MINUTES OF THE BOARD OF LIBRARY COMMISSIONERS

Date : February 4, 2016

Time : 10:00 A.M.

Place : Board of Library Commissioners

 Boston, Massachusetts

Present : Mary Ann Cluggish, Chairman; Carol B. Caro, Secretary; George T. Comeau; Mary Kronholm; Roland A. Ochsenbein; N. Janeen Resnick; Gregory J. Shesko

Absent : Francis R. Murphy; Alice M. Welch

**Staff Present:**

Dianne Carty, Director; Liz Babbitt, State Aid Specialist; Callan Bignoli, Web Coordinator; Celeste Bruno, Communications Director; Barbara Glazerman, Head of Operations and Budget; Erin Williams Hart, Trustee/Friends Information Specialist; Marlene Heroux, Reference Information Systems Specialist; Paul Kissman, Library Information Systems Specialist; William Morton, Assistant to the Director; Cynthia Roach, Head of Library Advisory and Development; Deborah Roth, Contracts Specialist; Lauren Stara, Library Building Consultant, Rosemary Waltos, Library Building Consultant

**Observers Present:**

Anna Fahey-Flynn, Collaborative Library Services Manager, Boston Public Library; Patricia Feeley, Collaborative Services Librarian, Boston Public Library; Ann McLaughlin, Falmouth Resident; Gregory Pronevitz, Executive Director, Massachusetts Library System; Nancy Rea, Consultant/Facilitator, State Aid Review Committee

**Call to Order**

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

**Approval of Minutes – January 14, 2016**

The following correction was noted:

On page 6, line 34, strike “Grand” and replace with “Grant”.

Commissioner Comeau moved and Commissioner Shesko seconded that the Massachusetts Board of Library Commissioners approve the minutes for the monthly business meeting January 14, 2016, as corrected.

**The Board voted approval.**

**CHAIRMAN’S REPORT**

Chairman Cluggish relayed that the past month has seen a flurry of activity around the legislative process and advocacy efforts to support increased funding for State Aid to Public Libraries and other budget lines that support resource sharing which is a priority in the Board’s FY2017 Legislative Agenda. She again urged all library advocates to enlist ten people from their families, relatives, friends and other community members, including library trustees and Friends, to contact their legislators and ask them to request that Ways and Means members and all legislators make the library lines a PRIORITY, because asking for support is simply not enough.

Chairman Cluggish stated that the narrative and talking points that Commissioners Ochsenbein and Caro and she wrote, which parallel the legislative agenda created by Ms. Bruno and her team, are being used at legislative breakfasts to provide a consistent strong message. She noted that the narrative and talking points should be used in conjunction with the legislative agenda and urged speakers at breakfasts to add something personal or specific to their district, but stressed that it's more important that the audience keeps hearing a consistent message over and over. The rule, determined by extensive scientific market research and surveying is that it takes someone 7 times to hear or see a message before it begins to sink in and they pay attention. The only way you will really know that the message has finally penetrated is when you start hearing it coming back at you.

Chairman Cluggish mentioned that Commissioner Resnick used the narrative to prepare a great letter for the *Springfield Republican* after a wonderful editorial appeared in that newspaper about the West Springfield Public Library. Commissioner Resnick included the link to the legislative agenda in her letter. Chairman Cluggish stated that when something like that editorial happens, it's an opportunity that needs to be seized.

Chairman Cluggish noted that the upcoming Library Legislative Caucus is also an opportunity for library advocates to contact their legislators again and personally invite them to the event and to join the Caucus. She stated that she will do the legislative briefing at the Legislative Caucus and will cover the four Resource Sharing lines. Chairman Cluggish will also introduce the directors of both MLS and the Library for Commonwealth and note that they are here to answer questions from legislators and aides.

Concluding her report, Chairman Cluggish recognized Cindy Roach who is resigning effective February 5, 2016. Chairman Cluggish stated that Ms. Roach’s resignation is an enormous loss for the Agency and for libraries throughout the whole state. She wished Ms. Roach a speedy recovery and wished her well in her future endeavors and hoped that she will continue to be active within the Massachusetts library community.

Ms. Roach received a round of applause from Commissioners, staff, and attendees.

**DIRECTOR’S REPORT**

Director Carty also recognized Ms. Roach and thanked her for all her work both at the agency and on behalf of all Massachusetts libraries. Director Carty noted that Ms. Roach brought a depth of knowledge to her position at the agency which was unparalleled. She also wished Ms. Roach well in her future endeavors.

