MINUTES OF THE BOARD OF LIBRARY COMMISSIONERS

Date : July 10, 2014

Time : 10:00 A.M.

Place : Board of Library Commissioners

 Boston, Massachusetts

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

Absent : None

**Staff Present:**

Dianne Carty, Director; Liz Babbitt, State Aid Specialist; Callan Bittrich, Web Coordinator; Celeste Bruno, Communications Specialist; Barbara Glazerman, Head of Operations and Budget; Marlene Heroux, Reference Information Systems Specialist; Paul Kissman, Library Information Systems Specialist; Rachel Masse, Administrative Coordinator; William Morton, Assistant to the Director; Cynthia Roach, Head of Library Advisory and Development/Government Liaison Lauren Stara, Library Building Specialist; Shelley Quezada, Consultant for the Unserved; Rosemary Waltos, Library Building Specialist

**Observers Present:**

Anna Fahey-Flynn, Collaborative Library Services Manager, Boston Public Library; Deb Hoadley, Advisor, Massachusetts Library System; Gregory Pronevitz, Executive Director, Massachusetts Library System; Sharon Shaloo, Executive Director, Massachusetts Center for the Book; Steve Spohn, Resource Sharing Director, Massachusetts Library System

**Call to Order**

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

He stated that Commissioner Mary Rose Quinn resigned effective June 20, 2014.

**Approval of Minutes – June 5, 2014**

Commissioner Caro moved and Commissioner Comeau seconded that the Massachusetts Board of Library Commissioners approve the minutes for the monthly business meeting of June 5, 2014.

**The Board voted approval.**

**CHAIRMAN’S REPORT**

Chairman Murphy reported that the state budget is now on the Governor’s desk with the hoped and long worked for increases in the Board’s account lines. He noted that, if the Governor does not make any changes to the Board account lines, the State Aid to Public Libraries budget line (7000-9501) will be increased by over $2 million and Technology and Resource Sharing (7000-9506) will be increased by $800,000. Chairman Murphy stated that this is good news since both State Aid to Public Libraries and Technology and Resource Sharing had been at mid to late 1990’s levels while libraries have experienced an increased demand for library services.

Chairman Murphy relayed that he attended the June 12, 2014 meeting of the Resource Sharing Committee at which the follow-up to the eBook Pilot program was discussed at some depth. He noted that this will be covered in a report later on today’s agenda.

On June 16, 2014, Chairman Murphy participated in the video conference of the MLS Executive Board for the discussion on the future of the Whately facility.

Chairman Murphy stated that today’s meeting is the Annual Meeting of the Board at which new officers will be elected for FY2015. He noted that the last two years were challenging both because the Board lost a world class director to retirement and the long search for a worthy new director.

Chairman Murphy stressed that the last two years have also been full of many day-to-day successes due in large measure to the outstanding teamwork of this group of Commissioners. He stated his pleasure to be a part of this team which works collaboratively and effectively to make libraries and library services in Massachusetts some of the best in the nation.

He thanked the Commissioners for their assistance during his chairmanship and urged them to help the next chairman as much as they have assisted him.

**DIRECTOR’S REPORT**

Director Carty reported that on June 6, 2014 she attended a meeting at Boston Public Library (BPL) to discuss the Digital Public Library of America and the Massachusetts Library System. She relayed that the DPLA, which resides at BPL, has joined MLS as a special library.

On June 12, 2014, Director Carty attended a meeting of the Resource Sharing Committee to hear reports on the eBook pilot project, the discovery platform and the statewide library card. She stated that, as a result of this meeting, Cindy Roach will be presenting background information and the recommendation from the Resource Sharing Committee later in today’s meeting.

On June 13, 2014 Director Carty attended the Massachusetts Library Association Executive Board meeting.

Director Carty informed the Commissioners that on June 16, 2014 she attended the MLS Executive Board meeting in Whately. This meeting focused on the Whately facility and issues surrounding WMRLS.

Director Carty reported that on June 26, 2014 Cindy Roach, Barbara Glazerman and she attended the Third Annual Performance Management Conference at UMass Boston.

Director Carty relayed that the agency website editorial team has been meeting to discuss a complete redesign of the website. She stated that a temporary home page to address some current user issues has been designed with staff input. The redesign will take some time and that is why the editorial team decided to address the home page rather than wait.

Director Carty reported that she recently sent out a survey to the library community and to library stakeholders to gather input about the MBLC budget priorities and library community needs. She stated that she plans to compile this information to assist the Board in its preliminary discussion of a legislative agenda at the August Board meeting.

Director Carty provided the following Construction Program Update:

* **Eastham.** The Eastham Public Library will hold its ground breaking on Saturday, September 13, 2014. The time of the groundbreaking has not been announced.
* **Planning & Design Workshops.** Over sixty people attended two all day planning and design grant recipients’ workshops.

There are several libraries that have expressed interest in preparing for the next MBLC construction grant round, independent of the recent planning & design grant round. A planning and design workshop is being offered to them in August to help launch their efforts.

* **Construction Bond.** The library construction bond for $151,200,000 has been approved and should be signed by the governor any day. Two amendments were attached to the Senate version of the MBLC’s request and approved by the Senate and later approved by the House. Amendments are:
1. Approval of $1.2 million in funds for the Taft Public Library project in Mendon ($1.2 million was added to the original $150 million bond request.)
2. Increase of the Town of Webster’s Chester C. Corbin Public Library 2010-11 construction award from 53% or $5,366,489 of eligible costs to 75% or $7,567,412 of eligible construction costs. (Webster is currently number 1 on the waiting list.)

