MINUTES OF THE BOARD OF LIBRARY COMMISSIONERS

Date : July 9, 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; 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; Marlene Heroux, Reference Information Systems Specialist; Paul Kissman, Library Information Systems Specialist; William Morton, Assistant to the Director; Matthew Perry, Outreach Coordinator; Cynthia Roach, Head of Library Advisory and Development; Lauren Stara, Library Building Specialist; Shelley Quezada, Consultant for the Unserved; Mary Rose Quinn, Head of State Programs/Government Liaison; Rosemary Waltos, Library Building Specialist

**Observers Present:**

Anna Fahey-Flynn, Collaborative Library Services Manager, Boston Public Library; Gregory Pronevitz, Executive Director, Massachusetts Library System

**Call to Order**

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

**Approval of Minutes – June 4, 2015**

The following corrections were noted:

On page 9, line 45, strike “MCB applied for a grant that was not successful.” and replace with

“MCB submitted an application for a grant but the grant was not awarded.”

On page 11, strike lines 5 and 6, and replace with “Commissioner Kronholm attended and spoke at the rededication of the Adams Free Library on May 23, 2015.”

On page 11, strike lines 14 and 15, and replace with “Commissioner Resnick, along with Chairman Shesko, attended the State Aid Review Committee meeting at Millbury Public Library on May 19,2015.”

Commissioner Cluggish moved and Commissioner Welch seconded that the Massachusetts Board of Library Commissioners approve the minutes for the monthly business meeting of June 4, 2015, as corrected.

**The Board voted approval.**

**CHAIRMAN’S REPORT**

Chairman Shesko noted his disappointment with funding for the Board’s budget lines in the FY2016 state budget. He also stated that he found the 24% cut to the technology line (7000-9506) inexplicable. He said the Commissioners should advocate for the restoration of this funding in a supplemental budget.

Chairman Shesko expressed his deep appreciation to Director Carty and others for their expressions of sympathy during his recent bereavement.

**DIRECTOR’S REPORT**

Director Carty noted that with the 24% reduction to line 7000-9506, support for three major programs: resource sharing, network infrastructure and small libraries in networks will have to be reduced. She also mentioned that Board’s administrative line (7000-9101) was level funded only to the FY2015 budget after 9C cuts.

Director Carty noted that the final State Aid Review meeting was held on Tuesday, June 23, 2015. The committee members presented and discussed recommendations and ideas for the State Aid program. Along with Nancy Rea, the facilitator, staff members have been working on a draft report to send back out to the committee for comment. The final report will be presented to the Board at the September 3, 2015 meeting. Subsequent to this meeting, the report and recommendations will be presented to the library community at meetings throughout the state.

She stated that the agency is still in the planning stages concerning the 125th anniversary event. Director Carty noted that she has shared the news release about the event with ALA and with COSLA. At this point, it looks as though the event will coincide with the November Board meeting, and the staff members are currently researching several different venues for this meeting at the State House. She stated that the agency has begun sending out each day yearly facts about the agency and libraries. She relayed that Callan Bignoli will demonstrate the LibGuide that she set up for the 125th anniversary.

Director Carty informed the Commissioners that a vendor has been chosen for the agency website redesign. The in-house editorial team will meet on July 29, 2015 with the selected vendor, MRW Connected LLC, for a kick off session. She noted that MRW is located in Easthampton, so that will help with the ability to schedule face to face meetings.

Director Carty reported that the management team has begun discussions regarding an RFP for a strategic planning process for libraries in Massachusetts.

She reminded the Commissioners that the MBLC agency is partnering with the Maine State Library on a three-year IMLS grant that began on July 1, 2015. The three Massachusetts participants are: Bellingham, Shutesbury and Methuen. On July 20 & 21, 2015, Cynthia Roach and Shelley Quezada will meet with Cornerstones of Science and the Maine State Library for the kick off for the grant. Six pilot libraries and people from Maine, Massachusetts, Vermont and Rhode Island will participate. The focus of the two days are to provide the pilots and state agencies a glimpse of the types of experiences, science tools, interactions with scientific community that this grant wants to see occur within a Library Science Resource Center. Groups will begin to develop key elements of science clearinghouse and how to build science literacy capacity in libraries.