Director Carty reported on her meetings since the January 14, 2016 Board meeting:

* She continues to have frequent conference calls with David Leonard, Interim Director at the BPL, and MLS Executive Director Gregory Pronevitz. These meetings are to keep each other informed about the political landscape and potential meetings with legislators.
* Director Carty met with Senator Bruce Tarr at the Middleton Public Library on January 15, 2016. She stated that it was a productive session in that the attendees (several librarians, trustees and Mr. Pronevitz) were able to educate the senator on library issues and the intricacies of the delivery system.
* On January 21, 2016, Commissioner Caro and Director Carty met with Senator Jamie Eldridge to bring the message of the 2017 Legislative Agenda.
* Director Carty visited the MBLC booth at the Massachusetts Municipal Association’s Annual Convention and Trade Show on January 22, 2016. The event provides a venue for sharing information with municipal officials about the MBLC’s library programs.
* Director Carty and the management team met with the Agency’s new Senate Budget Analyst, Joanna Yellen.
* On January 29, 2016, Director Carty attended the SAILS Legislative Breakfast in Lakeville. She stated that it was well attended by both legislators and constituents.
* Director Carty attended the first meeting of the strategic planning committee for MLS on February 2, 2016.

Director Carty announced that the Ways and Means budget hearings will take place at Methuen High School on February 9, 2016.

She also announced that the Library Legislative Caucus will meet from 12:00 noon to 1:00 pm in the House Members Lounge on February 11, 2016 at which Chairman Cluggish will walk through the online legislative agenda with the caucus members.

Director Carty noted that 73 libraries have registered for the PJ Drive this year – that is about 20 more than last year.  February 1, 2016 was the kick-off in Wakefield from 5-6pm with Blades and the Ice Girls.  The PJ Drive Dance Party will occur in Bourne on February 18, 2016.

Director Carty relayed that she has agreed to represent the Chief Officers of State Library Agencies (COSLA) to the National Information Standards Organization (NISO) Standing Committee for ANSI/NISO Z39.7 Information Services and Use: Metrics & Statistics for Libraries and Information Providers – Data Dictionary. Director Carty stated that she previously chaired this committee for two years from June 2007 until June 2009 and remained a member until December 2013.

**LEGISLATIVE REPORT**

Mary Rose Quinn, Head of State Programs/Government Liaison, relayed that Governor Charlie Baker released his FY2017 budget recommendations on January 27, 2016. After removing $124,000 in earmarks to individual libraries from the FY2016 budget, state funding to libraries is level-funded to FY2016 totals.

Ms. Quinn noted that level funding to Technology and Resource Sharing (line item 7000-9506) means that the $652,674 cut to this line in the FY2016 budget remains. Level funding the MBLC's administrative account (line item 7000-9101), means that the line will be running a deficit by the end of this fiscal year. The governor's recommendation provides a funding level for the MBLC administrative account below the 2001 level and, if the House and Senate budgets do not address the deficit in their budget proposals, the shortfall will be carried forward into FY2017. She indicated that the Governor’s House 2 Budget has been included on the MBLC’s revised Green Sheets (budget) being distributed at legislative breakfasts and on the MBLC website as part of a news release.

Ms. Quinn stated that revenues for the month of January exceeded expectations. State revenues rose 4.4 percent over the same period last year. The $2.59 billion in taxes collected in January beat benchmarks, which had already been revised upward for January, by $48 million. Income tax collections in January beat estimates by $20 million and grew by 2.6 percent over the same month last year. Corporate and business tax collections of $37 million also beat estimates by $22 million. The $578 million collected in January in sales taxes represented a 4.6 percent increase over last year.

Ms. Quinn relayed that at the MBLC booth at the Massachusetts Municipal Association (MMA) Convention on January 22 and 23, 2016 MBLC staff and Commissioners spoke with nearly 100 visitors to the booth. Most questions were regarding construction and state aid; all were extremely positive. Commissioners also reached out to a number of people as they toured the exhibit hall.