Director Carty stated that the Executive Office of Administration and Finance (A&F) considers these amendments to be earmarks. The A&F Analyst for the MBLC has stated that the Legislature understands that there is no guarantee these earmarked projects will be funded. A&F recommends that the MBLC advise Mendon and Webster public libraries that the amount of bond authorization in the bond bills far exceeds the Commonwealth’s capability to affordably issue such bonds. Consequently, each year the Executive Office of Administration and Finance decides which capital projects to fund using the authorizations approved by the Legislature. This means that not everything will be funded and most likely the earmarks attached to the Massachusetts Public Library Construction Program in the bond will go unfunded. A&F can speak directly to library and local officials regarding this.

* **Capital Budget.** Unofficially, the MBLC has been advised that the construction program’s FY2015-FY2019 capital budget has been approved for $20M. The agency is now waiting for official confirmation.

**LEGISLATIVE REPORT**

Cynthia Roach, Head of Library Advisory and Development and Government Liaison, reported that the agency is now waiting to hear that Governor Patrick has signed the budget and capital bond bill.

Ms. Roach informed the Commissioners that this legislative session ends July 31, 2014.

She reported on the following bills with no recent legislative activity:

* H.397, An Act Regarding Certification of Librarians, has not emerged from the Committee on Education.
* H.2835, An Act to Establish a Municipal Record Preservation Commission, was sent to the Committee on Rules of the Two Branches, Acting Concurrently.
* H.3943, An Act in Aid of Libraries, which would exempt the sale of used books and other items sold by libraries and library friends groups for the purposes of raising money to be used for library purposes from the sales tax. The bill is in House Committee on Ways and Means.

**MARKETING PLAN UPDATE**

Communications Specialist Celeste Bruno discussed summer reading in her report. As part of the ongoing partnership with the Boston Bruins, Blades visits will be held at libraries in following communities: Lynn, Chelmsford, Wakefield, Ware, Ashfield, and Halifax. In addition to the Blades visits, a Summer Reading Kick-off with nine prospect Bruins players is scheduled for Friday July 11, 2014 at the Peabody Institute Library. Ms. Bruno thanked Commissioner Cluggish and Commissioner Welch who will be helping at the event which may have up to 200 people. Blades and the Bruins also helped kick-off summer reading at the Jonathan Bourne Public Library.

Ms. Bruno relayed that to help libraries promote the visits, the MBLC sends a “Bruins Box” with “Guess Who’s Coming” Bear Claws and posters that can be hung around the library to help generate excitement and set the proper expectation that while the “Bruins” are coming, people should expect to meet Blades, not a player.

She stated that a new element of the partnership this year is the Teen Challenge. Librarians said they wanted MBLC staff who worked with consultants from MLS and the Bruins to come up with a challenge that allows teens to use their creativity. Teens may submit their entries as videos, essays, or in any art medium they chose. Librarians can use this as a program with their teens.

Also new this year is the Bruins recommended Reads list with 19 players giving their favorites. It has titles for all ages and includes classics like *To Kill a Mockingbird* and *Charlotte’s Web*” but also new titles like *Unbroken* which was recommended by Patrice Bergeron. It has already been popular and reached almost 1,000 people in the first day it was posted on Facebook.

The READ poster series has also continued. Last year READ poster featured Blades and an Outstanding Reader Certificate was created to go with it. This year’s poster features Patrice Bergeron and again includes the outstanding reader Certificate that goes with it. Everything that is created is available to all the libraries. They can print it themselves from the Newsroom or from the MLS LibGuide or they can use the order form that MLS put together.

Ms. Bruno stated that all of these materials help to promote summer reading, but added that banner ads are also run that drive people to the online registration page. This year’s ad locations included Facebook, Mobile Advertising (appear on mobile versions of websites) Boston Central, Google display Ads. She noted that the most effective were the mobile and Google Display ads.

**CONSIDERATION OF PLANNING AND DESIGN GRANT AWARD TO THE MUNICIPALITY OF MONTEREY UNDER THE MASSACHUSETTS PUBLIC LIBRARY CONSTRUCTION PROGRAM**

Lauren Stara, Library Building Specialist, referred to the documentation proposing a recommendation for a grant award to the Town of Monterey for the planning and design of the Monterey Library’s facility.

Ms. Stara reported that one million dollars from the 2008 bond bill was allocated to fund the 2013-14 Planning and Design Grant round. This grant round commenced on August 1, 2013 with the issuance of the program notice authorized by the Board at its June 6, 2013 meeting. Four general information workshops for potential planning and design applicants were held in June 2013. Thirty-six letters of intent were received by the deadline of September 13, 2013. Three application workshops were held across the state in September and October 2013, and twenty eight applications were received by the deadline of January 31, 2014.

After consideration and discussion in review panels and final review for eligibility and eligible project costs, the awarding of provisional grants totaling $959,425 for 20 projects were recommended and approved for provisional grants by the Board on June 5, 2014. Today’s recommendation is to offer the Monterey Library $40,575 for a planning and design project. This expends the remainder of the $1,000,000 in funds allocated for the grant round.

