fairhaven, Stow, Lakeville and Somerset. Grand prize winners were as follows: High Five game experience: Rowley; Bench Assistant game experience: Tewksbury; Zamboni Game experience: Topsfield. Template Press releases were sent to the librarian at each library so they could easily announce the winners to local media, and the MBLC asked librarians to post photos of their winners on the MBLC Facebook page.

MBLC staff also met with the Bruins to review the summer and discuss year-round opportunities, especially for teens. One of the new initiatives is “B’s Tickets for Teens” in which librarians submit the name of a special teen to receive two tickets to a Bruins home game.

Ms. Bruno ended her presentation with information on upcoming events. The MBLC is coordinating with the Center for the Book and MLA on the Boston Book Festival booth. The MBLC plans to have the legislative agenda there for Commissioners to use with the public attending the festival. For children, The MBLC will have the Blades READ posters, make your own hockey mask, and the Bruins Favorite Books list. MLA is also coming up with a creative way to include kids.

Ms Bruno also let Commissioners know that work on the construction video continues, and filming will take place at the grand openings of Westwood and Millis.

**CONSIDERATION OF APPROVAL OF A REGULATORY PROCESS 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 MAKE AMENDMENTS THAT DEFINE "APPLICANT" AND "SITE APPROVAL" AND CLARIFY STATEMENTS RELATED TO PROPOSED CONSTRUCTION SITES AND REQUESTS FOR SITE CHANGES**

Lauren Stara, Library Building Specialist, presented the proposed regulations. She relayed that changes were made to the construction regulations in 2012 to revise the distribution of grant funds from three 30% payments and one 10% payment to five 20% payments and to update the assurances to reflect the most current Executive Orders related to minority and small businesses.

In 2013 revisions were made to prepare for the 2013-14 Planning and Design Grant round by revising requirements and increasing the maximum grant award amount and 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.

Ms. Stara noted that, as per the Board’s decision at its June meeting, the regulations related to the Loss of a Major Service Area project type have been removed. She stated that recommendations for revisions and inclusion of Loss of a Major Service Area into the regulations will be made at a later date.

She stated that the most recent recommendations for changes to the regulations 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.

Ms. Stara informed the Commissioners that, following the state’s process for amending regulations and 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.

Commissioner Caro moved and Commissioner Quinn seconded that the Massachusetts Board of Library Commissioners approve the proposed revisions to regulations 605 CMR 6.00 Library Improvement Program – Public Library Construction.

**The Board voted approval.**

**CONSIDERATION OF APPROVAL OF AN APPOINTMENT TO THE STATE ADVISORY COUNCIL ON LIBRARIES (SACL)**

Cynthia Roach stated that SACL, the Statewide Advisory Council on Libraries, has one opening this year for an academic library member. Christine Brown, Head of the Educational Resources Center, Bridgewater State University would like to serve a second term as an academic library representative.

Commissioner Quinn moved and Commissioner Resnick seconded that the Massachusetts Board of Library Commissioners re-appoint Christine Brown to the State Advisory Council of Libraries to a second three year term ending September 30, 2016.

**The Board voted approval.**

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

Liz Babbitt, State Aid Specialist, presented the 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 FY2016 Municipal Appropriation Requirement; 7) The Closure of a Public Library.

Ms. Babbitt noted that there are no changes to the proposed FY2016 State Aid to Public Libraries policies other than year shifts. She explained that state aid policies are discussed and approved three years out to give libraries ample time to plan their budgets so that they comply with the materials expenditure and hours open requirements.

She stated that the proposed policies would be presented for Board approval at the October 3, 2013 Board meeting.

**REPORT FROM THE MASSACHUSETTS LIBRARY SYSTEM**

MLS Executive Director Gregory Pronevitz reported that the MLS Executive Board met in August to begin discussion on the plan of service and budget for FY2015. The Board continues to discuss the Whately facility. MLS plans to list the building for sale shortly to ensure that it operates from a cost-effective facility. He stated that MLS’s realtor has heard interest from a local firm. He said that MLS also has interest in an arrangement to use the building with three local towns for emergency and senior services. Mr. Pronevitz announced that the next Executive Board meeting is September 16, 2013 in Marlborough.

Mr. Pronevitz stated that the Statewide eBook Pilot Project is moving ahead. Deb Hoadley has scheduled training, which began this week. Collection development planning is in progress. 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. He relayed that Ms. Hoadley, Catherine Utt, and he are negotiating three complex contracts to meet the needs of numerous library participants in the long term. Mr. Pronevitz thanked the Commissioners for the grant award to get this project off the ground.

Mr. Pronevitz announced that MLS’s Annual Meeting is scheduled for November 4, 2013 at the College of the Holy Cross in Worcester. In addition to the standard reports and business meeting, MLS is bringing in keynote speaker, Christian Zabriskie of the Urban Libraries Unite movement. Mr. Pronevitz stated that Mr. Zabriskie has a number of compelling stories on libraries leading community-building efforts. Also, ten remarkable libraries showcase their efforts to build community through non-traditional programs and projects.

