MINUTES OF THE BOARD OF LIBRARY COMMISSIONERS

Date : March 5, 2015

Time : 10:00 A.M.

Place : Boston Public Library

Boston, Massachusetts

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

Absent : George T. Comeau

**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; Erin Williams Hart, Friends/Trustees Liaison; Marlene Heroux, Reference Information Systems Specialist; William Morton, Assistant to the Director; Shelley Quezada, Consultant for the Unserved; Cynthia Roach, Head of Library Advisory and Development; Lauren Stara, Library Building Consultant, Rosemary Waltos, Library Building Consultant

**Observers Present:**

Alan Benson, Boxford Town Administrator; Tom Blake, Digital Projects Manager, Boston Public Library; Michael Colford, Director of Library Services, Boston Public Library; Heidi Ellard, Trustee, Boxford Town Library; Anna Fahey-Flynn, Collaborative Library Services Manager, Boston Public Library; Diane Giarrusso, Library Director, Tewksbury Public Library; Eric Graham, Executive Director, MVLC; Jane Moody, Trustee, Boxford Town Library; Nanci Malone Hill, Director, Parker Memorial Library, Dracut; Mary Anne Nay, Chair, Boxford Board of Selectmen; Gregory Pronevitz, Executive Director, Massachusetts Library System; Amy Ryan, President, Boston Public Library; Mark Reich, Boxford Town Counsel; Laura Zalewski, Director, Topsfield Town Library

**Call to Order`**

Chairman Shesko called the meeting to order at 10:04 A.M.

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

The following corrections were noted:

Page 1, line 46: replace “Commissioner” with “Commissioners”.

Page 3, line 22: replace “16” with “17”.

Page 3, line 26: replace “17” with “16”.

Page 27, line 13: replace “17” with “16”.

Page 27, line 18: replace “Commissioners” with “Commissioner”.

Commissioner Caro moved and Commissioner Cluggish seconded that the Massachusetts Board of Library Commissioners approve the minutes for the monthly business meeting of January 8, 2015, as corrected.

**The Board voted approval.**

**Approval of Minutes - February 5, 2015**

Approval of the February 5, 2015 business meeting minutes was deferred to the April 2, 2015 meeting.

**CHAIRMAN’S REPORT**

Chairman Shesko reported that he participated in a conference call of the Executive Committee on February 23, 2015.

He stated that he also participated in a conference call of the State Aid Review Committee on February 24, 2015. He noted that there was a beginning discussion of State Aid programs in other states and of the key issues from the State Aid White Paper. Also, committee members agreed to take a state or states to review and report back at their next meeting in March. In addition, the Committee will continue with its discussion of the White Paper.

**DIRECTOR’S REPORT**

Director Carty noted that the legislative breakfast season was not terribly affected as most storms did not impact Fridays; Commissioners and staff have been on the road most Fridays for these important library events.

Director Carty stated that she attended the legislative breakfasts in Southbridge, Southborough and Blackstone during February. Each was unique and effective in its own way. She noted that the Board’s Legislative Agenda was embraced at each session that she attended, and at the Legislative Breakfast last Friday in Blackstone several speakers specifically pointed to the podium sign and spoke to the idea of “Opportunity for All” at your local public library. She noted that the last breakfast is scheduled for Auburn on March 27, 2015. She thanked all staff for their participation in the breakfasts, especially Communications Director Celeste Bruno, without whom there would be no legislative agenda, and Mary Rose Quinn and Cindy Roach.

Director Carty stated that she expects that the Ways and Means Hearing will be set soon, and she will inform Commissioners of the date once she receives it.

As previously reported by Chairman Shesko, Director Carty reported that the State Aid Review Committee had a conference call on Tuesday, February 24, 2015. It was decided that, due to all the inclement weather and the travel stress that people had been experiencing, a conference call would be a welcome change.

She relayed that Celeste Bruno is working with a team to interview candidates for an Outreach Coordinator. This position will work with Ms. Bruno to help with the additional programs and activities that she has acquired since she first began here at the agency.

Director Carty informed the Commissioners that the Agency is working with the Division of Capital Asset Management (DCAM) for the renewal of the lease for its current office space.

**eBook Promotion Update**

As reported last month, the PR Committee met on January 20, 2015 to provide input and suggestions about the eBook promotion. On March 2, 2015, the website for librarians went live. This website provides information and tools for librarians involved in the Beta eBook project. Print materials will be delivered to MLS for distribution at training and to those libraries already trained in the eBook project.

**LEGISLATIVE REPORT**

Head of State Programs and Government Liaison Mary Rose Quinn reported that Governor Charlie Baker released his first Budget, House 1, for FY2016 on March 4, 2015.