Additional Project for Planning and Design, 2013-14 Grant Round

Project Type Summary: A Project for Planning and Design, which does not involve actual construction, proposes to develop a building program, conduct site investigations, prepare schematic drawings and estimate costs for a future major public library facility improvement project.

Commissioner Comeau moved and Commissioner Shesko seconded that the Massachusetts Board of Library Commissioners approve a provisional grant award totaling $40,575 to Monterey Library in the Town of Monterey.

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

**CONSIDERATION OF APPROVAL OF FY2015 LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA) GRANT AWARDS**

Cynthia Roach presented for consideration the recommendations of the State Advisory Council on Libraries (SACL) for the award of grants under the Library Services and Technology Act (LSTA) program for fiscal year 2015.

Ms. Roach informed the Commissioners that fifty applications were received. SACL reviewed and discussed each application in May. There were two libraries that withdrew their application. Today, SACL is recommending that the Board provide funding for forty-six which fall within the financial constraints of LSTA funding.

Ms. Roach noted that SACL’s recommendations are being presented as a series of thirteen motions identified as items a-m in the accompanying documentation.

**Conversation Circles Grant Program**

This program allows libraries to receive grants of up to $12,500 to develop a volunteer program for Conversation Circles. Funds are used to pay for a part-time volunteer coordinator and pay for support materials on English language instruction and citizenship. The library should work with local agencies serving newcomers as well as organizations that place trained volunteers in community service positions.  Libraries would need to commit staff time to organizing and training volunteers and agree to designate at least one staff member as support for this program.  This is a two year program.

Commissioner Resnick moved and Commissioner Cluggish seconded that the Massachusetts Board of Library Commissioners approve the following Conversation Circles Grants totaling $25,000 to start no earlier than October 1, 2014.

|  |  |  |  |
| --- | --- | --- | --- |
| **Agency** | **Amount Awarded** | **FY2015** | **FY2016** |
| Northborough Free Library | $12,500 | $6,250 | $6,250 |
| Peabody Institute Library, Peabody | $12,500 | $10,824 | $1,676 |
| **Total:** | **$25,000** | **$17,074** | **$7,926** |

**The Board voted approval.**

**Customer Experience in a Digital Age Grant Program**

This mini grant program provides the funding for library training in basic customer service and the use of emerging technologies and digital media in the provision of that service. Libraries will agree to conduct some kind of pre- and post-survey of the community as a part of this project and will be required to attend a MBLC sponsored customer service training session in the fall of 2013. In addition awardees will commit to incorporating best practices in technology planning including assessment and evaluation of current policies related to customer service. Libraries are encouraged to partner with local high schools, colleges or other institutions that can provide technical advice and assistance.

Commissioner Kronholm moved and Commissioner Cluggish seconded that the Massachusetts Board of Library Commissioners approve the following Customer Experience Mini-Grant totaling $57,400 to start no earlier than October 1, 2014.

|  |  |
| --- | --- |
| **Agency** | **Amount Awarded** |
| Attleboro Public Library | $10,000 |
| Bellingham Public Library | $10,000 |
| Greenfield Public Library | $10,000 |
| Holmes Public Library, Halifax | $7,700 |
| Mashpee Public Library | $10,000 |
| Swampscott Public Library | $9,700 |
| **Total:** | **$57,400** |

**The Board voted approval.**

**Digitizing Historical Resources Grant Program**

The documentary heritage of Massachusetts is essentially intact from its founding. Repositories throughout the Commonwealth house irreplaceable collections of books and private and public documents that serve as a rich resource for researchers involved in local, state, regional, national, and international studies. Through this digital imaging project, Massachusetts libraries will have support to participate with a growing number of academic and research libraries in making our national memory available to all. Priority will be given to projects proposing to scan materials of local, state, regional, or national importance that contribute to an understanding of our historic and cultural heritage. Moreover, the original documents can then be preserved and stored in secure, environmentally-controlled storage for those who actually need access to them in person for their research.

Commissioner Cluggish moved and Commissioner Shesko seconded that the Massachusetts Board of Library Commissioners approve the following Digitizing Historical Resources Grant totaling $13,105 to start no earlier than October 1, 2014.

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| **Agency** | **Amount Awarded** |
| Assumption College, Emmanuel d’Alzon Library | $13,105 |
| **Total:** | **$13,105** |

**The Board voted approval.**

**Full Steam Ahead: Supporting Science, Technology, Engineering, Math and the Arts in Public Library Preschool Programming Grant**

Public Libraries offer an array of learning experiences that engages the preschooler’s curiosity of the concepts of science and that introduces how arts and science intertwine with each other. During the project, the library collaborates with local preschools and their Coordinated Family and Community Engagement programs (CFCE) as well as with museums, local businesses, industry (if applicable) and others to promote improved STEAM learning.