Director Carty informed the Commissioners that Michele Farrell, the MBLC’s program officer from IMLS will visit the MBLC during the week of August 17, 2015. She will be visiting some project sites. Confirmed sites, to date, are the BPL digitization lab (started with LSTA); the My Own Back Yard project with Mattapoisett, Rochester and Marion; Summer Reading Event in Duxbury; and a visit to Perkins. She will also spend a day in the office going over MBLC compliance with the program.

Director Carty stated that Trustee Orientations have been completed for this year. There were four orientations this past spring and about 80 trustees attended. Since the inception of the Trustee Orientations, 31 have been held and 595 trustees have attended from over 170 libraries. She stated that the trustee pocket guide should be printed this month and thanked Cynthia Roach for her hard work relating to trustees.

**LEGISLATIVE REPORT**

Head of State Programs/Government Liaison Mary Rose Quinn informed the Commissioners that the end of the month revenue report for June has not yet been posted by the Department of Revenue. She relayed that the mid-month report shows tax collections are up, and Governor Baker estimates that there will be a $50 to $100 million surplus left over from the FY2015 fiscal year budget. She noted that the Governor has filed a supplemental spending bill.

Ms. Quinn provided the following summary of the mid-month report:

* Month-to-date tax collections are up $24 million from the same period last June, reflecting mostly growth in corporate & business taxes offset by decline in withholding.
* Month-to-date withholding totals $472 million, down $34 million from the same period last June, reflecting mostly the shift of payments from June to May.
* Month-to-date corporate & business taxes total $453 million, up $54 million from the same period last June.
* Month-to-date income tax cash estimated payments total $151 million, up $13 million from the same period last June.

She reported that about 2,700 employees filed to take the early retirement incentives and retired as of July 1, 2015. Ms. Quinn relayed that the National Association of Government Employees went to court, challenging the limitations of the retirement incentive over the definition of "critical employee." An employee was considered “critical” for the purposes of this early retirement program if it was "not cost-effective to allow them to take advantage of the incentive." These employees in certain departments were not entitled to the early retirement program only because their salaries are paid by industry chargebacks.

Ms. Quinn stated that State Senator Thomas Kennedy, a Brockton Democrat, passed away June 28, 2015. Senator Kennedy was a strong supporter of libraries in his district and across the Commonwealth. She also noted that Representative Harold Naughton has been recalled to active duty and will be serving in his role of Army Major in the Judge Advocate General’s Corps for the next five months. Representative Naughton attended library legislative breakfasts this year and spoke about his experiences with libraries in Iraq and Afghanistan.

Ms. Quinn called the Commissioners attention to the “green (budget) sheets” with budget figures from FY2001-2015 and additional sheets that included the final Conference Committee recommendations and the final budget from the Legislature for FY2016 with their respective impacts on MBLC budget lines. She noted that the conference committee report is a final compromise bill to the House and Senate for a final vote of acceptance in each branch. The Committee’s report could not be amended further. The members of the budget Conference Committee included the Chair, Vice Chair, and Ranking Member of the minority party from the House and Senate Ways and Means Committees:

House Senate

Brian Dempsey, Haverhill Karen Spilka, Ashland

Steven Kulik, Worthington Sal DiDomenico, Everett

Todd Smola, Warren Viriato (Vinny) deMacedo, Plymouth

Ms. Quinn noted that the $38.1 billion budget was presented on July 7, 2015 and approved on July 8, 2015 by votes of 153-1 in the House and 31-5 in the Senate. The Governor has 10 days to sign the budget and/or veto lines. The Legislature then has until July 31, 2015 to accept or override any vetoes. Overrides require a 2/3 vote in each chamber. Both the House and the Senate passed budgets with bottom lines around $38.1 billion, which is in line with the budget figure Governor Baker recommended to the Legislature back in March.

Ms. Quinn stated that all of the earmarks in both the House and Senate versions, totaling $124,000 for 7 libraries remained in the Conference Committee report and were approved by both houses. The final version of the budget included the House figure for Technology and Resource Sharing (7000-9506) with a reduction of $600,000 or 24%. Since 2001, this line has been cut 52%. The remaining MBLC budget lines were level funded to the original FY2015 appropriation with the exception of the Administration line which was funded to the 9C cut level and the Center for the Book which received a 60% increase.

