MINUTES OF THE BOARD OF LIBRARY COMMISSIONERS

Date : December 4, 2014

Time : 10:00 A.M.

Place : Board of Library Commissioners

 Boston, Massachusetts

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

Absent : None

**Staff Present:**

Dianne Carty, Director; Liz Babbitt, State Aid Specialist; Callan Bignoli, Web Coordinator; Celeste Bruno, Director of Communications; 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; Mary Rose Quinn, Head of State Programs/Government Liaison; Cynthia Roach, Head of Library Advisory and Development, Deborah Roth, Contracts Specialist; Erin Williams Hart, Trustee/Friends Information Specialist; Shelley Quezada,

**Observers Present:**

Michael Colford, Director of Library Services, Boston Public Library; Gregory Pronevitz, Executive Director, Massachusetts Library System; Sharon Shaloo, Executive Director, Massachusetts Center for the Book

**Call to Order**

Chairman Shesko called the meeting to order at 10:00 A.M.

**Approval of Minutes – November 6, 2014**

Commissioner Cluggish moved and Commissioner Resnick seconded that the Massachusetts Board of Library Commissioners approve the minutes for the monthly business meeting November 6, 2014.

**The Board voted approval.**

**CHAIRMAN’S REPORT**

Chairman Shesko reported that he attended the meeting of the Executive Committee at the Board offices on November 25, 2014 at which stakeholders (MLS, LFC, and MCB) were present to discuss their FY2016 budgets.

**DIRECTOR’S REPORT**

Director Carty reported that a meeting of representatives from the Massachusetts Board of Library Commissioners, Library for the Commonwealth and Massachusetts Library System was held on November 17, 2014. She noted that this is the second time this group has met to discuss statewide services. Director Carty stated that it is her intention that these meetings continue and that the stakeholders in statewide services will share concerns and issues as all move ahead with funding for statewide services.

She informed the Commissioners that the website editorial team of the agency is moving ahead to issue a Request for Responses (RFR) for the redesign of the agency website. It is long overdue. The website editorial team is also looking at the agency’s other web properties and how they integrate and provide information for the library community.

Director Carty relayed that Mary Rose Quinn, Liz Babbitt and she met with Richard Kobayashi and Jim Sutton of the Collins Institute last week to review the draft of the State Aid to Public Libraries White Paper. Subsequently the revised draft was received, checked and sent it back to Mr. Kobayashi and Mr. Sutton. Director Carty requested that they present the final White Paper to the Board at the January 8, 2015 Board meeting. On December 16, 2014, the State Aid Advisory Committee, appointed by the Board, will meet for the first time and should have a copy of the White Paper to begin their deliberations. Director Carty said that she will send a final copy of the White Paper to the Board when it is ready.

She reported that she has had several discussions with the library director in Boxford regarding “sick building” issues which may impact the library’s certification in the State Aid to Public Libraries program.

Director Carty relayed that the agency is preparing to print stationery and note cards with the new MBLC design for January 2015. MBLC Branding Guidelines will be posted on the Newsroom for the organizations and libraries that receive funding from the MBLC.

For the winter months, Director Carty proposed snow dates for the Thursday of the following week. All snow date meeting will be held at the Board offices in Boston.

Director Carty mentioned that photos of the new MPLCP funded libraries that were completed in FY2013 are included in the *Library Journal’s* “The Year in Architecture,” November 15, 2014 issue.  Those libraries were in East Boston and Holyoke and the towns of Westwood, Foxborough, W. Tisbury, and Millis.  She passed around a copy for the Commissioners’ perusal.

Director Carty announced that the Everett Public Library System’s dedication of the Shute Memorial Branch Library is tentatively scheduled for January 24, 2015.   The date will be confirmed and a time set.

Director Carty noted that, on December 5, 2014, *Library Journal’s* Design Institute at the Boston Public Library will start at 9:30 a.m.  Programs end at 5:00 p.m. followed by a cocktail reception from 5 to 6 p.m.  MBLC Library Building Specialist Lauren Stara will be moderating one of the two panel discussions on future trends in public libraries. The Institute will feature five design challenges. The three Massachusetts public libraries chosen as case studies for breakout sessions are the Gloucester Lyceum & Sawyer Free Public Library, Kingston Public Library, and the Springfield City Library, East Forest Park Branch. Director Carty thanked Ms. Stara for initiating the effort to bring this national event to New England.