Governor Baker announced a $38.1 billion spending plan for fiscal 2016. The $38.1 billion budget in House 1 would increase state spending by 3 percent, which is below the projected revenue growth of 4.8 percent, includes no new taxes or fees, and avoids drawing down from the state's Rainy Day Fund. The House 1 plan adds a $105 million increase in Chapter 70 education funding and an additional $34 million in Unrestricted General Government Aid for Massachusetts cities and towns. The Governor’s budget level funds MBLC line items to the FY2015 budget with the 9c cuts. Governor Deval Patrick in November 2014 and Governor Charlie Baker in early February 2015 made 9C cuts to help address an anticipated $768 million deficit and to rebalance the $36.5 billion fiscal 2015 state budget.

The Governor's FY2016 budget also includes a retirement incentive plan seeking to reduce the executive branch by 4,500 employees. About 14,000 employees are eligible with either 20 years of service or 55 years of age. The budget plan would allow these employees to add five years to their years of service or their age to boost their pensions. If the 4,500 executive branch employees do not take advantage of the early retirement program, the state would use layoffs to make up the difference. The program is expected to save $178 million. The Baker administration would limit new hires replacing the early retirees to 20 percent of the dollar value of the departed staff. The program would only be open to employees in the Group 1 pension classification.

Ms. Quinn reported that the Administration and legislative leaders this year agreed on an estimated 4.8 percent growth in state tax collections in FY2016. Massachusetts Taxpayers Foundation predicts “modest” revenue growth over the next decade but estimates a shortfall of $1.5 billion in FY2016, which begins July 1, 2015 to cover growing fixed costs and to maintain existing government services.

Ms. Quinn relayed that, eight months into the fiscal year, revenue collections total $15.318 billion, $788 million or 5.4 percent more than this time last year and $232 million above the year-to-date benchmark. February 2015 tax collections were up $201 million or 15.0 percent more than last February.

Gov. Charlie Baker sent lawmakers a proposed $350 million spending plan to cover snow and ice costs, the Department of Children and Families, and the state commission overseeing public employee health insurance. The Governor sent a letter to the legislature with the bill stating that sufficient revenues are estimated to be available to finance these appropriations.

Ms. Quinn informed the Commissioners that Senate President Stanley Rosenberg named democrats to leadership and committee posts in January and the House and Senate minority leaders, Brad Jones and Bruce Tarr, have assigned members to their posts. House Speaker Robert DeLeo handed out leadership and committee assignments to House members at the end of February. The House and Senate Joint Committee on Ways and Means will begin holding budget hearings for the FY2016 budget in March.

Ms. Quinn distributed the latest Legislative Breakfast schedule, along with a list of the Senate’s Commonwealth Conversations Tour dates and events. She also distributed updated budget “green sheets” with the 9C cuts and the House 1 budget figures. She stated that the Commissioners will be notified when the Ways and Means hearing schedule is announced. She reminded the Commissioners about MLA Legislative Day at the State House on April 1, 2015.

**MARKETING PLAN UPDATE**

MBLC Communications Director Celeste Bruno reported on MBLC’s efforts to promote eBooks in libraries. In developing the eBook campaign and materials; the following was considered:

* The need to create an identity for the beta project that wasn’t tied to the MBLC or MLS.
* Not all residents have access to eBooks through the beta (but could through BPL and all networks). This made it difficult to create a cohesive statewide campaign around just the beta project.
* In the near future there will be a single search platform that will deliver the kind of easy search patrons want.
* Many people aren’t aware that eBooks are available through libraries.
* There is a limited budget.

Ms. Bruno stated that the MBLC came up with an umbrella concept, *eBooks for Everyone*, that highlights all the ways in which residents can get eBooks through libraries. *Commonwealth eBook Collections* was chosen as the title for the beta project. When the single search platform is ready, it will be *Commonwealth eBook Collections—*same logo, same look and *eBooks for Everyone* will simply be the tagline. The benefit to this strategy is that the MBLC won’t have to develop an all-new identity for the new platform, and all the effort and money spent creating recognition around eBooks won’t be lost.

She emphasized that the online identity for anything “e” is important so the MBLC purchased several urls that will make it easier to advertise in the future. eBooksforeveryone.org which will be for consumers and [eBooksforeveryone.org/earlyadopter](http://ebooksforeveryone.org/earlyadopter/) which has been developed as a site for librarians. The MBLC also re-skinned the Bywater site, the eBook catalog at <http://ebooks.masslibsystem.org/>, to fit with the campaign. The consumer portal mass.gov/libraries has also been updated <http://libraries.state.ma.us/> A newer version of this site will be launched soon that will automatically show beta patrons the *Commonwealth eBook Collections* option.