Commissioners discussed various ways to address the significant cut to line 7000-9506 and the impact on the networks and the Small Libraries in Networks (SLIN) grants if those funds are not restored. The Commissioners requested that the Legislative Sub-Committee of the Board meet to discuss options going forward and directed Dianne Carty and Mary Rose Quinn to contact the networks about the impact to their member libraries and the Legislators whose small libraries will be affected by the reduction.

**MARKETING PLAN UPDATE**

Communications Director Celeste Bruno’s report focused on the summer reading and the partnership with the Boston Bruins which started in 2009. Ms. Bruno reported that since then more than 1.4 million children, teens, and adults have participated.

She announced that the Bruins player for summer 2015 is goalie Tuukka Rask. He is featured on the summer READ poster and on the reading certificates. It is the third summer that a player is featured on the posters and they’ve become somewhat of a collector’s item for kids participating in the program. Ms. Bruno also presented the new Bruins Recommended Reads list and the list of Bruins prizes for children across the Commonwealth.

Ms. Bruno announced that libraries have been selected for Bruins visits and they are as follows: Chelmsford (kickoff), Yarmouth, Shirley, Agawam, Lee, Great Barrington, and Duxbury. All of these libraries receive a visit Kit from the MBLC that includes items that they can use to promote their event, craft supplies, posters. The MBLC also emails them a news release template. Ms. Bruno thanked the entire MBLC staff who helped put the kits together.

She noted that at each of the visits the kids will get “The Official Boston Bruins Activity Book.” This is the first year that the Bruins have done these. They were inspired by the activity sheets that MBLC staff member Rachel Masse put together.

Ms. Bruno stated that the MBLC received so many great applications for the Bruins visits that it was difficult for the Bruins to make the final choice of visit locations. To recognize some of the other libraries that applied, the Bruins asked the MBLC to send team-signed hockey sticks to the following libraries: Somerset, South Hadley, West Tisbury, Whitman, Wilbraham, Southampton, and Everett.

All advertising for the Summer Library Program has been done online through Google, Facebook, and YouTube. Ms. Bruno said she will have results in the near future.

Ms. Bruno then introduced MBLC Web Coordinator Callan Bignoli who presented the LibGuide that celebrates 125th Anniversary of the Massachusetts Board of Library Commissioners.

Ms. Bignoli presented and demonstrated the “MBLC Celebrates 125 Years” LibGuide (http://guides.mblc.state.ma.us/mblc-125-years), a website filled with facts and photographs about the MBLC’s history dating back to its 1890 establishment. As a part of the Board’s 125th anniversary celebrations to be held throughout 2015, the website has one page of accomplishments and news for each year of the MBLC’s existence.

She relayed that, starting on June 27, 2015, a coordinated 125-day social media campaign on Twitter and Facebook began posting a link to one page each day and will continue to do so until the 125th anniversary of the Board’s first meeting, October 30, 1890. Additionally, Outreach Coordinator Matthew Perry has set up a Tumblr blog, “Library Kitsch,” with high resolution scans of archival images and ephemera, including early state bookmobiles, legislative events, and newspaper clippings.

Ms. Bignoli reported that agency staff worked together to collect and research information for “MBLC Celebrates 125 Years,” referring to annual reports, newsletters, records, and images found both in the office library and through online resources such as Google Books and Digital Commonwealth. Each page also includes trivia and important events to provide historical context for the year (for instance, in 1903 the Cambridge Public Library established one of the first reciprocal borrowing programs, and the first transatlantic radio message was sent).

The website also makes connections between the MBLC’s past and present, showcasing advances in construction, state aid, delivery, collection development, services at small libraries, and more. It will continue to exist after the 125th anniversary celebrations come to a close and be added to in the future, continuing to highlight accomplishments and important developments in the Massachusetts library community.

