MINUTES OF THE BOARD OF LIBRARY COMMISSIONERS

Date : December 3, 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; Mary Kronholm; Francis R. Murphy; Roland A. Ochsenbein; Alice M. Welch

Absent : N. Janeen Resnick; George T. Comeau

**Staff Present:**

Dianne Carty, Director; Liz Babbitt, State Aid Specialist; Callan Bignoli, Web Coordinator; Celeste Bruno, Communications Director; Amy Clayton, Receptionist; Ann Downey, EDP Systems Analyst; Susan Gibson, Accountant; Barbara Glazerman, Head of Operations and Budget; Erin Williams Hart, Friends/Trustees Liaison; Marlene Heroux, Reference Information Systems Specialist; Paul Kissman, Library Information Systems Specialist; Rachel Masse, Administrative Coordinator; William Morton, Assistant to the Director; Matthew Perry, Outreach Coordinator; Shelley Quezada, Consultant for the Unserved; Mary Rose Quinn, Head of State Programs/Government Liaison; Deborah Roth, Contracts Specialist; Gregor Trinkaus-Randall, Preservation Specialist; Lauren Stara, Library Building Specialist

**Observers Present:**

Gregory Pronevitz, Executive Director, Massachusetts Library System; Sharon Shaloo, Executive Director, Massachusetts Center for the Book

**Call to Order**

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

**Approval of Business Meeting Minutes – November 5, 2015**

Commissioner Cluggish moved and Commissioner Murphy seconded that the Massachusetts Board of Library Commissioners approve the minutes for the monthly business meeting of November 5, 2015.

**The Board voted approval.**

**CHAIRMAN’S REPORT**

Chairman Shesko noted that his report will consist of two pieces of business followed by some brief personal remarks. The first piece of business is his resignation as Chair of the MBLC and member of the Executive Committee effective at the conclusion of today’s business meeting and regulatory hearing. He stated that he hopes to continue to serve as a Commissioner until the end of his five year term in October 2018.

Secondly, Chairman Shesko asked the Board for unanimous consent for Commissioner Mary Ann Cluggish to be Chair of the MBLC and for Commissioner Frank Murphy to be MBLC Vice- Chair. Hearing no objection, these two appointments were unanimously approved.

Commissioner Cluggish and Commissioner Murphy, along with Secretary Carol Caro, will serve in their respective positions until July 2016 when Board elections are next held.

Chairman Shesko expressed his gratitude to the staff of the MBLC and to his fellow Commissioners for their support.

He stated that he would miss being Chair and being on the Executive Committee and the close relationship that he has developed with Director Carty. He noted that the library community is indeed fortunate to have her leading the MBLC.

Chairman Shesko stated that Commissioner Cluggish will provide superb and capable leadership as MBLC Chair and that she will successfully deal with all the challenges—financial and otherwise in the coming year.

**DIRECTOR’S REPORT**

Director Carty stated that the Board’s 125th anniversary celebration at the State House was an outstanding success. She noted that Commissioner Comeau was a great emcee and that Commissioners who presented awards did a wonderful job. She thanked Commissioners and staff for their efforts in making it such a significant event.

Director Carty announced three upcoming meetings with legislators. Commissioner Ochsenbein and she will meet with Representative Kate Hogan on December 16, 2015; Director Carty will meet with Speaker DeLeo and several other librarians on December 21, 2015; there is also a meeting set with Senator Spilka on December 18, 2015 at Framingham State University.

Director Carty informed the Commissioners that voters in the Town of Leicester approved a debt exclusion to fund the Leicester Public Library public project on November 10, 2015. This approval allows the library to accept its $4,233,264 construction grant and qualify for a Green Library Incentive of $100,000 to $148,164. The Leicester Public Library project is the last of the 2010-11 Construction Grant Round projects to be funded. Of the 28 libraries applying in this grant round 20 moved forward.

Director Carty presented a twenty-five-year service pin to Ann Downey, EDP Systems Analyst, a twenty-year service pin to Paul Kissman, Library Information Systems Specialist, and fifteen-year service pins to Amy Clayton, Receptionist, and Rachel Masse, Administrative Coordinator. All recipients received a round of applause from the Commissioners and attendees.

**LEGISLATIVE REPORT**

Head of State Programs/Government Liaison Mary Rose Quinn reported that month-to-date total tax collections are up $24 million from the same period last November.

