MINUTES OF THE BOARD OF LIBRARY COMMISSIONERS

Date : February 5, 2015

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; Roland A. Ochsenbein; N. Janeen Resnick

Absent : Francis R. Murphy; Alice M. Welch

**Staff Present:**

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

**Observers Present:**

Andrea Bunker, Assistant Director, Woburn Public Library; Heidi Ellard, Trustee, Boxford Town Library; Anna Fahey-Flynn, Collaborative Library Services Manager, Boston Public Library; Richard Mahoney, Trustee, Woburn Public Library; Edward Millar, Private Citizen; Jane Moody, Trustee, Boxford Town Library; Mary Anne Nay, Chair, Boxford Board of Selectman; Kathy O’Doherty, Director, Woburn Public Library; Gregory Pronevitz, Executive Director, Massachusetts Library System; Mark Reich, Boxford Town Counsel; Julian Troake, Boxford Town Library Trustee

**Call to Order**

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

**Approval of Minutes – January 8, 2015**

Approval of the January 8, 2015 business meeting minutes was deferred to March 5, 2015 meeting.

**CHAIRMAN’S REPORT**

Chairman Shesko reported that he attended the Massachusetts Municipal Association Conference on Saturday, January 24, 2015, staffing the MBLC Booth along with several other Commissioners and Agency Staff.

He also attended an Executive Committee meeting on January 26, 2015 at the Board offices in Boston.

**DIRECTOR’S REPORT**

Director Carty reported that, due to the blizzard last week, the State Aid Review Committee had to cancel the January meeting. At the February meeting the committee will look at State Aid programs in other states and begin an in-depth look at the final State Aid to Public Libraries White Paper.

Director Carty relayed that, on Friday, January 9, 2015, she attended the first legislative breakfast in Clinton with Mary Rose Quinn and Commissioner Murphy. She noted that it was well attended.

On Wednesday, January 21, 2015 the agency Management Team provided Commissioner Ochsenbein with an orientation to the agency and its programs.

She stated that on Friday, January 23 and Saturday, January 24, 2015, staff and Commissioners attended the Massachusetts Municipal Association annual meeting where they were able to speak with representatives from many cities and towns.

On Friday, January 30, 2015, Director Carty traveled to Chicago to attend the Chief Officers of State Library Agencies meeting at which attendees heard updates from IMLS and ALA. In addition, she heard an update and pricing schedule for the Edge Initiative. This is a program that Cynthia Roach and she have been discussing as a possibility for Massachusetts libraries. The Edge Initiative was developed by a national coalition of leading library and local government organizations, funded by the Bill and Melinda Gates Foundation, and led by the Urban Libraries Council. It was created with the vision that all people should have opportunities to enrich and improve their lives through open access to information, communication, and technology services provided by public libraries. Through an easy to use suite of tools, Edge supports libraries in making strategic decisions and identifying areas for improvement. The Edge Toolkit gives libraries a look into their local data, from operations to partnerships and programming, to assess how their community is using the technology and how best practices can be put into place to align future growth and services with community priorities. It also provides useful resources to package and showcase the data to other community leaders.

Director Carty reported that the federal FY2015 LSTA award is $3,178,539.00, an increase over federal FY2014 of $3,114,756.00. For federal FY2016, the President is requesting a $9.6 million increase over the federal FY2015 enacted level, of which $8.8 million supports a national digital platform, which will be funded through the IMLS National Leadership Grant programs for Libraries ($5.3 million) and Museums ($3.5 million). The agency will focus the additional resources on promoting development of new standards for continuing education for library and museum professionals.

Director Carty noted that the Town of Webster received a provisional construction grant award last summer when the state’s facility repairs and improvements bond was approved. The bond included an amendment to increase Webster’s Chester C. Corbin Public Library 2010-11 construction award from $5,366,489 to $7,567,412. On January 26, 2015, Webster voters approved a debt exclusion to fund the construction of a new public library. The Board will vote on Webster’s construction grant increase of $2,200,923 at its March meeting.

Director Carty relayed that the City of Somerville’s Mayor Joseph Curtatone has determined that the Somerville Public Library project planned for Union Square will not go forward at this time. This means that the Somerville Public Library will not request an extension or accept its 2010-11 provisional construction grant award. However, the Library does plan to apply in the next construction grant round.

She relayed that the Shute Memorial Library dedication has been postponed. A new date and time will be announced. There is a possibility that the dedication will be rescheduled for some time in the spring.

Reading Public Library’s groundbreaking celebration is on Friday. The MBLC will be represented by Lauren Stara, Celeste Bruno and Rosemary Waltos.