**CONSIDERATION OF APPROVAL OF A RECOMMENDED FEE INCREASE FOR THE CERTIFICATE OF LIBRARIANSHIP ISSUED BY THE BOARD OF LIBRARY COMMISSIONERS**

Mary Rose Quinn stated that to ensure that communities are served by qualified library personnel, the Board of Library Commissioners grants Professional and Sub professional Certificates of Librarianship to applicants based on work experience or education level as set forth in statute and regulation, (MGL c.78 s.22-31; 605 CMR 3.01-3.06). The certificates are required of all Massachusetts public library directors as a prerequisite for municipalities to receive State Aid to Public Libraries.

The regulation calls for a review of the certification fees every three years. Fees are established by a vote of the Board of Library Commissioners. Based on the last fee review, the Board voted to establish the Certificate fee at $50.00 and the Certificate replacement fee at $35.00. At that time, the amount of time spent producing certificates was multiplied by the cost per minute for each staff member to do so. This figure was added to the cost of office supplies to create the costs for the certificates.

In FY2015, the Board issued 44 professional and sub professional certificates, for a total in fees of $2,200.00; in 2014 the Board issued 37 professional and sub professional certificates and 2 replacement certificates, for a total in fees of $1,920.00.

Ms. Quinn informed the Commissioners that she worked with Head of Operations and Budget Barbara Glazerman to arrive at the new cost analysis. Due to increases in the cost of supplies and other related expenses over the past 4 years it is recommended that the Board increases the certificate fee to $53.00 and the certificate replacement fee to $38.00.

This recommendation was based on a number of factors that occurred during the last 4 years, including an increase in the cost of office supplies needed to produce a certificate and an increase in salaries each year for those staff members producing the certificates. The same staff members produce certificates, using the same process and the same office supplies.

Commissioner Caro moved and Commissioner Resnick seconded that the Massachusetts Board of Library Commissioners revise the fees for certificates granted under 605 CMR 3.00 to $53.00 for professional and sub professional certificates and $38.00 for replacement certificates, as of October 1, 2015. Certification fees will next be reviewed after July 1, 2018.

**The Board voted approval.**

**CONSIDERATION OF APPROVAL OF FY2016 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 2016.

Ms. Roach informed the Commissioners that thirty-two (32) applications were received. SACL reviewed and discussed each application in May. Three libraries withdrew their application and may reapply in the next grant round. Today, SACL is recommending that the Board provide funding for twenty-nine (29) projects which fall within the financial constraints of LSTA funding.

Ms. Roach noted that SACL’s recommendations are being presented as a series of eleven (11) motions identified as items a-k in the accompanying documentation.

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

This 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. 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 Resnick seconded that the Massachusetts Board of Library Commissioners approve the following Customer Experience Grants totaling $29,750 to start no earlier than October 1, 2015.

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| --- | --- |
| **Agency** | **Amount Awarded** |
| Woods Memorial Library, Barre | $9,750 |
| Falmouth Public Library | $10,000 |
| Yarmouth Town Libraries | $10,000 |
| **Total:** | **$29,750** |

**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 Resnick moved and Commissioner Cluggish seconded that the Massachusetts Board of Library Commissioners approve the following Full STEAM Ahead Grants totaling $67,500 to start no earlier than October 1, 2015.

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| **Agency** | **Amount Awarded** |
| Amesbury Public Library | $7,500 |
| Concord Free Public Library | $7,500 |
| Grafton Public Library | $7,500 |
| Lenox Public Library | $7,500 |
| Middleborough Public Library | $7,500 |
| Whitinsville Social Library, Northbridge | $7,500 |
| Morrill Memorial Library, Norwood | $7,500 |
| Richard Sugden Library, Spencer | $7,500 |
| Beaman Memorial Library, West Boylston | $7,500 |
| **Total:** | **$67,500** |

**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 Cluggish moved and Commissioner Caro seconded that the Massachusetts Board of Library Commissioners approve the following Innovative Projects totaling $21,709 to start no earlier than October 1, 2015.