Director Carty reported that Cindy Roach and Erin Williams Hart just completed the fall series of Trustee Orientations (with Deb Hoadley and Kristi Chadwick from MLS). There were seven sessions around the state between September and November. There were nearly 150 attendees in total (mostly Trustees, but a few Directors as well). The directors of Foxborough and Athol gave very informative and well-attended tours of their new buildings as well. Another round of orientations is planned in the spring.

She informed the Commissioners that the LSTA team of Marlene Heroux, Shelley Quezada, and Gregor Trinkaus-Randall are working on creating LSTA grant writing webinars that libraries, which are considering grants, can access anytime to improve their grant-writing for the LSTA FY2016 grant round.

Director Carty noted that Marlene Heroux created two new webinars covering Gale Cengage databases for Health Information and STEAM projects and co-taught with Gale Cengage trainer for a total of 27 library staff members.

Ms. Heroux was also invited to and attended the National Library of Medicine’s New England Regional Reference Advisory Committee, comprised of librarians around New England, to help it determine focus areas for the coming year that will benefit librarians.

Director Carty stated that the COSTEP MA’s 3-year Hazard Mitigation Grant is coming to a successful close as the end of this month.  Fourteen community meetings, four Risk Assessment/Mitigation Planning Workshops, and numerous meetings with the Regional Planning Agencies will have been held.

As part of the National Historical Publications and Records Commission Grant on developing an archives curriculum for municipal clerks with Simmons College, Gregor Trinkaus-Randall was notified that the session proposal on this project has been accepted for the Society of American Archivists annual meeting for next August in Cleveland.

**LEGISLATIVE REPORT**

Mary Rose Quinn, Head of State Programs and Government Liaison, reported on the 1.5% cuts to each of the MBLC budget lines as part of the Governor’s 9C reductions to address the FY2015 anticipated budget shortfall. All MBLC budget lines have been impacted but the Worcester Talking Book Program cut brings their budget below their FY2014 appropriation. She noted that the distributed MBLC budget spreadsheet includes the FY2015 original appropriation figures and the 9C line item reductions.

Ms. Quinn relayed that, although state revenues are up, they have not increased sufficiently to support the FY2015 budget. The Massachusetts Department of Revenue reported collecting $1.59 billion in taxes in November 2014, a 1.5 percent increase over November 2013. Over the first five months of fiscal 2015, tax collections are up 2.7 percent over the same period in fiscal 2014. However, the state budget signed by the Governor in July calls for a 5.6 percent increase in spending. In addition, November tax collections were strong enough to trigger an income tax rate reduction to 5.15 percent from 5.2 percent effective on January 1, 2015.

Ms. Quinn reported that House Ways and Means Chairman Brian Dempsey said he is looking at a corporate tax amnesty program recommended by House Minority Leader Brad Jones and is still reviewing the Governor’s plan for spending cuts at state departments. Both the House and Senate leadership have indicated that they are not comfortable with reductions to Local Aid and have not indicated that they will support granting the Governor expanded 9C authority.

She informed the Commissioners that Governor-Elect Charlie Baker's transition team announced that Kristen Lepore, vice president of government affairs at Associated Industries of Massachusetts, will become Secretary of Administration and Finance. Commissioners asked if it would be appropriate at this time to send a statement to A&F regarding the 9C cuts. They also asked that a press release from the Commissioners be drafted about the cuts. A statement has already been issued from the Agency.

Ms. Quinn stated that Commissioners Caro and Cluggish, and she have been working on a letter and an information packet for new legislators and will develop a statement about the 9C reductions that will voice Commissioners concerns regarding the cuts. Once the final version of the Legislative Agenda is complete, Ms. Quinn and Director Carty will meet with Representative Hogan and then distribute copies to the House and Senate.

Ms. Quinn announced that Library Legislative Day at the State House is scheduled for April 1, 2014. Legislative Breakfasts are being scheduled from late January through early March. The Board calendar has been updated with these events as they are scheduled. To date, breakfasts have been scheduled at Berkshire Community College on January 23, 2015, Worcester Public Library on January 30, 1015, and Norton Public Library and Thomas Crane Library (Quincy) on February 6, 2015. Most Legislative Breakfasts begin at 8:00 a.m.