Director Carty provided a brief update on the eBook promotion:

Communications Director Celeste Bruno is working closely with MLS, Buyer Advertising and the Statewide Public Relations Advisory Committee to complete eBook promotional materials and websites. The PR Committee met on January 20, 2015 to provide input and suggestions. There is a three-tiered approach to the promotion: 1) raising the overall awareness that eBooks are available through libraries 2) providing specific promotion to the public regarding the statewide Commonwealth eBook Collections program 3) and providing information and materials to librarians regarding both the Commonwealth eBook Collections and eBooks available through BPL and the networks. The Committee, along with representatives from MLS and the MBLC, had a favorable response to the materials and websites. The MBLC hopes to wrap up this initial phase in the next two weeks.

**LEGISLATIVE REPORT**

There was no Legislative Report.

**CONSIDERATION OF MUNICIPALITIES REQUESTING WAIVERS OF THE FY2014 MUNICIPAL APPROPRIATION REQUIREMENT IN THE FY2015 STATE AID TO PUBLIC LIBRARIES PROGRAM WITHIN THE 5% THRESHOLD**

Liz Babbitt, State Aid Specialist, presented 53 of the 55 libraries that were petitioning the Board for a Waiver of the MAR that were below the 5 percent threshold set by the Board for not being disproportionately cut in relationship to other departments within their municipality. These 53 municipalities are Abington, Attleboro, Carver, Chelsea, Clarksburg, Clinton, Dartmouth, East Bridgewater, Fairhaven, Fall River, Florida, Franklin, Haverhill, Holbrook, Huntington, Lawrence, Leicester, Lenox, Leverett, Longmeadow, Lynn, Malden, Medford, Mendon, Middleborough, Millbury, Monson, Newbury, North Adams, North Attleborough, Northborough, Norwell, Oak Bluffs, Palmer, Paxton, Pepperell, Pittsfield, Plainville, Provincetown, Scituate, Somerville, Tewksbury, Uxbridge, Ware, Wareham, Warren, Wayland, West Springfield, Wilbraham, Windsor, Winthrop, Woburn, and Yarmouth.

Commissioner Comeau moved and Commissioner Caro seconded that the Massachusetts Board of Library Commissioners grant a waiver of the FY2015 Municipal Appropriation Requirement and 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 $812,920.92, 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.**

Ms. Babbitt stated that three municipalities (Chelsea, Haverhill, and Winthrop) used the accommodation policy for hours and five municipalities (Malden, Palmer, Somerville, Tewksbury, and Uxbridge) 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 two municipalities (Clarksburg and Provincetown) are using the flexibility option for hours.

**CONSIDERATION OF MUNICIPALITIES REQUESTING WAIVERS OF THE FY2014 MUNICIPAL APPROPRIATION REQUIREMENT IN THE FY2015 STATE AID TO PUBLIC LIBRARIES PROGRAM ABOVE THE 5% THRESHOLD**

**Somerset**

Chairman Shesko stated that the Somerset Public Library’s budget was reduced -6.93% beyond the change in the adjusted municipal budget.

Commissioner Caro moved and Commissioner Cluggish seconded that the Massachusetts Board of Library Commissioners grant a waiver “with reservation” of the FY2015 Municipal Appropriation Requirement and certify that Somerset has met minimum standards of free public library service and award a FY2015 Library Incentive Grant, a FY2015 Municipal Equalization Grant and a FY2015 Nonresident Circulation offset in the indicated amounts, totaling $11,013.38, 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.**

**Spencer**

Chairman Shesko stated that the Richard Sugden Public Library’s budget was reduced -25.35% beyond the change in the adjusted municipal budget.

It was noted that, although the reduction in the library’s budget was significant, the highly extenuating circumstances outlined by Spencer’s Town Administrator to the Commissioners at their January 8, 2015 meeting warranted a “waiver with reservation.”

Commissioner Caro moved and Commissioner Cluggish seconded that the Massachusetts Board of Library Commissioners grant a waiver “with reservation” of the FY2015 Municipal Appropriation Requirement and certify that Spencer has met minimum standards of free public library service and award a FY2015 Library Incentive Grant, a FY2015 Municipal Equalization Grant and a FY2015 Nonresident Circulation offset in the indicated amounts, totaling $8,059.26, 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.**

**PRESENTATION AND DISCUSSION OF BOXFORD’S PLAN TO RESTORE MUNICIPAL LIBRARY SERVICES TO THE RESIDENTS OF BOXFORD**

Julian Troake, Chair of the Boxford Library Trustees, gave a PowerPoint presentation on Boxford’s Restoration of Service Plan for the Boxford Town Library. Mr. Troake outlined the conditions for closure, the service interruption timeline, the medium term library location in Boxford Town Hall, the floor plans for library space within the town hall, the additional amenities at town hall, and the service restoration timeline.