The MBLC also developed print materials, including posters, bookmarks, and flyers that are being printed for participating beta libraries so that there will be no cost to them. The MBLC is also working on a “shelf teaser.”

In terms of running advertisements, Ms. Bruno stated that, based on pilot project evaluations, it is clear that well-trained librarians are crucial to a positive patron experience. There are currently 65 libraries set-up and staff trained. The project must be up and running in all beta libraries and all librarians comfortable with the project before running ads.

Ms. Bruno ended her report by mentioning that MLS advisor Nora Blake and Colleen Kelly from Buyer Advertising have been instrumental in building out the websites and developing the print materials.

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

Mary Rose Quinn reported that the Boxford Town Library reopened on March 2, 2015 at its new location in the Boxford Town Hall. The library hours on that day were 10 am. - 6 pm. The Library is scheduled to be open 36 hours each week with 8 of those hours in the evenings after 5 pm. She noted that staff hopes to add hours to the schedule as staff levels increase. The Library has an interim director and is advertising for a permanent director currently.

Ms. Quinn informed the Commissioners that the entrance to the Library space has a large permanent sign over the doorway identifying the space as the “Public Library”. The “public” space in Town Hall set aside for the library is 2,700 square feet and includes AV/Popular Collections space in a room directly inside the entry and directly in front of the public service desk. The non-fiction stacks are located in the room behind the public service desk. Fiction is housed in a room to the right of the AV collections. The Children’s Room is a long narrow space adjacent to the staff desk. The library has a separate teen space and a small room with periodicals shelving and chairs for patrons to read current newspapers and magazines. There are two public access computers on a desk high counter with internet access in the AV area. There is WIFI access for the patrons as well. There is a room with a copier for the public just outside the library entrance.

Ms. Quinn noted that shared space includes a small conference room, the large meeting room that is used for Selectmen’s meetings on Monday nights, and the restrooms, all of which are located on the entry level of Town Hall right outside the library entrance. The library staff also has a fairly large workroom on the second floor with 4 computers for staff to catalog and process materials, order books, and for other staff related functions. The library public spaces and the shared spaces with Town Hall are all handicapped accessible. The total space for the library to use totals 4,000 square feet. To put that in perspective, in the old library, staff estimates they had approximately 5,000 square feet.

Ms. Quinn stated that the staff boxed, transported, and shelved approximately 25% of the collection, and are continuing to bring books and other materials from the branch, and are waiting to check in approximately 40 bins of books being held at Optima (ILL delivery company) since the library closed in December 2014. Staff has also begun ordering new materials to add to the various collections as well. Once staffing levels return to normal, the library intends to explore ways to pull requests from storage and expects to bring more materials from the closed building.

The Boxford Town Library in Town Hall opened to the public on the agreed to date and is again offering library services. The Town Hall is new, clean, and accessible and is functional and functioning as the library. Residents, and especially staff, were happy to be open and were extremely positive about their new space.

Ms. Quinn shared pictures of the project with the Commissioners.

Chairman Shesko stated that, since Boxford Town Library is now open and meeting the requirements for participation in the FY2015 State Aid to Public Libraries program, no action is required on this item.

**CONSIDERATION OF THE INCREASE OF WEBSTER'S CHESTER C. CORBIN PUBLIC LIBRARY’S CONSTRUCTION GRANT AWARD AS PER THE FY2014 BOND BILL**

Rosemary Waltos, Library Building Specialist, reported that in 2011 the Town of Webster’s Chester C. Corbin Public Library construction project was placed on the 2010-11 Construction Grant Round waiting list for funding. On August 7, 2014, the Board approved the Library’s $5,366,489 provisional grant and Library Green Incentive awards.

She relayed that the FY2014 Bond Bill was amended by the state senate to increase the Webster project grant award to 75% of Total Eligible Costs and approved by Governor Patrick. On January 26, 2015, the Town of Webster voters approved the local funding for its Library’s project, making it eligible to accept its construction grant award. Ms. Waltos noted that today’s documentation provides a recommendation for an increase in the provisional construction grant award to the Town of Webster for the Chester C. Corbin Public Library. The recommendation proposes an increase from $5,366,489 to $7,567,412, or $2,200,923,in accordance with the FY2014 Bond Bill.

**General Construction Projects Application Round 2010-2011**

**Provisional Grant Award Increase**

Project Type Summary: A General Project may either be a project to construct a new facility, an addition/renovation to an existing building that may or may not add space but does involve a significant reorganization of functional space, or a joint library project that will involve construction of a facility by two or more municipalities.