Commissioner Shesko moved and Commissioner Resnick seconded that the Massachusetts Board of Library Commissioners approve the following Full STEAM Ahead Grants totaling $66,520 to start no earlier than October 1, 2014.

|  |  |
| --- | --- |
| **Agency** | **Amount Awarded** |
| Ashland Public Library | $7,500 |
| Jonathan Bourne Public Library, Bourne | $7,500 |
| Hudson Public Library | $7,500 |
| Kingston Public Library | $7,500 |
| Berkshire Athenaeum, Pittsfield | $7,500 |
| Plainville Public Library | $7,500 |
| Gaylord Memorial Library, South Hadley | $6,520 |
| Stoughton Public Library | $7,500 |
| Whitman Public Library | $7,500 |
| **Total:** | **$66,520** |

**The Board voted approval.**

**Innovative/Open Projects**

This category is being offered to allow librarians to satisfy needs that are not now being met by current programs. It has always been a priority of the federal program to encourage innovation and risk taking. It is also an interest of the Massachusetts Board of Library Commissioners to provide librarians with opportunities to help fulfill their long range plan goals and objectives. The Innovative program will allow applicants to apply new methods to solve problems, build programs, and best carry out their library’s mission and plan. These projects must meet the needs of a specific target audience. Applicants can seek awards for projects that otherwise do not fall under the current LSTA program offerings, whether the project is innovative or a project that is being adapted. The Innovative Program offers libraries an opportunity to exercise maximum creativity to implement unique services in a flexible and collaborative grant-making environment.

Commissioner Caro moved and Commissioner Cluggish seconded that the Massachusetts Board of Library Commissioners approve the following Innovative Projects totaling $55,070 to start no earlier than October 1, 2014.

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| --- | --- | --- | --- | --- |
| **Agency** | **Title of Project** | **Amount Awarded** | **FY2015** | **FY2016** |
| M.N. Spear Memorial Library, Shutesbury  | Collaborative STEAM | $10,000 | $10,000 |  |
| Malden Public Library | STEAM in the Art Gallery | $10,000 | $10,000 |  |
| Turner Free Library, Randolph | Student Success Center | $15,000 | $7,265 | $7,735 |
| Joseph H. Plumb Memorial Library, Rochester | Exploring the Ecosystems | $10,000 | $10,000 |  |
| Worcester Public Library | World Languages Story times | $10,070 | $10,070 |  |
| **Totals:** |  | **$55,070** | **$47,335** | **$7,735** |

**The Board voted approval.**

**Network Connections and Servers Targeted Program**

The purpose of this program is to offset a portion of the costs for maintaining and upgrading telecommunications and server-related hardware and software for the nine automated resource sharing networks. Activities covered include: replacing aging core telecommunications hardware for network central sites and remote library locations to prevent telecommunications failures for mission-critical library operations; upgrading member capacity; increasing security; maximizing bandwidth efficiency; allowing new wireless services to be deployed within the library; and replacing aging system servers or adding to server capacity where network growth/load warrants.

Types of equipment to be purchased include central site routers including backbone routers, remote site routers and switches, DSU’s, firewalls, VPN (virtual private network) equipment, packet prioritization and compression equipment, and related equipment.

Commissioner Comeau moved and Commissioner Cluggish seconded that the Massachusetts Board of Library Commissioners approve the following Network Connections and Servers grants totaling $174,598 to start no earlier than October 1, 2014.

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| --- | --- |
| **Agency** | **Amount Awarded** |
| Cape Libraries Automated Materials Sharing (CLAMS) | $19,821 |
| North of Boston Library Exchange (NOBLE) | $50,025 |
| Old Colony Library Network (OCLN) | $69,224 |
| SAILS, Inc. | $35,528 |
| **Total:** | **$174,598** |

**The Board voted approval.**

**Next Chapter: Vital Aging for Older Active Adults Grant Program**

Choices made by Massachusetts’ 1.8 million baby boomers (approximately 30% of the population) will have a profound impact on the economic and civic composition of the state. As healthy, active and mobile adults, they seek opportunities to volunteer and “give back” to their communities and “redefine retirement.” Next Chapter will position libraries as centers for productive aging, lifelong learning and civic engagement by promoting the sharing of information resources and offering enhanced programming and services to a new generation of older adults.

Commissioner Welch moved and Commissioner Caro seconded that the Massachusetts Board of Library Commissioners approve the following Next Chapter Grant totaling $7,500 to start no earlier than October 1, 2014.

|  |  |
| --- | --- |
| **Agency** | **Amount Awarded** |
| Pembroke Public Library | $7,500 |
| **Total:** | **$7,500** |

**The Board voted approval.**

**Preservation Assessment Grant Program**

Libraries will contract with an outside consultant to conduct a preservation survey of their collections and buildings. The purpose is to determine individual item conservation requirements and needs for proper storage, care and handling. The survey will result in a description of the problems observed and recommendations on how to rectify them and how to proceed to develop a long-range preservation plan to extend the life of their holdings. Each library will then develop an action program, based on the survey’s recommendations that will address these issues.

Commissioner Resnick moved and Commissioner Cluggish seconded that the Massachusetts Board of Library Commissioners approve the following Preservation Assessment Grants totaling $8,400 to start no earlier than October 1, 2014.