Following questions by the Commissioners, Mr. Troake and other representatives from Boxford assured the Commissioners that Boxford Town Library would be up and running by March 2, 2015 and would meet the requirements for certification in the FY2015 State Aid to Public Libraries program.

C**ONSIDERATION OF DECERTIFICATION OF BOXFORD IN THE STATE AID TO PUBLIC LIBRARIES PROGRAM FOR FY2015**

Action on this item, if needed, was deferred to the March 5, 2015 business meeting.

**CONSIDERATION OF APPROVAL OF GRANT AWARDS FOR THE FY2015 SMALL LIBRARIES IN NETWORKS EXPANSION GRANT ROUND FOR NEW PARTICIPANTS UNDER ACCOUNT 7000-9506**

Paul Kissman, Library Information Systems Specialist, presented the award recommendation for the new FY2015 Small Libraries in Networks – New Participants grant, totaling $102,500, to be funded out of account 7000-9506, Library Technology and Resource Sharing.

**Program Abstract:**

The Small Libraries in Networks – New Participant grant awards will bring 57 new small public libraries (in municipalities under 10,000) into the Small Libraries in Networks program, and will complete partial awards made earlier this year to six C/W Mars libraries. In combination with the initial Small Libraries Award approved on December 4, 2014, 166 small libraries will have received a total of $326,644 in support in FY2015.

Each network has applied on behalf of its small public library members. Awards to the network will be used to directly offset the membership costs for the individual libraries.

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This is a formula-based grant program, made up of three components:

1. **Base Amount** - 57 libraries will receive a common base funding membership offset. For FY2015, the base amount is $1,200.
2. **Municipal EQV per Capita** - 38 libraries will receive a further funding offset when their municipal EQV/capita is below $300,000, as a measure of municipal need.
3. **Relative Network Costs** - 28 libraries will receive an additional membership offset when the cost of annual network membership exceeds 5% of the library’s total operating income.

With funding availability of $102,500 in FY2015, networks will receive 88.76% of a full award based on the formula ($114,681).

Applications were reviewed by MBLC staff and eligible libraries were verified prior to the final recommendation.

Commissioner Cluggish moved and Commissioner Resnick seconded that the Massachusetts Board of Library Commissioners approve the following six “Small Libraries in Networks - New Participant” grants, totaling $102,500, for FY2015.

**Small Libraries in Networks – New Participants**

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| --- | --- | --- |
| **NETWORK**  **Network** | **MUNICIPALITY** | **AWARD** |
| CLAMS | Barnstable | $11,536 |
| C/W MARS | Worcester | $34,381 |
| Minuteman Library Network | Natick | $8,875 |
| MVLC | North Andover | $25,830 |
| OCLN | Braintree | $2,794 |
| SAILS | Lakeville | $19,084 |
| **Total $102,500** | | |

**The Board voted approval.**

**CONSIDERATION OF A REQUEST FROM SOMERVILLE PUBLIC LIBRARY FOR AN EXTENSION OF TIME TO CONFIRM LOCAL FUNDING AND ACCEPT ITS PROVISIONAL GRANT AWARD IN THE MASSACHUSETTS PUBLIC LIBRARY CONSTRUCTION PROGRAM.**

As previously reported by Director Carty, the City of Somerville’s Mayor has determined that the Somerville Public Library project planned for Union Square will not go forward at this time. This means that the Somerville Public Library will not request an extension or accept its 2010-11 provisional construction grant award.

**CONSIDERATION OF A REQUEST FROM WOBURN PUBLIC LIBRARY FOR AN EXTENSION OF TIME TO CONFIRM LOCAL FUNDING AND ACCEPT ITS PROVISIONAL GRANT AWARD IN THE MASSACHUSETTS PUBLIC LIBRARY CONSTRUCTION PROGRAM.**

Richard Mahoney, Trustee of Woburn Public Library, stated that on behalf of the Woburn Public Library Building Committee, he is requesting an extension of time to confirm its project's local funding to April 30, 2015.

Mr. Mahoney noted that this is due to the passage of time since the project costs were first calculated - nearly five years ago. He noted that once Woburn’s Mayor understands the costs involved and the benefits to be derived from the project he has to go to the city council and win their approval.

Mr. Mahoney relayed that he has been traveling with the Mayor to other libraries that have been renovated and expanded in order to assist him in building a case to defend Woburn’s project before the City Council.