Mr. Pronevitz reported that MLS has completed a branding exercise, and Anna Popp will present its new brand and artwork with a program entitled, “Envisioning our Community.” He invited the Commissioners to attend the program.

Mr. Pronevitz announced that the MLS Resource Sharing Director Search is completed. He introduced Stephen Spohn who has joined the MLS staff to lead this new department as of September 11, 2013.

Mr. Pronevitz stated that the Advisor for Youth and School Library Services opening was posted with applications due on September 20, 2013.

Mr. Pronevitz relayed that MLS has named two advisors as liaisons. Anna Popp has been designated as special library liaison and Kelly Woodside as academic library liaison. He stated that with these designations MLS hopes to open communications with staff in these types of libraries.

**DEMONSTRATION OF THE STATEWIDE DIGITAL REPOSITORY AND PORTAL**

Eben English, Web Services Developer and Steven Anderson, Digital Repository Developer at Boston Public Library informed the Commissioners that the Digital Commonwealth (established in 2006) serves as the website for online access to the breadth and depth of the rich cultural heritage of the Commonwealth of Massachusetts. Its member institutions are located all over the state and are comprised of libraries, archives, historical societies, museums, and cultural institutions.

In 2011, Digital Commonwealth and its partner, the Boston Public Library (BPL) embarked on a pilot project (funded initially by LSTA via the Massachusetts Board of Library Commissioners) to digitize materials from cultural institutions all over the state of Massachusetts. From August 1, 2012 to April 15, 2013 130 communities digitized 60,000 items, including one million pages of town records, annual reports, year books, and manuscript letters plus maps, historic photos, postcards, and much more.

Mr. English and Mr. Anderson also demonstrated new features of the Digital Commonwealth that makes it easier for libraries to use when uploading their digitized materials. The system is now more intuitive and guides libraries through the process of organizing and describing their digitized items and collections. Among the benefits for users or patrons, the new system is easier to search and allows saving searches.

**UPDATE ON THE DIRECTOR SEARCH**

Commissioner Carol Caro informed the Commissioners that the Director Search Committee (Carol Caro, Co-Chair, Mary Rose Quinn, Co-Chair, Kim Charlson, Jack Donohue, Molly Fogarty, Donna Forand, Ron Gagnon, Gianna Gifford, Paul Kissman, Em Claire Knowles, Roland Ochsenbein, Greg Pronevitz, Amy Short, and Ruth Urell) met in early June, after which the position for Executive Director of the MBLC was re-posted and the application deadline was set for August 2, 2013. The committee received 10 new applications. The search committee met on August 8, 2013 and selected 4 candidates for initial interviews.

Commissioner Caro relayed that, due to summer vacations, initial interviews were scheduled for the week after Labor Day. The week before the interviews, one of the candidates dropped out because he had accepted another position.

She stated that the remaining three candidates were interviewed on September 9 and 10, 2013. Twelve members of the search committee participated. After extensive discussion the committee voted to send two names forward to be considered along with the candidate from the earlier search for final interviews by the Board.

Commissioner Caro noted that Commissioner Quinn contacted Chairman Murphy who then contacted the three candidates. The candidates’ letters of application and resumes and questions used during the interviews will soon be available to all of the Commissioners.

**COMMISSIONER ACTIVITIES**

Commissioners Caro and Quinn have been involved in Director Search Committee activities.

Commissioners Cluggish and Shesko have been involved in Construction Team activities.

Commissioner Cluggish mentioned that she recently visited the Millis Public Library in advance of its dedication. She stated that it is a wonderful facility, and she urged all to visit and see it for themselves.

Commissioner Welch attended the Bruins Summer Reading event at the Sargent Memorial Library in Boxborough on August 13, 2013.

Commissioners Resnick and Kronholm attended the Bruins Summer Reading event at the East Longmeadow Public library on August 21, 2013.

Commissioner Comeau mentioned that he has been reappointed to the Board by Governor Patrick. He relayed that he will speak at the upcoming dedication of the Westwood Public Library.

Commissioner Resnick participated in the “We’re in It Together” program for small libraries on August 23, 2013.

**PUBLIC COMMENT**

Commissioner Resnick announced that the fall meeting of the Western Massachusetts Library Advocates will held on October 16, 2013 at the Holyoke Public Library, one of the Board’s new construction projects. The program will begin at 10:00 AM followed by a business meeting and then a tour of the new library. She relayed that Steve Spohn, the new Resource Sharing Director at the MLS, will speak on “selling” your library to your community and how to align services with actual needs via data. He and MLS Executive Director Gregory Pronevitz will also speak on the eBook platform and resource sharing in general. In addition, attendees can learn about MBLC, MLS and WMLA legislative priorities for the upcoming year.

**OLD BUSINESS**

There was no old business.

**ADJOURNMENT**

There being no further business, Chairman Murphy adjourned the September 12, 2013 monthly business meeting of the Board of Library Commissioners at 11:53 A.M.

Gregory J. Shesko

Secretary