Ms. Quinn informed the Commissioners that Marnie Warner, former Head of the Trial Court Law Libraries, has sent an update to the Board regarding House Bill #43, the Uniform Electronic Legal Materials Act (UELMA). Ms. Warner spoke before the Board on June 5, 2014 concerning the importance of protecting legal materials that are in electronic form. The Bill was favorably reported out of the Joint Committee on Judiciary and sent to House Ways and Means.  The next step is to educate members of the House Ways and Means to the importance of UELMA in setting forth the principles of authentication, preservation, and public access for electronic legal materials that are deemed official.

Ms. Quinn stated that the Joint Committee on Ways and Means has begun holding fiscal 2017 budget hearings. The MBLC will present at the hearing to be held on February 9, 2016 at Methuen High School. Ms. Quinn stated that Senator Kathleen O’Conner Ives and Representative Linda Dean Campbell will chair the hearings. Senator O’Conner Ives is now the Co-Chair of the Legislative Library Caucus.

Ms. Quinn noted that the Legislative Library Caucus is meeting for a second time this year. The meeting is scheduled for the House Members Lounge on February 11, 2016 at noon. Chairman Cluggish will be addressing the Caucus about the FY2017 budget priorities using the online version of the FY2017 Legislative Agenda.

Ms. Quinn announced that MLA/MSLA Legislative Day has been scheduled for March 8, 2016 at the State House. This year, the day will include a showcase of library projects and services from libraries across the Commonwealth in the Great Hall and around the Grand Staircase. The MBLC, Massachusetts Library System (MLS), the Resource Sharing Networks, and the Library for the Commonwealth (LFC) will have tables in the Great Hall. Their presentations and displays will focus on resource sharing. The MLA/MSLA Advocacy Award will be presented to John Palfrey at the conclusion of lunch which begins at 12:30 pm. Attendees are being encouraged by MLA and MSLA to meet with their legislators in the afternoon.

Ms. Quinn noted that the MLA Legislative Committee has begun using a new website to communicate legislative information to the library community and the Engage website link, [http://cqrcengage.com/alama/](file:///C%3A%5CUsers%5Cbmorton%5CDesktop%5C%C2%A0http%3A%5Ccqrcengage.com%5Calama%5C), has been sent out to libraries with instructions on how to connect to their legislators.

Ms. Quinn stated that the Berkshire and the Sails Legislative Breakfasts have taken place and were extremely well attended. She thanked the Commissioners and the Staff for representing the Board, the Agency, and libraries throughout Massachusetts at these and upcoming breakfasts this year.

**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 10 municipalities meeting the requirements for FY2016 State Aid to Public Libraries program.

Ms. Babbitt stated that Millville is using the accommodation option for both hours and materials. Therefore, it will receive a prorated award.

Commissioner Caro moved and Commissioner Comeau 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 $65,459.76 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.**

**CONSIDERATION OF MUNICIPALITIES REQUESTING WAIVERS OF THE FY2015 MUNICIPAL APPROPRIATION REQUIREMENT IN THE FY2016 STATE AID TO PUBLIC LIBRARIES PROGRAM WITHIN THE 5% THRESHOLD**

Mary Rose Quinn, Head of State Programs presented 47 of the 49 libraries that were petitioning the Board for a Waiver of the MAR that were below the 5 percent threshold set by the Board for not being disproportionately cut in relationship to other departments within their municipality. These 47 municipalities are Carver, Chelsea, Clarksburg, East Bridgewater, Fairhaven, Fall River, Franklin, Hanover, Haverhill, Holbrook, Huntington, Lawrence, Lenox, Leverett, Longmeadow, Lynn, Malden, Marshfield, Mendon, Millbury, Monson, Newbury, North Adams, North Attleborough, Northborough, Palmer, Paxton, Pepperell, Pittsfield, Plainville, Provincetown, Scituate, Sheffield, Somerville, Spencer, Tewksbury, Uxbridge, Ware, Warren, West Springfield, Wilbraham, Winchendon, Windsor, Winthrop, Woburn, and Yarmouth.

Ms. Quinn noted that four municipalities (Clarksburg, Leverett, Scituate and Sheffield) are using the flexibility option for materials.

She stated that six municipalities (Chelsea, Haverhill, Somerset, Spencer, West Springfield, and Winthrop) are using the accommodation option for hours and five municipalities (East Bridgewater, Malden, North Attleborough, Northborough, and Palmer) are using the accommodation option for materials. One municipality (Tewksbury) is using the accommodation option for both hours and materials. Therefore, these municipalities will receive a prorated award.