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| --- | --- | --- |
| **Agency** | **Title of Project** | **Amount Awarded** |
| Newton Free Library | Code Newton: Coding and Robotics at the Newton Free Library | $16,709 |
| Westborough High School |  | $5000 |
| **Total:** | | **$21,709** |

**The Board voted approval.**

**Manuscript Arrangement and Description Grant Program**

Much of the archival material housed in public libraries remains unorganized and inaccessible because most library staff and volunteers do not have the archival training to organize and make it available to patrons for their research. This program will provide funding for planning, organization, and description of archival materials by working with an archival consultant to arrange, describe, rehouse, and catalog their manuscript materials and making them available in a secure environment. Furthermore, since many libraries that house these materials do not have local history/special collections/archives’ collection development policies, the consultant and staff will also develop and/or refine such policy for these materials.

Commissioner Caro moved and Commissioner Kronholm seconded that the Massachusetts Board of Library Commissioners approve the following Manuscript Arrangement and Description Grant totaling $29,990 to start no earlier than October 1, 2015.

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| --- | --- |
| **Agency** | **Amount Awarded** |
| Weymouth Public Libraries | $29,990 |
| **Total:** | **$29,990** |

**The Board voted approval.**

**Pathways to Success Grant Program**

This grant program provides the funding to plan and implement a digital and/or media literacy project in a town or school.

Libraries determine a theme that is meaningful to their target audience. The target group will learn digital and media literacy skills to enable them to make informed decisions regarding the needs relevant to the theme and create and share their own resources. Libraries will use their current print and digital resources, including the statewide licensed databases, as a component of the project and agree to develop a suite of programs (minimum of 4) that will engage and stimulate the participation of the target audience.

Libraries may spend funds to develop a webpage relevant to the grant theme that highlights upcoming programs and resources. In addition, they may use some funds to train and educate staff on the statewide and local resources that are highlighted for this project, in addition to the programs for the target audience. Collaboration with municipal government departments, local community organizations, educational institutions and businesses is desirable. K-12 and academic libraries must collaborate with faculty and staff, as well as their local public library.

Commissioner Murphy moved and Commissioner Caro seconded that the Massachusetts Board of Library Commissioners approve the following Pathways to Success Grant totaling $5,000 to start no earlier than October 1, 2015.

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| **Agency** | **Amount Awarded** |
| Blackstone Public Library | $5,000 |
| **Total:** | **$5,000** |

**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 Welch moved and Commissioner Murphy seconded that the Massachusetts Board of Library Commissioners approve the following Preservation Assessment Grants totaling $8,400 to start no earlier than October 1, 2015.

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| **Agency** | **Amount Awarded** |
| Congregational Library & Archives | $4,200 |
| Milford Town Library | $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 Ochsenbein moved and Commissioner Caro 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, 2015.

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| **Agency** | **Amount Awarded** |
| Hingham Public Library | $30,000 |
| **Total:** | $30,000 |

**The Board voted approval.**

**Reader’s Advisory Grant Program**

While the library community has spent the past decade or longer wrestling with issues of new technology, many traditional services, such as reader’s advisory services, have gone by the board. Moreover, many library staffs do not feel confident in their abilities to match a person with the right book. While new databases such as “Novelist” and “What Do I Read Next?” are now available, many staffs have not received training in their use, nor do they feel secure in their ability to help a patron use these new electronic tools.

This program will provide funds for training staff in the use of electronic and print reader’s advisory tools. To enhance staff members’ ability to match the appropriate book with the reader, libraries receiving funding will be requested to study a selected genre and reader’s advisory techniques during the course of the project year.

Commissioner Kronholm moved and Commissioner Cluggish seconded that the Massachusetts Board of Library Commissioners approve the following Reader’s Advisory Grants totaling $22,200 to start no earlier than October 1, 2015.

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| --- | --- |
| **Agency** | **Amount Awarded** |
| M.G. Parker Memorial Library, Dracut | $15,000 |
| Mattapoisett Free Public Library | $7,200 |
| **Total:** | **$22,200** |

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

**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 Resnick moved and Commissioner Caro seconded that the Massachusetts Board of Library Commissioners approve the following Science is Everywhere Grants totaling $22,500 to start no earlier than October 1, 2015.