* Month-to-date withholding totals $545 million, up $49 million from the same period last November.
* Month-to-date sales & use tax collections total $56 million, down $13 million from the same period last November.
* Month-to-date corporate & business taxes total $20 million, up $13 million from the same period last November.
* Month-to-date corporate & business taxes total $16 million, up $12 million from the same period last August.

She noted that Revenue Commissioner Mark Nunnelly announced that revenue collections for October totaled $1.662 billion, $46 million or 2.9 percent more than the state took in last October. Four months into the fiscal year, revenues total $7.613 billion, $304 million or 4.2 percent more than last year at this time and $126 million above benchmark.

* Revenues were $92 million above benchmark for October.
* Income collections were $64 million above the monthly benchmark.
* Withholding collections were $14 million below the October benchmark.
* Corporate & business taxes were on the monthly benchmark.
* Sales and use tax collections were $13 million above the monthly benchmark.
* All other collections came in $15 million above the October benchmark.

Ms. Quinn relayed that there was a meeting of the MLA Legislative Committee on November 13, 2015. Since that meeting, members of the committee have been busy scheduling appointments with legislators who are in leadership positions. Meetings with Speaker Robert DeLeo and Senate Ways and Means Chairwoman Karen Spilka have been scheduled for this month and MLA Committee members have reached out to the libraries in House Ways and Means Chairman Brian Dempsey’s and Minority Leader Senator Bruce Tarr’s districts. Director Carty, MLS Director Greg Pronevitz, Minuteman Library Network Executive Director Susan McAlister, and Winthrop Library Director Dianne Wallace will be meeting with Speaker DeLeo.

Ms. Quinn stated that the Massachusetts Library Networks are setting aside time at their membership meetings to update library directors on legislative and state budget issues. She was invited to speak about the state budget process at the last NOBLE Members Meeting in November.

Ms. Quinn reviewed the schedule for Legislative Breakfasts to-date. They are the Berkshire Breakfast at the Berkshire Athenaeum in Pittsfield on January 22, 2016 at 8:00 a.m., the SAILS Legislative Breakfast on January 29, 2016 at 8:00 a. m. at the Lakeville Public Library, and the OCLN Legislative Breakfast at the Thayer Public Library in Braintree at 8:00 a.m. on February 12, 2016. Ms. Quinn asked Commissioners who are interested in attending and speaking at these events to contact her so that she can RSVP to the hosting library.

Ms. Quinn announced that the Massachusetts Municipal Association’s Annual Trade Show and Convention is scheduled for Friday and Saturday, January 22 and 23, 2016. MLA/MSLA Legislative Day is March 8, 2016 at the State House.

**MARKETING PLAN UPDATE**

MBLC Communications Director Celeste Bruno began her report by highlighting outcomes from the Library Legislative Caucus meeting. Ms. Bruno reported that Representative Kate Hogan requested additional copies of the brochure that was developed for the caucus meeting. She plans to distribute these to caucus members who were not able to attend. The brochure is also available online and librarians have sent either the online version or the hard copy to their legislators.

As a follow-up to the caucus meeting, Ms. Bruno and Outreach Coordinator Matt Perry sent “thank you” emails to legislators. The emails invited legislators to try the resources that had been discussed during the meeting and provided links to the Digital Commonwealth, research databases, Boston Public Library’s (as Library for the Commonwealth) collection of downloadable resources, including eBooks, audiobooks, and music, and the Commonwealth eBook Collections.

Ms. Bruno discussed the Boston Book Festival. Since the focus of the Legislative Agenda is sharing library resources, the materials at the festival included resources from the Library for the Commonwealth at Boston Public Library, Commonwealth eBook Collections, research databases and the new virtual catalog called the Commonwealth Catalog. The MBLC coordinated with the Massachusetts Library Association (MLA) to gather input from the public in terms of “resource sharing cards” that MLA will share with legislators.

Ms. Bruno showed Commissioners the new materials and logo that had been developed to help librarians promote the Commonwealth Catalog. Ms. Bruno also showed them the Commonwealth Catalog website that had also been updated to reflect the look of the promotional materials. A news release template has also been developed that librarians may use to announce the new service. Librarians placed orders for the materials which will be printed and mailed directly to them. It is the largest print that the MBLC has done with close to 100,000 pieces going to 330 different public, school and academic libraries.