Commissioner Comeau moved and Commissioner Caro seconded that the Massachusetts Board of Library Commissioners grant a waiver of the FY2016 Municipal Appropriation Requirement and certify that the communities on the attached list have met minimum standards of free public library service and award each a FY2016 Library Incentive Grant, a FY2016 Municipal Equalization Grant and a FY2016 Nonresident Circulation offset in the indicated amounts, totaling $812,920.92, 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.**

**CONSIDERATION OF MUNICIPALITIES REQUESTING WAIVERS OF THE FY2014 MUNICIPAL APPROPRIATION REQUIREMENT IN THE FY2016 STATE AID TO PUBLIC LIBRARIES PROGRAM ABOVE THE 5% THRESHOLD**

**New Bedford**

Chairman Cluggish stated that the New Bedford Public Library’s budget was reduced -6.91% beyond the change in the adjusted municipal budget.

Commissioner Shesko moved and Commissioner Kronholm seconded that the Massachusetts Board of Library Commissioners grant a waiver “with reservation” of the FY2016 Municipal Appropriation Requirement and certify that New Bedford has met minimum standards of free public library service and award a FY2016 Library Incentive Grant, a FY2016 Municipal Equalization Grant and a FY2016 Nonresident Circulation offset in the indicated amounts, totaling $76,200.25, 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.**

**Sandwich**

Chairman Cluggish stated that the Sandwich Free Public Library’s budget was reduced -9.55% beyond the change in the adjusted municipal budget.

It was noted that, whenever a library sustains a disproportionate cut of greater than 5%, the MBLC requests that library and municipal officials attend the January board meeting to present information about the effect of the funding reductions on library services and answer questions from Commissioners.

During the January 14, 2016 board meeting, library director Joanne Lamothe was the only representative present. Commissioners expressed concern that while she could speak to the impact on library services, they had further questions for Sandwich's municipal officials. Commissioners cited this again as they voted to deny the MAR waiver for the community, noting that it is the municipality that applies for the State Aid to Public Libraries Program and that they still had unanswered questions regarding funding.

Commissioner Caro moved and Commissioner Comeau seconded that the Massachusetts Board of Library Commissioners deny the municipality of Sandwich a waiver “with reservation” of the FY2016 Municipal Appropriation Requirement on the basis of a 9.55% cut to the library budget when compared to the overall municipal budget.

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

Sandwich may appeal the Board's decision, which would result in a hearing and a determination at the March 3, 2016 board meeting.

**CONSIDERATION OF AN APPOINTMENT TO THE STATE ADVISORY COUNCIL ON LIBRARIES (SACL)**

Director Carty informed the Commissioners that, on January 11, 2016, Amy Sadkin resigned from the SACL. Ms. Sadkin has accepted a position as Executive Director of the Norman Williams Public Library in Woodstock, Vermont. Ms. Sadkin represented public libraries on SACL.

Director Carty noted that Jennifer Woodward had applied for a SACL position this past summer. She is the Library Director of the Whitinsville Social Library in Northbridge. The staff would like to nominate Jennifer Woodward to fill the term of Amy Sadkin.

Commissioner Caro moved and Commissioner Shesko seconded that the Massachusetts Board of Library Commissioners appoint Jennifer Woodward to the State Advisory to Library representing public libraries to fill an unexpired term ending September 30, 2018.

**The Board voted approval.**

**REPORT ON THE RESULTS OF THE STATE AID SURVEY**

Nancy Rea, Consultant/Facilitator, State Aid Review Committee, presented *State Aid Review: Feedback on Recommendations to the Board.* Ms. Rea gave a PowerPoint presentation in which she delineated the clarifications and the pros and cons of each recommendation.

Ms. Rea stated that State Aid Review Committee worked hard on a complex issue and it was a privilege for her to be part of the process.

**REPORT FROM THE MASSACHUSETTS LIBRARY SYSTEM**

MLS Executive Director Gregory Pronevitz reported on the following items:

**Western Massachusetts Location**

* MLS is negotiating a lease with a site on Route 5 in Northampton to replace the Whately facility.
* This site has easy access, is pleasant, has ample parking, and a large meeting room.
* MLS has forwarded documentation to its attorney to request cancellation of the USDA loan.

**Strategic Planning**

* The Strategic Planning Committee met on February 2, 2016.
* Seven Community Planning Workshops for members and stakeholders input have been scheduled from late February to early March.