Commissioner Cluggish moved and Commissioner Welch seconded that the Massachusetts Board of Library Commissioners approve, in accordance with An Act Providing for Capital Facility Repairs and Improvements for the Commonwealth, a state bond bill approved in FY2014, an increase of $2,200,923 to the provisional construction grant award for Town of Webster’s Chester C. Corbin Public Library.

**The Board voted approval. Commissioner Caro voted no.**

**CONSIDERATION OF APPROVAL OF RECOMMENDATIONS OF THE STATE RESOURCE SHARING COMMITTEE’S DISCOVERY GROUP**

Cynthia Roach, Head of Library Advisory and Development, reminded the Commissioners that over a year ago, the Statewide Resource Sharing Committee set up two Working Groups: one group was to study the feasibility of a statewide library card and the other group was to study discovery platforms. Both Working Groups were to bring recommendations to the Resource Sharing Committee. She relayed that, this past December 2014, the Discovery Working Group presented its recommendations to the Statewide Resource Sharing Committee. The Resource Sharing Committee discussed the report, accepted it, and endorsed the recommendations of the Working Group.

Ms. Roach stated that the Statewide Resource Sharing Committee is bringing these recommendations today. As the report shows there is no perfect solution today, but it is important that resources are made easy for residents to access. Today, a user might have to log in several times to find materials, and the committee believes that this is a major barrier to use.

The Report details the work of the Working Group, and the Resource Sharing Committee wants to acknowledge that work.

Ms. Roach relayed that the Discovery Solution Working Group recommends that Massachusetts go forward with a procurement process for a statewide discovery platform that would serve all libraries and residents of Massachusetts. Indexing statewide resources, such as eBooks and electronic databases, should be given the highest priority. The ability to search the Commonwealth Catalog and Open Access resources simultaneously, such as the Digital Commonwealth, should also be given high priority.

The Working Group suggests contracting with a consultant to develop the RFP and evaluation tools, which may also include the utilization of focus groups as part of the platform selection processed.

Ms. Roach stated that she would like to thank Gayle Simundza, Executive Director of CLAMS, who led this Working Group and the entire Working Group for all the work that they did on this project.

Commissioner Resnick moved and Commissioner Murphy seconded that the Massachusetts Board of Library Commissioners approve the recommendation of the Resource Sharing Committee to hire a consultant to move forward with a RFR process for a Discovery Platform as delineated in the report of the Discovery Working Group.

**The Board voted approval.**

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

MLS Executive Director Gregory Pronevitz presented for consideration the Massachusetts Library System’s FY2015 Budget Revision 3. He noted that the MLS Executive Board unanimously approved this budget at its February 23, 2015 meeting.

Mr. Pronevitz stated that the most significant changes from the last budget were made to recognize the recent $42,499 decrease in state appropriations by postponing a web redesign process and reducing other contract expenses. He stated that the back-to-back 9C reductions have delayed MLS from hiring much needed staff for the Commonwealth eBook Collections.

Commissioner Caro moved and Commissioner Cluggish seconded that the Massachusetts Board of Library Commissioners approve the FY2015 Budget Revision filed on February 23, 2015 for the Massachusetts Library System with a new bottom line of $7,190,848 to reflect the 9C reduction of $42,499, 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**

Discussions are continuing with the Town of Whately. MLS has invited the Town’s representatives to the MLS Executive Board’s March 16, 2015 meeting in Whately.

**Open Positions**

MLS is in process of hiring a new Training and Advisory Services Director and a new Business and Human Resources Director.

**Committees**

The MLS Executive Board approved forming a Purchasing Cooperative Advisory Committee.

**Project SET (Skills, Empowerment, Talent)**

Project SET was launched on February 12, 2015 with 11 participants: Rebecca Folb, Youth Community Services Librarian, Worcester Public Library; Michelle Gario, Senior Adult Services Librarian, Seekonk Public Library; Karen Horn, Circulation Supervisor/ILL, Sturgis Library; Jazmin Idakaar, Generalist Librarian, Mattapan Branch of the Boston Public Library; Katrina Ireland, Children’s Librarian, Worcester Public Library; Jeff Lambert, Youth and Outreach Services Supervisor, Springfield City Library; Liz Reed, Adult Services and Information Librarian, Morrill Memorial Library; Jonathan Schmidt, Youth Department Supervisor, Emily Williston Memorial Library; Erica Street, Instruction/Serials Librarian, Jenks Library Gordon College; Lilly Sundell-Thomas, Information Services Librarian, Forbes Library; Kirsten Underwood, Head of Reference Services, Nevins Memorial Library

Kristi Chadwick, Amanda Fauver, April Mazza, Sarah Sogigian, and Kelly Jo Woodside from the Massachusetts Library System are the groups’ mentors and are excited to be working with everyone.