**CONSIDERATION OF APPROVAL OF MUNICIPALITIES MEETING THE REQUIREMENTS FOR FY2015 STATE AID TO PUBLIC LIBRARIES BASED ON ELIGIBILITY ESTABLISHED IN FY2015 FOR THE MUNICIPAL APPROPRIATION REQUIREMENT AND IN FY2014 FOR THE MINIMUM STANDARDS**

Liz Babbitt, State Aid Specialist, presented for certification 148 municipalities meeting the requirements for FY2015 State Aid to Public Libraries program.

She stated that three municipalities (Fitchburg, Millville, and Westport) used the accommodation policy for hours and five municipalities (Canton, Foxborough, Ludlow, Northfield, Revere) used the accommodation policy for materials. Therefore, these municipalities will receive a prorated award. She noted that Bolton is using population shift to meet materials and North Reading is using it to meet hours.

Ms. Babbitt also noted that eleven municipalities (Chilmark, Douglas, Harvard, Lee, Lincoln, Newburyport, Norwood, Randolph, Sandisfield, Sterling, and West Tisbury) are using the flexibility option for hours.

Commissioner Caro moved and Commissioner Cluggish 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 FY2015 Library Incentive Grant, a FY2015 Municipal Equalization Grant and a FY2015 Nonresident Circulation offset in the indicated amounts, totaling $2,008,544.90 and authorize any additional FY2015 State Aid to Public Libraries disbursements that may be possible toward the end of the grant cycle.

**The Board voted approval.**

**Commissioner Comeau abstained as to Canton.**

**Commissioner Kronholm abstained as to Blandford.**

**Commissioner Murphy abstained as to Arlington and Harwich.**

**Commissioner Resnick abstained as to South Hadley.**

Ms. Babbitt relayed that the municipalities of Pepperel, Somerset and Spenser will present their petitions for Waivers of the Municipal Appropriation Requirement for the FY2015 State Aid To Public Libraries Program above the 5% threshold at the January 8, 2015 Board meeting.

Michael Colford, Director of Library Services at Boston Public Library, informed the Commissioners that, for the first time in ten years, Boston Public Library will not require a waiver of the Municipal Appropriation Requirement.

**CONSIDERATION OF APPROVAL OF AN AMENDMENT TO THE DETERMINING ELIGIBILITY FOR A WAIVER OF THE MUNICIPAL APPROPRIATION REQUIREMENT (MAR) POLICY FOR FY2017**

Liz Babbitt presented for approval the amended Determining Eligibility for a Waiver of the FY2017 Municipal Appropriation Requirement (MAR) policy for the FY2017 State Aid to Public Libraries Program.

She noted that this policy was originally approved at the October 2, 2014 meeting but needs to have the postmark for the waiver deadline changed from November 11, 2016 to November 10, 2016 since November 11, 2016 is a federal holiday and post offices are closed.

Commissioner Murphy moved and Commissioner Kronholm seconded that the Massachusetts Board of Library Commissioners adopt for the FY2017 State Aid to Public Libraries program the following amended policy: Determining Eligibility for a Waiver of the FY2017 Municipal Appropriation Requirement.

**FY2017 STATE AID TO PUBLIC LIBRARIES PROGRAM**

**DETERMINING ELIGIBILITY FOR A WAIVER OF THE FY2017**

**MUNICIPAL APPROPRIATION REQUIREMENT (MAR)**

The Board of Library Commissioners will consider requests for waivers of the FY2017. 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 4, 2016:**

1. a signed *Petition for Waiver of the FY2017 Municipal Appropriation Requirement.*

**And…with a postmark no later than November 10, 2016:**

2. a completed *FY2016/FY2017 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 FY2016 and FY2017 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 FY2017 MAR,

 b. explaining the municipality's FY2017 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 FY2017 budget process and reasons why the community did not comply with the FY2017 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 FY2017 will not be determined until the budget language is final for FY2017.

1. Petitions for a waiver will be reviewed by the Board of Library Commissioners at their January 2017 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 2017 meeting.

3. The Board will review FY2017 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 FY2017 MAR at their February 2017 meeting.