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| **Agency** | **Amount Awarded** |
| Medway Public Library | $7,500 |
| Pembroke Public Library | $7,500 |
| Hazen Memorial Library, Shirley | $7,500 |
| **Total:** | $22,500 |

**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 Cluggish moved and Commissioner Murphy seconded that the Massachusetts Board of Library Commissioners approve the following Serving People with Disabilities Grants totaling $28,100 to start no earlier than October 1, 2015.

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| --- | --- | --- | --- |
| **Agency** | **Amount Awarded** | **FY2016** | **FY2017** |
| Berkshire Athenaeum, Pittsfield | $17,500 | $8,975 | $8,525 |
| Goodnow Library, Sudbury | $10,600 | $9,800 | $800 |
| **Total:** | **$28,100** | **$18,775** | **$9,325** |

**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 Caro moved and Commissioner Murphy seconded that the Massachusetts Board of Library Commissioners approve the following Serving ‘Tweens and Teens Grants totaling $45,000 to start no earlier than October 1, 2015.

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| --- | --- | --- | --- |
| **Agency** | **Amount Awarded** | **FY2016** | **FY2017** |
| Attleboro Public Library | $15,000 | $6,800 | $8,200 |
| Brockton Public Library | $15,000 | $7,500 | $7,500 |
| G.A.R. Memorial Library, West Newbury | $15,000 | $7,500 | $7,500 |
| **Total:** | **$45,000** | **$21,800** | **$23,200** |

**The Board voted approval.**

**CONSIDERATION OF APPROVAL OF THE LSTA SPECIAL PROJECTS AND PRIORITIES BUDGET FOR FY2016**

Cynthia Roach presented the budget for the FY2016 LSTA Special Projects. She relayed that both Federal fiscal years 2014 and 2015 monies are used to support this budget.

Ms. Roach noted that new projects in the budget include strategic planning, social log-in, and a network grant for creating mobile apps for network members. This budget includes evaluation of statewide e-resources including eBooks and statewide databases. The agency will also do an evaluation of the MassLNC project. She stated that carry over projects include website redesign and the citizenship initiative. The agency is now funding the annual license for ComCat. In previous years this was supported with state and local funds. The new contract for Evanced, the summer reading online program, delivers a new product. The agency continues to fund Emergency/Disaster Preparedness, Statewide Databases, the Marketing Program, the eBook Project, Web-based Data Collection, and Website Support.

Ms. Roach reported that these grants are reviewed by agency staff rather than SACL.

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

Commissioner Murphy moved and Commissioner Caro seconded that the Massachusetts Board of Library Commissioners adopt the proposed Special Priorities and Projects for the Library Services and Technology Act program for FY2016 as presented in the attached documentation in the amount of $1,782,018.

**The Board voted approval.**

The FY2016 Special Priorities and Projects and budget follows.

Massachusetts Board of Library Commissioners

Library Services and Technology Act

FY2016

Special Priorities and Projects

Projects budgeted for State FY2016 use two sources of LSTA grants: some projects are funded with FY2014 monies; the majority of the projects are funded with Federal FY2015 monies.