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| **Agency** | **Amount Awarded** |
| Langley- Adams Library, Groveland | $4,200 |
| Wheelock College, Boston | $4,200 |
| **Total:** | **$8,400** |

**The Board voted approval.**

**Preservation of Library & Archival Materials Grant Program**

The documentary heritage of Massachusetts is essentially intact from its founding, and much rich information and documentation exists. Throughout the Commonwealth, repositories house irreplaceable collections of books, as well as private and public documents, which serve as a rich resource for researchers involved in local, state, regional, national, and international studies. Library staffs in public libraries, academic libraries and other repositories have long collected materials that document their immediate and adjoining locales, as well as focusing on specific collecting areas. Although much of this material is monographs and pamphlets, a significant portion is manuscript material (personal and organizational papers), photographs, posters, ticket stubs, broadsides, etc. Many of these collections are in need of conservation work to prolong their lives and to enable them to be handled. Through this grant program, applicants can focus on the particular preservation and conservation need(s) of their local history/special/archival collections.

Commissioner Kronholm moved and Commissioner Shesko seconded that the Massachusetts Board of Library Commissioners approve the following Preservation of Library and Archival Materials Grant totaling $30,000 to start no earlier than October 1, 2014.

|  |  |  |  |
| --- | --- | --- | --- |
| **Agency** | **Amount Awarded** | **FY2015** | **FY2016** |
| Massachusetts Historical Society | $30,000 | $15,000 | $15,000 |
| **Totals:** | **$30,000** | **$15,000** | **$15,000** |

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

**School Library Incentive Grant Program**

School libraries or school districts that have completed a school library long-range plan will carry out one or more of the objectives in their approved Long-Range Plan. This one-time grant of $5,000 will be directed towards implementing activities outlined in their plan. The programs vary in focus, but all include a component of cooperation with a local public library.

Commissioner Cluggish moved and Commissioner Caro seconded that the Massachusetts Board of Library Commissioners approve the following School Library Incentive Grants totaling $10,000 to start no earlier than October 1, 2014.

|  |  |
| --- | --- |
| **Agency** | **Amount Awarded** |
| Dedham Public Schools | $5,000 |
| New Bedford High School Library Media Center | $5,000 |
| **Total:** | **$10,000** |

**Science is Everywhere: Supporting Science, Technology, Engineering & Math (STEM) Programs in Libraries Grant**

Public or school librarians working with a science educator as well as local business or industry can offer programs and materials that stimulate creativity and promote innovation. Students can take an early look at “frontier occupations” such as alternative energy, green transportation, biotechnology, nanotechnology, robotics or aquaculture. Library programs can offer materials that help improve non-fiction reading as well as providing a place to explore hands-on STEM activities outside the classroom in a setting that is both fun as well as informative.

Commissioner Shesko moved and Commissioner Caro seconded that the Massachusetts Board of Library Commissioners approve the following Science is Everywhere Grants totaling $37,407 to start no earlier than October 1, 2014.

|  |  |
| --- | --- |
| **Agency** | **Amount Awarded** |
| Abington Public Library | $7,500 |
| Hamilton- Wenham Public Library | $7,500 |
| Milford Town Library | $7,500 |
| North Adams Public Library | $7,500 |
| Winchester Public Library | $7,407 |
| **Total:** | **$37,407** |

**The Board voted approval.**

**Serving People with Disabilities Grant Program**

Under the Library Services and Technology Act Massachusetts Long-Range Plan (2002-2007), the MBLC identified issues for libraries seeking to provide service for people who face special challenges using libraries. Many residents of Massachusetts cannot fully utilize libraries for a variety of reasons including disabling conditions such as visual, hearing and mobility impairments. Moreover, many libraries lack adaptive equipment, current library collections may be inadequate; and staff may lack the appropriate training to serve a more diverse group of library users. The MBLC has encouraged all types of libraries to consider their role as an information access point for all, including those members of the community who are traditionally under-represented among library users.

Commissioner Caro moved and Commissioner Comeau seconded that the Massachusetts Board of Library Commissioners approve the following Serving People with Disabilities Grant totaling $18,100 to start no earlier than October 1, 2014.

|  |  |  |  |
| --- | --- | --- | --- |
| **Agency** | **Amount Awarded** | **FY2015** | **FY2016** |
| Forbes Library, Northampton | $18,100 | $13,150 | $4,950 |
| **Total:** | **$18,100** | **$13,150** | **$4,950** |

**The Board voted approval.**

**Serving ‘Tweens and Teens Grant Program**

Across Massachusetts, eager and hopeful teens enter the library each afternoon, looking for a place to be with their friends, to relax and to work on homework. They may also be seeking a place to expand their world, to volunteer in the community, and to pursue new projects. The need for programs and services for middle school and senior high school age students is apparent. The average school day ends between two and three in the afternoon and almost every teenager in America must find somewhere to go and something to do after school. At-risk, underserved youth need programs that intervene before these adolescents get into trouble. The purpose of this LSTA program is to help public libraries develop innovative programs and strategies to serve their “tweens and teens.”

Commissioner Comeau moved and Commissioner Resnick seconded that the Massachusetts Board of Library Commissioners approve the following Serving ‘Tweens and Teens Targeted Grants totaling $105,000 to start no earlier than October 1, 2014.