Project SET is a yearlong endeavor. Each month there will be a different focus to build skills, such as Instructional Design and Presentation Skills, Communication, Leadership, and Career and Professional Development. Participants will be presenting their projects at the MLS Annual Meeting on November 2, 2015.

**Regional Resource Sharing Symposium: Interstate Opportunities**

MLS held this event at the Beechwood Hotel in Worcester on February 24, 2015. MLS thanks Commissioner Cluggish who provided a warm welcome at the event. MLS is also grateful to the speakers, including Paul Kissman, MBLC, who addressed various resource sharing topics, e.g., the Commonwealth Catalog; launching an interstate delivery service: shared collection analysis: eBook ILL with Occam’s Reader; community and technology development in NY’s IDS project; Borrow Direct ILL. MLS has opened communications with two neighboring states regarding a potential pilot project for interstate delivery. Other topics will be addressed by MLS’s Resource Sharing Advisory Committee.

One important goal of interstate delivery is to expand ILL to libraries that cannot participate in resource sharing due to the cost and effort involved in USPS/UPS by simplifying interstate delivery. Secondary goals include improving efficiency and lowering costs for existing ILL users. The long-term vision for interstate ILL includes technology integration to allow patron placed requests.

**REPORT FROM THE LIBRARY FOR THE COMMONWEALTH**

Anna Fahey-Flynn, Collaborative Library Services Manager at Boston Public Library stated that she wished to alert the Commissioners to a future budget revision request from the Library for the Commonwealth. She noted that the metadata person at BPL is contractual and paid at 100% from LFC funds. The budget revision will move this position from contractual to permanent. Therefore, BPL will continue to request permission to exceed the 50% cap in the personnel line of the LFC budget.

**STATEWIDE DIGITIZATION UPDATE AND REPORT FROM THE FIELD**

Tom Blake, Digital Projects Manager at Boston Public Library, updated the Commissioners on the statewide digitization project partially funded through LSTA funds. 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.

Mr. Blake noted that every library is proud of their community and is always looking to have a local item digitized. He stated that the digitizing team is willing to go anywhere and get local items because with this project they are telling the story of Massachusetts to the nation. He stated that there is no cost for the digitization of an item, but it has to be a public document. The institution still has ownership of the item, but it has to be accessible to the public for free.

Mr. Blake relayed that, to date, 214 institutions in 144 municipalities have been visited and 162,604 items have been digitized.

At this point in the meeting, Boston Public Library President Amy Ryan arrived to greet the Commissioners. She noted the digitization project as one of the collaborative efforts between Boston Public Library and the Massachusetts Board of Library Commissioners and commended Mr. Blake for his and staff’s efforts. Ms. Ryan invited the Commissioners to tour the renovated space in the Johnson Building following their meeting.

**COMMISSIONER ACTIVITIES**

Commissioner Murphy attended the Legislative Breakfast at the Bigelow Free Library in Clinton on January 9, 2015.

Commissioners Kronholm and Resnick attended the Legislative Breakfast at the South Hadley Public Library on February 6, 2015.

Commissioners Ochsenbein attended the SAILS Legislative Breakfast at Norton Public Library on February 6, 2015.

Commissioner Cluggish attended the OCLN Legislative Breakfast at the Thomas Crane Public Library in Quincy on February 6, 2015.

Commissioner Resnick attended the Legislative Breakfast at the Emily Wilson Memorial Library in Easthampton on February 13, 2015.

Commissioner Cluggish attended the Legislative Breakfast at Southborough Public Library on February 13, 2015.

Commissioners Kronholm and Resnick participated in the State Aid Review Committee phone conference on February 24, 2015.

Commissioner Cluggish provided welcoming remarks at the MLS Regional Resource Sharing Symposium held at the Beechwood Hotel in Worcester on February 24, 2015.

Commissioner Ochsenbein attended a meeting of the Consumer Advisory Board at Perkins School in Watertown on February 25, 2015.

Commissioner Welch attended the Legislative Breakfast at Athol Public on February 27, 2015.

**PUBLIC COMMENT**

There was no public comment.

**OLD BUSINESS**

There was no old business.

**ADJOURNMENT**

There being no further business, Chairman Shesko adjourned the March 5, 2015 monthly business meeting of the Board of Library Commissioners at 11:55 P.M.

Carol B. Caro

Secretary