| **Project** | **Description** | **Amount** |
| --- | --- | --- |
| Citizenship Initiative | The Agency will develop citizenship resources for libraries and will develop and present a series of workshops on why libraries should provide citizenship help. The Agency has started a partnership with the USCIS (US Citizenship and Immigration Service). | $15,000 |
| Electronic Resources Evaluation | This project will evaluate the statewide eBook project and other statewide resources, including statewide databases. The evaluation will include next steps needed to make this project more widely available and useable. This will potentially lead into the development of an RFR for discovery. | $75,000 |
| 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 24hours/7 days/week. | $150,000 |
| Mass LNC Evergreen Project | CW/MARS, MVLC and NOBLE have been using Evergreen for almost 4 years. Originally, the Board funded this project so that it might serve as a model for future network development. It is time to evaluate this project in terms of cost benefit analysis of Evergreen and MassLNC for member libraries and to look at service level improvements and/or deterioration. The evaluation will include input from library staff and users. | $25,000 |
| Preservation/Digitization Planning | This project is finishing the planning process to identify the preservation and digitization needs of public, academic, school and special libraries, museums, and historical societies across the Commonwealth. This Committee may be working with other States to apply for a Laura Bush Leadership grant to develop a Preservation Curriculum program. | $5,000 |
| Small Library Forum | September 23 is the date for the Small Library Forum and it will be held at the Sturbridge Host Hotel. The focus of the day is to have small libraries think of alternative ways for sustainability. This Institute is done in partnership with MLS. Our funding is to assist library staff. | $7,000 |
| Social Log-in | The Agency will issue an RFR for someone to look at security issues in using social log-ins as a way to get access to library resources. The RFR asks them to report on the implications and issues. If social log-in is plausible, the consultant will work with MBLC and NOBLE to develop an implementation plan. The second phase would be the implementation of the plan. NOBLE is our partner in this endeavor and will be the pilot network. Implementation is estimated at about 1/3 of total project cost. | $30,000 |
| State-Aid Review | This section of the state aid review will include holding sessions to discuss the recommendations of the State Aid Review Committee. | $7,500 |
| Statewide Databases | Over 1600 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 offered in partnership with MLS. | $646,000 |
| Strategic Planning | The agency will hire a consultant to work with the Commissioners, library community, other stakeholders and agency staff in the development of a strategic plan for library services for the state. | $30,000 |
| Support for Summer Reading Online Registration | This project funds the online registration system used for the Summer Reading Program. This is a new contract for Summer Reading with Evanced. | $40,000 |
| Virtual Catalog Help Desk | The virtual catalog is administered and maintained at Fenway Libraries OnLine (FLO). For the first quarter of the year, FLO is providing support for ComCat and URSA. URSA will be shut down in September. This contract covers the costs of the annual license for ComCat, a new component that the MBLC had not done previously. | $146,230 |
| 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. | $75,000 |
| 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. | $70,000 |
| 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. | $60,288 |
| Workshops/Trainings | This includes workshops and training programs for Trustees and Friends groups and training for our LSTA direct grant program. Workshop support for MSLA. | $15,000 |

**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.

|  |  |  |
| --- | --- | --- |
| Statewide E-book Project | As part of the board's commitment to a statewide eBook product, 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 |
| Library Mobile Presence | For the Past few years, we have discussing developing mobile apps for libraries. After speaking with various stakeholders, we believe that the best way to implement this is through the networks. This grant would provide funding to networks to develop a mobile web presence for the network and its members. | $200,000 |
| Planning for Joint Public Libraries | Allows the Board to issue challenge grants to groups of libraries interested in planning a joint public library or consolidating library services. Projects may be within a municipality or include more than one municipality. The intention is that the communities involved would match this grant with a similar grant from a regional planning agency or with their own funds. The communities would hire a consultant/facilitator to assist the libraries and communities to work through the issues that must be addressed in any consolidation of library services. | $10,000 |
| **Total Special Priorities and Project Budget** | | **$1,782,018** |

**CONSIDERATION OF APPROVAL OF TWO PROVISIONAL GRANT AWARDS UNDER THE MASSACHUSETTS PUBLIC LIBRARY CONSTRUCTION PROGRAM**

Rosemary Waltos, Library Building Specialist, presented the recommendations for provisional construction grant awards to two projects totaling $7,866,867 for construction of public library facilities, and Library Green Incentive awards to these projects ranging from $100,000 to $148,164.

She noted that these projects are the last two libraries on the waiting list with Sherborn ranked number one and followed by Leicester.

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

**Provisional Grant Awards**

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 Resnick seconded that the Massachusetts Board of Library Commissioners approve Massachusetts Public Library Construction Program provisional grant awards totaling $7,866,867 to the following two library construction projects in amounts listed below, and authorize Library Green Incentive awards for each project that receives LEED (Leadership in Energy and Environmental Design) certification. The date by which projects must accept their provisional grant awards is January 10, 2016.

|  |  |  |
| --- | --- | --- |
| **Municipality** | **Library** | **Award** |
| Sherborn | Sherborn Public Library | $3,663,303 |
| Leicester | Leicester Public Library | $4,233,264 |
| **Total** | | **$7,866,867** |

**The Board voted approval.**

**CONSIDERATION OF APPROVAL OF TWO BOARD POLICIES: 1) BOARD LIAISONS AND 2) SPONSORSHIPS AND PARTNERSHIPS**

Director Carty reported that the Board currently has 2 policies that have expired and need to be renewed. They are: 1) Board Liaisons (expired September 10, 2014) and 2) Sponsorships and Partnerships (expired June 30, 2015).