5. The Board will hear any appeals of the denial of an FY2017 MAR waiver at their March 2017 meeting.

6. The Board will act on any appeal at their April 2017 meeting.

7. The FY2017 State Aid to Public Library Program officially concludes at the conclusion of the April 2017 Board of Library Commissioners meeting.

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

**FY2017 Approval Date: October 2, 2014**

**FY2017 Amended Approval Date: December 4, 2014**

**State Aid Policies are approved annually.**

**The Board voted approval.**

**CONSIDERATION OF FY2015 SMALL LIBRARIES IN NETWORKS EXPANSION GRANT AWARDS UNDER ACCOUNT 7000-9506**

Paul Kissman, Library Information Systems Specialist, presented the proposed award recommendation for the FY2015 Small Libraries in Networks grant, totaling $224,144, to be funded out of account 7000-9506, Library Technology and Resource Sharing.

Mr. Kissman stated that in FY2015, $224,144 from the Library Technology and Resource Sharing Account (7000-9506) will be used to support connectivity and network membership through the Small Library in Networks program. This year, all support for Small Libraries has been consolidated under account 7000-9506. Previously, it had been split between federal and state funding.

He noted that this award keeps Small Libraries in Networks frozen for networks at FY2014 levels. However, the agency anticipates recommending an additional grant round of up to $100,000 later during FY2015 that will bring more libraries into the program. The additional grant round will be presented once the Small Libraries in Networks planning group, formed in FY2014, has completed its work.

Under today’s recommendation, MLS will be able to administer broadband Internet for 21 small public libraries, 16 of which are on the MassBroadband123 fiber network. The C/W MARS network will continue to offset the network membership costs for 80 small public libraries, MVLC for five, and CLAMS will offset membership for three members. A total of 109 public libraries will receive support through these grant awards in FY2015.

Proposals were reviewed by MBLC staff.

Commissioner moved and Commissioner seconded that the Massachusetts Board of Library Commissioners approve the following four Small Libraries in Networks Grants totaling $224,144 for FY2015.

**Small Libraries in Networks Expansion**

|  |  |  |
| --- | --- | --- |
| **Networks/MLS****Network/MLS** | **Municipality****Municipality** | **Award** |
| CLAMS | Barnstable | $7,500 |
| C/W Mars | Worcester | $193,644 |
| Massachusetts Library System | Marlborough | $10,500 |
| Merrimack Valley Library Consortium | North Andover | $12,500 |
|  **Total: $224,144** |

**The Board voted approval.**

**PRESENTATION AND DISCUSSION OF THE FY2016 PLAN OF SERVICE AND PROGRAM AND BUDGET FOR THE LIBRARY FOR THE COMMONWEALTH**

Michael Colford, Director of Library Services, Boston Public Library, presented the budget and Plan of Service for the FY2016 Library for the Commonwealth program of the Boston Public Library.

Mr. Colford stated that the budget submitted is level funded at $2,501,883. He noted that an increase would allow BPL to expand resources and services offered to Massachusetts residents by expanding its services in the direction of online courses, e-content and digitization efforts statewide.

Mr. Colford relayed that, as in recent years, BPL 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.

**PRESENTATION AND DISCUSSION OF THE FY2016 PLAN OF SERVICE AND PROGRAM AND BUDGET FOR THE MASSACHUSETTS LIBRARY SYSTEM AND REPORT**

MLS Executive Director Gregory Pronevitz presented the FY2016 budget and Plan of Service of the Massachusetts Library System (MLS). He noted that this budget and Plan of Service were approved by the MLS Council of Members at its meeting on November 3, 2014.

The budget is based on the current annual budget figure: $7,381,599.

He noted that MLS plans to provide continued management, administration, support, and training; as well as sharing platform costs with the Board of Library Commissioners for the Commonwealth eBook Collections, which is currently in a beta version. MLS will work to solicit contributions from member libraries to purchase the bulk of content.

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

Mr. Pronevitz also reported on the following items:

**9C Cuts**

Because of the nature of account line 7000-9401, MLS absorbed the entire 9C cut to this line in November. It was a cut of $148,252 (about 2% of MLS’s total budget). The MLS Executive Board is meeting to discuss the ramifications.

**Whately Facility**

MLS is expecting an offer from the Town of Deerfield soon.