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| --- | --- | --- | --- |
| **Agency** | **Amount Awarded** | **FY2015** | **FY2016** |
| Clapp Memorial Library, Belchertown | $15,000 | $7,500 | $7,500 |
| Chicopee Public Library | $15,000 | $9,120 | $5,880 |
| Ames Free Library, Easton | $15,000 | $9,550  | $5,450  |
| Lee Library Association | $15,000 | $9,000 | $6,000 |
| New Salem Public Library | $15,000 | $7,500 | $7,500 |
| Thomas Crane Public Library, Quincy | $15,000 | $9,205 | $5,795 |
| West Tisbury Free Public Library | $15,000 | $10,350 | $4,650 |
| **Totals:** | **$105,000** | **$62,225** | **$42,775** |

**The Board voted approval.**

**CONSIDERATION OF APPROVAL OF THE LSTA SPECIAL PROJECTS AND PRIORITIES BUDGET FOR FY2015**

Cynthia Roach presented the budget for the FY2015 LSTA Special Projects. She relayed that both Federal fiscal years 2013 and 2014 monies are used to support this budget.

Ms. Roach noted that new projects in the budget include the state aid review committee, statewide library card and the agency’s website redesign. One item that is not included is funding for the Center for the Book. With the passage of line 7000-9508, state funding is now provided to the Center. She stated that there are a few initiatives that are not included with this budget: technology for creating a mobile app for libraries and a discovery layer for electronic resources.

Ms. Roach reported that grants that are reviewed by agency staff rather than SACL are part of this budget. She stated that the agency continues to fund Emergency/Disaster Preparedness, Statewide databases, marketing program, eBook project, virtual catalog help desk, and website support.

Ms. Roach noted that all projects fit the MBLC’s LSTA five year plan.

Massachusetts Center for the Book Executive Director Sharon Shaloo addressed the Board and requested that the Board reinstate $25,000 in funding for MCB.

Commissioners agreed to take the matter under advisement pending the submission of a complete program budget for account line 7000-9508.

Commissioner Caro moved and Commissioner Shesko seconded that the Massachusetts Board of Library Commissioners adopt the proposed Special Priorities and Projects for the Library Services and Technology Act program for FY2015 as presented in the attached documentation in the amount of $1,575,020.

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

The FY2015 Special Priorities and Projects and budget follows.

Massachusetts Board of Library Commissioners

Library Services and Technology Act

FY2015

Special Priorities and Projects

Projects budgeted for State FY2015 use two sources of LSTA grants; some projects are funded with FY2013 monies; the majority of the projects are funding with Federal FY2014 monies.

| **Project** | **Description** | **Amount** |
| --- | --- | --- |
| Agency Data Collection | The Agency will contract via quick quote or use state contract to hire a consultant to help staff identify data agency is collecting today and how to move that data into a product that will provide easy access. | $50,000 |
| Emergency Assistance/Disaster Recovery | The Agency has two contracts for direct assistance to public libraries in the event of a disaster. One contract provides on-site recovery services and the second contract provides professional preservation consulting services available on site or by telephone 24 hours/day 7 days/week. | $25,000 |
| Marketing Plan Implementation | The Public Relations Advisory Committee and MBLC staff will develop a Public Awareness plan this year. In FY2015, staff will promote the statewide eBook project, the new Virtual Catalog, ComCat, launch of the re-designed portal and will continue to support Summer Reading, Bruins Partnerships and other programs. | $150,000 |
| Preservation/Digitization Planning | This project continues the planning process to identify the preservation and digitization needs of public, academic, school and special libraries, museums, and historical societies across the Commonwealth. The Planning Committee, which has been working with consultant Maureen Sullivan, is conducting a survey and will have focus groups later this fall. The Committee will develop a plan in early 2015 that will address the major stakeholders and will outline strategies to addressing the needs of libraries, historical societies and museums across the Commonwealth. | $40,000 |
| Small Library Forum | October 29 is the date for the Small Library Forum. Jessaym West will be the keynote speaker and there will be a panel of local libraries that have been sharing services, grants, etc. The focus of the institute is to help small libraries think of alternative ways for sustainability. The program fits well with the Small library in Network Planning that is happening now too. | $20,000 |
| Small Library in Networks Planning | The agency has contracted with Carol Mahoney to do a series of focus groups on the SLIN program this fall. The Committee will meet through the fall to determine how to best structure the program for the future. | $12,500 |
| State-Aid Review | Committee will review the state-aid program and make recommendations for potential changes to the program. Consultant will be hired to facilitate the process. | $20,000 |
| Statewide Databases | Over 1700 libraries that are members of MLS and all residents of the Commonwealth have access to core resources through contracts with Gale/Cengage, Boston Globe through Proquest and Encyclopedia Britannica. These database offerings are through a partnership with MLS. | $646,000 |
| Statewide Library Card Planning | Statewide Library Card Working Group is completing its study and will do a final set of focus groups as they complete the process this fall. | $20,000 |
| Support for Summer Reading Online Registration | The projects funds the online registration system used for the Summer Reading Program. | $17,000 |
| Virtual Catalog Help Desk | The virtual catalog is administered and maintained at Fenway Libraries OnLine (FLO). The transition to ComCat, the new virtual catalog is happening later this summer. FLO will maintain the current system product until most libraries have transitioned to ComCat. This covers licensing, FLO help desk support and overall administration and maintained of URSA for its final year. | $41,000 |
| Web-based Data Collection | Counting Opinions is a web-based data management solution (LIbPas) that facilitates the collection and automatic tabulation of library data and enables the MBLC to manage and define data collection sets. Public libraries report their ARIS and financial report information on this system. The agency is offering a customer satisfaction component for all public libraries. The agency subscribes to InformsUS, which will give the agency the ability to gather data and feedback to help us meet the Governor's customer service initiative. | $74,012 |
| Website Redesign | The goal of this project is to create a future-proof responsive redesign for the MBLC's website that will serve both in-house staff and library stakeholder needs. | $75,000 |
| Website Support | This project covers the ongoing costs of maintaining the MBLC websites (mass.gov/mblc and mass.gov/libraries) for one year. The sites are maintained by a private vendor under a competitively bid service contract. | $59,064 |
| Workshops/Trainings | This includes workshops and training programs for Trustees and Friends groups and training for our LSTA direct grant program. | $12,000 |