**CONSIDERATION OF APPROVAL OF MUNICIPALITIES MEETING THE REQUIREMENTS FOR FY2016 STATE AID TO PUBLIC LIBRARIES BASED ON ELIGIBILITY ESTABLISHED IN FY2016 FOR THE MUNICIPAL APPROPRIATION REQUIREMENT AND IN FY2015 FOR THE MINIMUM STANDARDS**

Liz Babbitt, State Aid Specialist, presented for certification 129 municipalities meeting the requirements for FY2016 State Aid to Public Libraries program.

She stated that seven municipalities (Harvard, Lancaster, Newburyport, Rowley, Southborough, West Boylston, and West Tisbury) are using the flexibility option for hours.

One municipality (Westport) used the accommodation for hours and four municipalities (Chilmark, Foxborough, Quincy, and Russell) used the accommodation policy for materials. Therefore, these municipalities will receive a prorated award.

Commissioner Caro moved and Commissioner Welch seconded that the Massachusetts Board of Library Commissioners certify that the communities on the attached list have met minimum standards of free public library service and award each a FY2016 Library Incentive Grant, a FY2016 Municipal Equalization Grant and a FY2016 Nonresident Circulation offset in the indicated amounts, totaling $1,617,578.23 and authorize any additional FY2016 State Aid to Public Libraries disbursements that may be possible toward the end of the grant cycle.

**The Board voted approval.**

**Commissioner Cluggish abstained as to Wellesley.**

**Commissioner Kronholm abstained as to Blandford.**

**Commissioner Welch abstained as to Leominster.**

Ms. Babbitt reminded the Commissioners that these awards are half payments. The remainder is paid at the end of the grant cycle.

**CONSIDERATION OF APPROVAL OF A LEGISLATIVE AGENDA FOR FY2017**

Celeste Bruno distributed and presented the FY2017 Legislative Agenda, She mentioned that it was developed with much input from the Commissioners and the library community. By housing the Board’s administrative line, the regional budget line, state aid, and technology and resource sharing under the umbrella of resource sharing, the Legislative Agenda has a single focus: resource sharing: why it’s at risk and what’s needed to save it. Because there was concern that legislators didn’t understand what resource sharing is, the agenda explains it using graphics and non-library language. It also highlights what’s at risk or what will be lost if funding does not increase. Funding is addressed in three different ways throughout the agenda: in the funding chart with the FY2017 request, in the graphic that demonstrates how the four budget lines work together to provide resource sharing, and it is included with each resource sharing element, for example under Commonwealth eBook Collections the budget lines that support the service are listed. The agenda also highlights why resource sharing is worth saving with information about how residents use resource sharing, how it saves local communities money, and how it makes equal access to library resources possible no matter where a resident lives.

Ms. Bruno then discussed what will be included in the online version of the agenda. Through links to the Digital Commonwealth, research databases, Commonwealth Catalog, Boston Public Library as Library for the Commonwealth and the Commonwealth eBook Collections, legislators will be able to try these services. The online agenda will also include links to local information about bandwidth speeds, Interlibrary Loan, State Aid awards and impact state funding cuts are having on libraries’ ability to maintain network membership.

The Commissioners discussed the Legislative Agenda and made several suggestions.

Commissioner Caro moved and Commissioner Kronholm seconded that the Massachusetts Board of Library Commissioners adopt the FY2017 Legislative agenda as presented with the amendments suggested by Commissioners.

**The Board voted approval.**

**CONSIDERATION OF APPROVAL OF AMENDMENTS TO THE BOARD’S BYLAWS**

This item was deferred until the January 14, 2016 Board meeting.

**CONSIDERATION OF APPROVAL OF A FY2016 BUDGET REVISION FOR THE MASSACHUSETTS LIBRARY SYSTEM**

Gregory Pronevitz, Executive Director of the Massachusetts Library System, presented the Massachusetts Library System (MLS) FY2016 Budget Revision 1. He noted that the MLS Executive Board unanimously approved this budget at its October 19, 2015 meeting.

Mr. Pronevitz stated that the most significant changes from the original budget were made to recognize changes in staffing to effectively meet member needs and to shift more staffing to internal funding. He stressed that this revision will have no major effect on the MLS Plan of Service.