Commissioner Cluggish moved and Commissioner Caro seconded that the Massachusetts Board of Library Commissioners grant an extension of time to confirm local funding and accept its provisional grant to the Town of Woburn for its library construction project for the Woburn Public Library to April 30, 2015.

**The Board voted approval.**

**CONSIDERATION OF A FY2015 BUDGET REVISION FOR THE MASSACHUSETTS CENTER FOR THE BOOK**

Director Carty relayed that Sharon Shaloo, Executive Director of the Massachusetts Center for the Book, has submitted a budget revision to reflect the $1,875 9C cut to the budget.

Commissioner Resnick moved and Commissioner Cluggish seconded that the Massachusetts Board of Library Commissioners approve the FY2015 Budget Revision filed on January 16, 2015 for the Massachusetts Center for the Book with a new bottom line of $123,125 to reflect the 9C reduction of $1,875, as detailed in the accompanying documentation.

**The Board voted approval.**

**CONSIDERATION OF A FY2015 BUDGET REVISION FOR THE MASSACHUSETTS LIBRARY SYSTEM**

Gregory Pronevitz, Executive Director of the Massachusetts Library System, presented the budget revision. He noted that the changes from the last budget were made to recognize the recent $148,252 9C reduction.

Commissioner Comeau moved and Commissioner Caro seconded that the Massachusetts Board of Library Commissioners approve the FY2015 Budget Revision filed on January 29, 2015 for the Massachusetts Library System with a new bottom line of $7,223,347 to reflect the 9C reduction of $148,252, as detailed in the accompanying documentation.

**The Board voted approval.**

**REPORT FROM THE MASSACHUSETTS LIBRARY SYSTEM**

MLS Executive Director Gregory Pronevitz reported on the following items:

**Whately Facility**

MLS has received a letter of intent from the Town of Whately to purchase the WMRLS building. MLS is holding the property off the market until March in anticipation of receiving an offer from the Town.

**Commonwealth eBook Collections**

* MLS has reached the maximum number of participants in year one with about 340.
* Implementation training has begun with the CLAMS libraries.
* Monthly webinars began in January for discussions with participants.
* MLS is working with the MBLC and the Steering Committee to establish funding and sustainability goals for FY2016 and beyond.

**Member Forums**

The MLS Executive Board approved forming a permanent Academic Library Services Advisory Committee at the request of the Academic Library Services Planning Task Force.

**Member Forums**

MLS has scheduled a series of six member forums in 2015, beginning January 13 at South Hadley’s new library. The second forum is scheduled for March 19 at Walden Woods in Lincoln. MLS is adding a new topic for discussion: serving diverse patrons.

**Regional Resource Sharing Symposium: Interstate Opportunities**

MLS has announced this February 24, 2015 event at the Beechwood Hotel in Worcester. MLS will be discussing opportunities for interstate delivery and other resource sharing. Commissioner Cluggish will provide a welcome from MBLC.

**REPORT FROM THE LIBRARY FOR THE COMMONWEALTH**

Anna Fahey-Flynn, Collaborative Library Services Manager at Boston Public Library reported that the City of Boston has received a grant from the Knight Foundation to turn Boston's open data collection, which includes everything from building permits to a list of urban farms, into an accessible resource by working with Boston Public Library to catalog it and introduce it to the public.

Through this project the city of Boston will work with Boston Public Library to create a digital data catalog that will make it easier for residents, researchers and public employees to navigate. Once developed, the city and library will work together to introduce people to the resource, through introductory classes or data challenges where people are encouraged to analyze and visualize the data.

**COMMISSIONER ACTIVITIES**

Commissioners Kronholm and Resnick attended the Berkshire Legislative Breakfast at Berkshire Community College in Pittsfield on January 23, 2015.

Commissioners Kronholm and Resnick each attended a “Commonwealth Conversations” event in western Massachusetts on February 4, 2013.

Commissioners Cluggish and Kronholm helped to staff the MBLC booth at the Massachusetts Municipal Association conference on January 23 and 24, 2015.

Commissioner Cluggish attended the Executive Committee meeting at the Board offices in Boston on January 26, 2015. Commissioner Caro participated in this meeting via phone.

Commissioner Ochsenbein relayed that he attended his orientation with the agency Management Team on the morning of Wednesday, January 21, 2015 and was sworn in at the State House that afternoon.

**PUBLIC COMMENT**

There was no public comment.

**OLD BUSINESS**

There was no old business.

**ADJOURNMENT**

There being no further business, Chairman Shesko adjourned the February 5, 2015 monthly business meeting of the Board of Library Commissioners at 11:50 P.M.

Carol B. Caro

Secretary