**Special Project Grant Programs**

These are grant programs that are reviewed by agency staff and are not part of the direct grant process reviewed by SACL. Each award has an application process and evaluation process in place.

|  |  |  |
| --- | --- | --- |
| **Project** | **Description** | **Amount** |
| Statewide eBook Project | As part of the Board's commitment to state-wide eBook products, the funding will support the infrastructure to make this program possible. MLS and MBLC have agreed to support the on-going infrastructure costs. | $150,000 |
| NCIP Connections | Funding for NCIP connections will assist Virtual Catalog Members with capital costs to implement NCIP connections on their local ILS. For the past two years, the Board has funded these costs as current virtual catalog members become ready to migrate to ComCat. There are some academic libraries that won't have to move to ComCat yet, and this funding will assist them with capital costs. | $30,000 |
| Planning for Joint Public Libraries | The town of South Hadley has its public library and a private/public library, the Gaylord library. The libraries desire to share services and staff. These funds will assist the library in the planning for the merging of services and staff. | $10,000 |
| Small Libraries in Networks | This is the targeted grant to CW/MARS and MVLC that assists public libraries in municipalities under 10,000 in population to maintain membership in these networks.  | $123,444 |
|  |  |  |
| **Total Special Priorities and Project Budget** | **$1,575,020** |

**CONSIDERATION OF APPOINTMENTS TO THE STATE AID REVIEW COMMITTEE**

Director Carty reported that, at the June 5, 2014 Board meeting, the Commissioners approved the charge, time-line, and composition of the State Aid Review committee.

The approved charge and time-line are:

**Charge:**

The committee will assess the role of a state aid program in improving library services through a review of components of the current program and a review of approaches in other states, and will make recommendations for the State Aid to Public Libraries program to the Board of Library Commissioners.

**Anticipated Timeline:**

June 5, 2014 Approval of committee charge and timeline
July 10, 2014 Appointment of committee members
September, 2014 – May, 2015 Up to 6 full committee meetings
June, 2015 Final report to Board

Attached to this memo is the committee composition as approved along with the names of proposed committee appointees for your approval.

Commissioner Comeau moved and Commissioner Kronholm seconded that the Massachusetts Board of Library Commissioners approve the proposed appointees to the State Aid Review Committee as per the attached documentation.

**The Board voted approval.**

State Aid Review Committee

Composition of the Committee and Proposed Appointees

**Public Library Directors (12)**

Directors are the most likely public library staff to be conversant with the current State Aid to Public Libraries program. This group includes directors from small, medium, and large public libraries from all parts of the state. Some have had recent experience as waiver applicants.

 Municipality Population Group

Ebba Hierta Chilmark A -2000

Laurie Wheeler Shelburne Arms A -2000

Jen Inglis Nahant B 2,000 - 4,999

Stephanie Carpenter Barre C 5,000 - 9,999

Melissa Gaspar Middleton C 5,000 - 9,999

Kathy Mahoney Mashpee D 10,000 - 14,999

Bernadette Rivard Bellingham E 15,000 – 24,999

Patrick Marshall Bourne E 15,000 - 24,999

Marcia Rich Acton E 15,000 - 24,999

Will Adamczyk Milton F 25,000 – 49,999

Joan Pilkington-Smyth Attleborough F 25,000 – 49,999

Ellen Donaghey CFO Boston G 50000+

Molly Fogerty Springfield G 50000+

**Public Library Trustees (2)**

Trustees will be selected for their knowledge of the State Aid program.

 Municipality Population Group

Pat O’Leary Weymouth G 50000+

Karis North Hull D 10,000 – 14,999

**Regional and Network Representatives (2)**

Regional and Network staff interact with their public library members over aspects of the State Aid program giving them another perspective on the program.

Jayme Viveiros Member Services Librarian, SAILS

Deb Hoadley MLS Staff

**MBLC Commissioners (3)**

Commissioners who are liaisons to the State Aid program

Gregory Shesko, Chair

Mary Kronholm

TBD

**MBLC Staff (3)**

Dianne Carty Director

Liz Babbitt State Aid Specialist

TBD Head of State Aid, Construction and Technology/Government Liaison

**UPDATE FROM THE RESOURCE SHARING COMMITTEE AND CONSIDERATION OF A RECOMMENDATION FOR THE STATEWIDE eBOOK PILOT**

Cynthia Roach reported that the Resource Sharing Committee met in June to review the progress of the eBook Pilot Program and to compose a recommendation for the Board. At the meeting, MLS Executive Director Gregory Pronevitz, MLS Advisor/eBook Team Leader Deb Hoadley, and MLS Resource Sharing Director Stephen Spohn presented a review and evaluation of the program to date. Implementation was slower than desired, but in the past few months the pilot project has taken hold. MLS has shown that a statewide project has helped with publisher negotiations and over the course of the pilot program has seen a shift in the attitudes of the big five publishers. The pilot libraries like the project and want to continue with it. The project needs to continue to grow and MLS has developed a cost-sharing model that resonated with the sustainability group. The Resource Sharing Committee recommends that this project continue.