Commissioner Murphy moved and Commissioner Kronholm seconded that the Massachusetts Board of Library Commissioners approve the FY2016 Budget Revision filed on November 18, 2015 for the Massachusetts Library System with a bottom line of $7,381,599 for the regional budget, as detailed in the accompanying documentation.

**The Board voted approval.**

**PRESENTATION AND DISCUSSION OF THE FY2017 PLAN OF SERVICE AND PROGRAM AND BUDGET FOR THE MASSACHUSETTS LIBRARY SYSTEM AND REPORT**

Gregory Pronevitz, Executive Director, Massachusetts Library System, presented the Massachusetts Library System (MLS) FY2017 Plan of Service and Budget. The MLS Executive Board unanimously approved this budget at its October 19, 2015 meeting and the MLS Council of Members approved it unanimously on November 2, 2015.

He noted that the most significant changes from the previous plan of service and budget were made to recognize a significant increase in delivery costs due to increases in minimum wages and the Affordable Care Act and to reduce funding for online content, administration, and continuing education.

Mr. Pronevitz also presented the following MLS report:

**Whately Facility and WMRLS**

* MLS is actively reviewing options for rental space along the I-91 corridor between Springfield and Greenfield. The sites under active consideration are in Northampton and W. Springfield.
* MLS is waiting for a final FY2015 statement from its auditor in preparation for requesting loan forgiveness.

**Staffing Update**

* Shelah Coulard has been promoted to BiblioTemps Manager.
* Kelly Jo Woodside has been transferred and is now a full-time Advisor
* Rick Levine is retiring.
* Nora Blake is resigning to become library director at the Easthampton Public Library.

**IMLS Grant Activities**

* MLS is a partner with New York Public Library (NYPL) and many others on the LEAP (Library E-Content Access Project). NYPL in collaboration with the State Library of Connecticut just issued an RFP for a library-centric eBook platform. Responses are due in mid-January.
* MLS is a partner with two large consortia: Minitex and RAILS on the SimplyE for Consortia grant. The preliminary proposal was accepted and all are now working on the formal proposal to develop eBook Apps for consortial use.

**Upcoming Library Directors Forums**

* Suffolk University on January 27, 2016
* Belmont Public Library on February 10, 2016 (Urban Library Directors)

**PRESENTATION AND DISCUSSION OF THE FY2017 PLAN OF SERVICE AND PROGRAM AND BUDGET FOR THE LIBRARY FOR THE COMMONWEALTH AND REPORT**

This item was deferred until the January 14, 2016 Board meeting.

**PRESENTATION AND DISCUSSION OF THE FY2017 PLAN OF SERVICE AND PROGRAM AND BUDGET FOR THE MASSACHUSETTS CENTER FOR THE BOOK AND REPORT**

Sharon Shaloo, Executive Director of the Massachusetts Center for the Book, relayed that the Massachusetts Center for the Book (MCB), chartered as the Commonwealth affiliate of the Center for the Book in the Library of Congress, is· a public-private partnership charged with developing, supporting, and promoting cultural programming designed to advance the cause of books and reading and enhance the outreach potential of public libraries in Massachusetts. Ms. Shaloo noted that, because of limited state funding ($200,000), MCB must raise funds to support programming and sunset programs that are no longer fundable. In FY2017, MCB shall continue to develop initiatives that are of interest to identified grantors while it reviews and adjusts programs that are now draining its limited funding and thus threatening MCB’s capacity to succeed in its new mission.

Ms. Shaloo reported on MCB Program/Budget Activity:

**Ongoing**

* Massachusetts Letters About Literature, the Commonwealth component of a national reading and writing promotion project of the Library of Congress
* Library of Congress/Massachusetts Literacy Award (new in FY2016)
* National Book Festival
* Massachusetts Readers' Advisory/Massachusetts Book Awards (under review in FY2016)

**In Development**

* Massachusetts Literary Mapping/Place-Making (in development FY2016 - grant application goal is May 2016)
* Statewide Calendar of Events for Massachusetts libraries (in development FY2016)
* Massachusetts Family Literacy Program (in development FY2016 - collaborator and potential funder identified)
* State Center Network Initiatives
* National Literary Map (Massachusetts serves on steering committee)
* Route 1 Reads (new in FY2016)

**Organizational Activity**

Board and Council Development Continues in FY2017.