**Legislative Activities**

* MLS will have representation at all legislative breakfasts.
* MLS will be part of the Legislative Day Showcase.

**Library Directors Forums**

* Belmont Public Library on February10, 2016 (Urban Library Directors).

**REPORT FROM THE LIBRARY FOR THE COMMONWEALTH**

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

**7000-9401 Level Funding Does Not Translate To Level Funding For LFC**

* Language in the Governor’s FY2017 budget reduces LFC funding to 39.4 cents for each resident of the commonwealth.
* This is a reduction from 40.7 Cents in the final FY2016 budget.
* BPL will continue to work closely with MBLC and MLS to see refunding restored to a level budget for LFC without injuring MLS.

**Johnson Building Construction Update**

* Renovated Johnson Building is on schedule to reopen in June or July 2016.
* The outside of the building may be delayed depending on the weather.
* The second public elevator to the Johnson 2nd floor will be opening before March 1, 2016.

**Presidential Search Update**

* Listening sessions will be completed by end of February 2016.
* Spencer Stuart is firm contracted to help with search.
* Spencer Stuart hopes to have a pool of candidates and possibly interviews by May 2016.

**Database Issues**

* BPL continues to hear from its databases vendors that other Massachusetts libraries are using BPL subscriptions as reasons they will not subscribe to the same database.

**COMMISSIONER ACTIVITIES**

Commissioner Ochsenbein attended office hours with Representative Kate Hogan at the Bolton Public on January 14, 2016.

Commissioners Kronholm and Resnick attended the Berkshire Legislative Breakfast at Berkshire Athenaeum in Pittsfield on January 22, 2016.

Commissioner Caro met with Senator Jamie Eldridge on January 21, 2016 to discuss the 2017 Legislative Agenda.

Chairman Cluggish and Commissioners Caro and Kronholm helped to staff the MBLC booth at the Massachusetts Municipal Association conference on January 22 and 23, 2016.

Chairman Cluggish and Commissioners Caro and Murphy attended the Executive Committee meeting at the Board offices in Boston on January 25, 2016.

Commissioner Ochsenbein attended the eBook Steering Committee meeting on January 25, 2016.

Commissioner Kronholm attended the WMLA Executive Board meeting in Whately on February 1, 2006 at which members met with Senator Don Humason to discuss library needs at the state and local level.

Commissioner Comeau mentioned that he was one of the judges for the recent science fair for the Southeastern Regional Vocational Technical High School.

**PUBLIC COMMENT**

Marlene Sue Heroux, Reference Information Systems Specialist at the MBLC, provided a quick preview of the results of a recent survey regarding an evaluation of the Statewide Licensed Electronic Resources for the present, and FY2018 and Beyond.

The survey, conducted by the Massachusetts Board of Library Commissioners on behalf of the MBLC, the Massachusetts Library System, and the Boston Public Library’s Library for the Commonwealth, received 1225 responses from library staff members. Results of the survey will help the MBLC, MLS and LLF plan how the statewide database licensing program can best meet the needs of all Commonwealth libraries and their constituents and allocate resources accordingly.

Ms. Heroux’s remarks highlighted the hundreds of comments made by library staff in response to the question, “What does the statewide database licensing program mean for your library?” The comments, which are posted online as a link to the MBLC’s FY2017 Legislative Agenda, overwhelmingly spoke highly of the need for the program and the importance of providing services and resources for patrons of all ages. Ms. Heroux will provide a more complete summary to the Board at the next meeting. Here is a small sampling of comments:

*“Absolutely essential to our academic program. Used every day by students and teachers at all levels.”*

*“Our college is enriched by the databases we have access to through the state program. It allows us to partner with public libraries in satellite communities, where students can get help with research from librarians who might not have expertise with our more specialized databases.”*

*“It is a God-send. We couldn't afford to provide quality databases without it.”*

*“These databases are absolutely essential to my high school students and teachers. Every library lesson that I teach involves accessing the statewide databases.”*

Cynthia Roach thanked the Commissioners and the staff for the opportunity to work with them at the Agency to support the wonderful libraries in the Commonwealth which are the foundation of our democracy.

**OLD BUSINESS**

There was no old business.

**ADJOURNMENT**

There being no further business, Chairman Cluggish adjourned the February 4, 2016 monthly business meeting of the Board of Library Commissioners at 12:00 P.M.

Carol B. Caro

Secretary