The Committee also heard reports from the Statewide Library Card Working Group and the Discovery Working Group. The Statewide Library Card Working Group will be recommending a statewide library card. The Discovery Working Group issued an RFI to potential discovery platform vendors. They are evaluating the responses and will be hosting demos in late July and early August for the library community.

Other Committees are addressing networks. There was a network planning day held in April. There will be focus groups for Small library in Network members in early fall. There is committee looking at the current program and potential changes to it. A preservation and digitization committee is working to develop a plan that addresses these needs and how the various stakeholders will work together to make the Commonwealth’s treasures available.

MLS Executive Director Gregory Pronevitz, MLS Advisor/eBook Team Leader Deb Hoadley, and MLS Resource Sharing Director Stephen Spohn presented a summary review and evaluation of the on the eBook Pilot Program for the Commissioners and answered questions.

Commissioner Comeau moved and Commissioner Caro seconded that the Massachusetts Board of Library Commissioners approve the continuation of the Statewide eBook project based on the following recommendations:

1. The next phase of the project will be called the beta phase. This phase provides the opportunity for MLS to roll out the project to additional libraries and denotes a project that is still being developed.
2. Evaluation of the cost sharing model developed by MLS and making adjustments to the model to assure the sustainability of the project.
3. Continually assessing the ease of use for residents. Providing APIs for libraries, networks and users to make content easily findable.
4. Develop a plan to implement “help desk” support for libraries and users.
5. Focus on evaluation of the products and have a recommendation in place by the end of FY2015.
6. Determine that all products provided are meeting accessibility requirements by the end of FY2015.
7. MLS and steering committee will set goals with measureable outcomes for FY2015 and beyond.
8. MLS and steering committee will work on long term goals.
9. Clarify roles and responsibilities of all stakeholders and create a memorandum of agreement with stakeholders.
10. Coordinate efforts with other statewide groups including Statewide Library Card and Discover Committees and Library for the Commonwealth.

**The Board voted approval.**

**REPORT FROM THE MASSACHUSETTS LIBRARY SYSTEM**

Gregory Pronevitz, Executive Director, Massachusetts Library System reported on the following items:

**Whately Facility and WMRLS**

MLS is continuing negotiations on a purchase and sale agreement for the Whately facility with a local businessman.

**eBook Pilot**

* The Statewide Resource Sharing Committee sent the MLS recommendation forward regarding continuation of the eBook project. MLS is excited about the prospect of moving forward.

**ILL Center**

The MLS ILL Center is now processing requests that formerly went to both Quincy’s and Wellesley’s ILL Centers. The ILL Center at MLS will be fully staffed in a couple of weeks.

**REPORT FROM THE LIBRARY FOR THE COMMONWEALTH**

Anna Fahey-Flynn, Collaborative Library Services Manager at Boston Public Library (BPL), reported on the following items:

**Massachusetts eBook Project**

BPL looks forward to continuing conversations with MLS and MBLC regarding BPL’s participation.

**New Databases**

BPL has added several new databases in the past year that we will be continuing into FY2015, notable:

* Hoopla
* Little Pim (online language learning software directed towards children, accessed through Mango.)
* National Geographic Subscription (1888-Current)
* 19th Century US Newspapers
* 19th Century British Newspapers

**Public Library Partnership Project**

Gates Grant awarded to Digital Public Library of America with sub-award to Boston Public Library

* As of July 16, 2014 all three introductions to the digitization process workshops have been completed with a total of 41 attendees.
* BPL is now moving on to the selection process.

**Budget Revision**

BPL will submit a revised Library for the Commonwealth budget for FY2015 at the September Board meeting.

**COMMISSIONER ACTIVITIES**

Reports on Commissioner Activities were deferred until the August 7, 2014 Board meeting.

**PUBLIC COMMENT**

There was no public comment.

**OLD BUSINESS**

There was no old business.

**ELECTION OF OFFICERS FOR FY2015**

Chairman Murphy relayed that he had requested that Commissioner Resnick be a nominating committee for Board Officers for FY2015.

Commissioner Resnick stated that, after consultation with the current Executive Committee and all the Commissioners, she is presenting the following slate for Board consideration: Commissioner Shesko for the office of Chairman, Commissioner Cluggish for the office of Vice Chairman, and Commissioner Caro for the office of Secretary.

Hearing no objections, Commissioner Comeau moved and Commissioner Welch seconded that the Board of Library Commissioners’ Secretary cast one vote on behalf of the entire Board for the slate as presented.

**The Board voted unanimous approval.**

**Commissioner Shesko was elected Chairman, Commissioner Cluggish was elected Vice Chairman, and Commissioner Caro was elected Secretary for FY2015.**

Commissioner Shesko thanked both Commissioner Murphy and Commissioner Quinn for their service to the Board.

**ADJOURNMENT**

There being no further business, Chairman Murphy adjourned the July 10, 2014 monthly business meeting of the Board of Library Commissioners at 12:40 P.M.

Gregory J. Shesko

Secretary