Ms. Shaloo presented the following report on MCB activities since July 1, 2015:

* National Book Festival. Phantom Tollbooth. Route 1Reads. MassBook Awards.
* Boston Book Festival in October. Revived Phantom Tollbooth and added AZAZ crowns, which were a huge hit with a lot of 20-somethings as well as with the kids at the event.
* At the Boston Book Festival MCB sponsored a panel of Book Artists that was very well received. North Shore, Boston, and Western Mass makers moderated by academic librarian Ruth Rogers of Wellesley.
* MCB had to postpone the Mass Book Awards event to January 12, 2016 and is now preparing for that activity.
* To date MCB has about 20 authors coming and, so far, has had commitments from Sen. Downing, Sen. Jehlen, Sen. Brownsberger, Sen. Ross, and Sen. Lewis. MCB is doing outreach to state representatives next.
* MCB is also accepting nominations for a 2016 award but is not actively pursuing due to staff constraints.
* On December 4-5, 2015 MCB is involved with the first Northampton Book Arts Fair, with booksellers, dealers, and makers and a talk by Barry Moser about his new memoir. This is outgrowth from the place-making initiative in the Valley.
* The Gateway City Initiative is slower getting started, but MCB will work Krista Mcleod on an Upper Merrimac Valley start of this project.
* Ms. Shaloo attended the Gateway Cities Innovation Awards in Worcester in November.
* Work continues on the Literary Museums poster that to have it in gift shops by this spring.
* Family Literacy now really taking off. Ms. Shaloo will meet with the Children's Literature people at Simmons College on December 9, 2015 to talk about having them spearhead the creation of the reading list and discussion guides. Vermont Center for the Book is lined up to consult and MCB shall be essentially licensing their work for use in its STEAM guides. Mass Humanities wants to fund some of the project. A training session for librarians is envisioned in Worcester.
* First Literacy Award will be given to a project that was jointly nominated by Fitchburg, Gardner and Leominster libraries: Literacy Volunteers of the Montachusett Area. Ashburnham, Ashby, Ayer, Berlin, Bolton, Clinton, Fitchburg, Gardner, Groton, Harvard, Hubbardston, Lancaster, Leominster, Lunenburg, Pepperell, Princeton, Shirley, Sterling, Templeton, Townsend, Westminster, and Winchendon.

**A recess was called at 11:59 to hold the regulatory hearing.**

**The business meeting reconvened at 12:05.**

**COMMISSIONER ACTIVITIES**

Commissioner Cluggish spoke at the MLTA Annual Meeting at the Northborough Free Library on November 7, 2015. Commissioner Ochsenbein also attended.

Commissioner Ochsenbein attended a meeting of the Commonwealth Ebook Steering Committee at the MLS Marlborough office on November 13, 2015.

Commissioners Murphy and Welch attended the “Friends Sharing with Friends” event at the Levi Heywood Memorial Library in Gardner on November 14, 2015.

Commissioners Kronholm met with Representative William Smitty Pignatelli in Lenox on November 19, 2015.

Commissioners Caro, Cluggish, and Chairman Shesko attended the Executive Committee meeting at the Board offices on November 23, 2015.

**PUBLIC COMMENT**

Commissioner Cluggish offered the following remarks about Chairman Shesko.

*A couple months after Greg became chair, I was going somewhere with Katherine Dibble, and she asked me how Greg was doing as chair.*

*I remember exactly what I said....because it's the same now as it was then....what I said was he's doing very well. He is thoughtful and deliberate and he runs the meetings with a certain grace. He always makes everyone feel comfortable and welcome.*

*I hope that I will be able to continue in that style and I'm sure you'll all let me know if I do otherwise.*

*As time went on, I remember being impressed by your* [Chairman Shesko’s] *painstaking analyses of some of our* [the Board’s] *knottiest questions, and how useful your insights were.*

*It has been a pleasure being on the Executive Board with you, and having someone ready at almost any time to bounce ideas around. I'll miss you at the Executive Board meetings.*

*So on behalf of everyone here, may I just say thank you.*

Chairman Shesko received a round of applause from Commissioners, staff and attendees.

**OLD BUSINESS**

There was no old business.

**ADJOURNMENT**

There being no further business, Chairman Shesko adjourned the December 3, 2015 monthly business meeting of the Board of Library Commissioners at 12:07 P.M.

Carol B. Caro

Secretary