**Carolyn Noah’s Retirement**

* On December 15th MLS is hosting a farewell at 3:30-5:30 p.m. at MLS-Marlborough.
* Deb Hoadley will become interim Training and Advisory Services Director in January.
* A search committee has been formed and we will announce the opening in January for the Training and Advisory Services Director.

**Member Forums**

MLS is scheduling a series of six member forums, beginning January 13, 2015 at South Hadley’s new library. This will be followed by one in March and then every other month at various locations that MLS will announce soon.

**Commonwealth eBook Collections**

Mr. Pronevitz and MLS Resource Sharing Director Steve Spohn will be presenting a report to the Statewide Resource Sharing Committee on December 17, 2014. They will also present at the January 8, 2015 Board of Library Commissioners’ meeting.

**Training Events and Attendees**

12 Events were held in November with 205 participants. More than a dozen events are planned for the rest of the fiscal year.

102 libraries are currently live from three different networks, i.e., CLAMS, FLO, and OCLN.

**Number of Libraries that have committed to Participating**

23 Academic Libraries

225 Public Libraries

40 School Libraries

**288 Total Libraries**

35 libraries that were Pilot libraries have committed to the eBook project.

The Commissioners posed several questions that were all discussed briefly and Mr. Pronevitz mentioned that more details will be available at the January 8, 2015 Board meeting. Questions included: how the beta differs from the pilot; how will the project evaluation be made; and how does the project differ from the BPLS’s project; and why have some pilot libraries not opted in?

**PRESENTATION AND DISCUSSION OF THE FY2016 PLAN OF SERVICE AND PROGRAM AND BUDGET FOR THE MASSACHUSETTS CENTER FOR THE BOOK AND REPORT**

Sharon Shaloo, Executive Director, Massachusetts Center for the Book, presented the FY2016 budget and Plan of Service of the Massachusetts Center for the Book (MCB).

The budget is based on the current annual budget figure: $125,000.

**Fiscal Year 2016 Program of Service**

The Massachusetts Center for the Book (MCB), the Commonwealth affiliate of the Center for the Book in the Library of Congress, is a public-private partnership charged with the development, support, and promotion of cultural programing designed to advance the cause of books and reading and enhance the outreach potential of public libraries in Massachusetts.

**Activity in Support of MCB Mission**

*Governance and Fundraising*

* Board Development (Goal: total of 11Board Members by June 2016)
* Council Development (Goal of 20 total Council Members by June 2016)
* Grant Development/Research (ongoing)

*Development, Support & Promotion of Programming*

* Literary Placemaking
* Gateway Cities Initiative
* Pioneer Valley Initiative
* Statewide Literary Map
* Readers' Advisory
* Massachusetts Book Awards
* Administer Program
* Design, Produce, Distribute Materials for Summer Promotion
* New: MassBook Blog (pending funding for new part-time staff person)
* New: Community Resource Center for One-Book programs (pending funding)
* Other New Initiatives
* Statewide Events Calendar
* Family Literacy (History/Culture/Authors of Massachusetts)
* Action Plan for Programming (drawn from FY 15 focus groups)

*State-Center Affiliate Activity*

* Commonwealth sponsorship of Letters About Literature
* Participation in National Book Festival
* Participation in the Network of State Center Affiliates
* Virtual Meetings of national network
* Start-up planning for New England Centers for the Book organization
* Attendance at (and planning for) annual state-center meeting (Spring 2016)
* Collaboration on national literary mapping project
* NEW: Literacy Award funded by the Library of Congress to recognize achievements in the commonwealth

**COMMISSIONER ACTIVITIES**

Commissioner Caro attended the Executive Committee meeting on November 23, 2014.

Commissioner Welch attended the Friends Sharing with Friends Fantastic Friend Award event at Middleborough Public Library October 25, 2014.

Commissioner Kronholm attended the First Anniversary Celebration of the Granby Free Public Library on November 15, 2014.

Commissioner Resnick attended the Small Libraries in Networks working group meeting at MLS in Marlborough on November 24, 2014.

**PUBLIC COMMENT**

There was no public comment.

**OLD BUSINESS**

There was no old business.

**ADJOURNMENT**

There being no further business, Chairman Shesko adjourned the December 4, 2014 monthly business meeting of the Board of Library Commissioners at 12:44 P.M.

Carol B. Caro

Secretary