In consultation with the Executive Committee, Director Carty stated that she is recommending that the Policy on Board Liaisons be extended as is for 5 years and that she is also recommending that the Policy on Sponsorships and Partnerships be extended for 5 years with one small change, the deletion of: “*Sponsor’s logo on our websites.*”

Commissioner Caro moved and Commissioner Cluggish seconded that the Massachusetts Board of Library Commissioners extend its Policy on Board Liaisons for five years to July 9, 2020.

**The Board voted approval.**

**POLICY**

**BOARD LIAISONS**

Board Liaisons fill a critical role in the operation of the Massachusetts Board of Library Commissioners. As needed, the Chairman may appoint liaisons to standing advisory committees (such as the State Advisory Council on Libraries or the Consumer Advisory Board to the Braille and Talking Book Library Program), Task Forces, and external groups. Liaison appointments are normally made by the Chairman, on an annual basis or, in the case of a Task Force, until the charge has been completed.

Liaisons provide:

a mechanism for improved communication and coordination between the Board and groups charged with advising the Board on the development and implementation of agency programs,

an opportunity for Board members to gain a deeper understanding of agency programs and services,

an opportunity for Board members to contribute specialized expertise and perspective to the work of committees and task forces.

Specific activities of Board Liaisons will vary depending on the nature of the committee or task force. Components may include one or more of the following:

an initial orientation session,

attendance at and participation in committee or task force meetings,

regular formal briefings by and/or regular telephone communication with project staff,

presentation of reports and serving as a resource person at Board meetings.

**Initial Policy Approval Date: October 9, 1997**

**Re-approval Date: July 9, 2015**

**Proposed Policy Expiration Date: July 9, 2020**

Commissioner Resnick moved and Commissioner Cluggish seconded that the Massachusetts Board of Library Commissioners extend its Policy on Sponsorships and Partnerships, as amended, for five years to July 9, 2020.

**The Board voted approval.**

**POLICY**

**SPONSORSHIPS AND PARTNERSHIPS**

MASSACHUSETTS BOARD OF LIBRARY COMMISSIONERS

MASSACHUSETTS REGIONAL LIBRARY SYSTEM

**POLICY**

The Massachusetts Board of Library Commissioners encourages sponsorship and partnership agreements that increase the level of service available to Massachusetts residents, offer new resources that may not be offered otherwise, and support awareness of libraries and library services

**GUIDELINES**

**DEFINITION**

Sponsorships and partnerships are defined as mutually beneficial exchanges whereby the Massachusetts Board of Library Commissioners (MBLC) and/or the Massachusetts Library Systems (MLS) receive funds, products or in-kind services from a sponsor or partner. The sponsor in turn benefits from community recognition and affiliation with libraries throughout the state. In general, sponsorships and partnerships are ongoing rather than one-time. Grants for which the MBLC or MLS may apply to receive funding for a specific project(s) or gifts for which the giver requests a simple acknowledgement are not covered by these guidelines.

**APPROVALS**

All agreements must be in writing, and approved by the Massachusetts Board of Library Commissioners. Once the Board has approved a sponsorship agreement with a partner organization it is assumed that future sponsorship agreements with that organization are approved. The Board may revoke its approval at any time.

**SPONSORSHIP RECOGNITION**

Sponsors will be provided with a level of recognition commensurate with their contribution. These levels will be clearly defined in writing within the sponsorship agreement. In all cases, the recognition required by the sponsor will be weighed against the benefit to the MBLC, the MLS, and their member libraries.

Recognition may include (but is not limited to) the following:

* Recognition of the sponsor in an article in our online newsletters.
* Recognition of the sponsor in media releases.
* Recognition of the sponsor on promotional materials or printed materials related to programs.
* Opportunities to promote services to member libraries. These opportunities must be agreed to ahead of time and included in the sponsorship agreement.
* Recognition at MBLC or MLS events.

We retain sole control of the content of our web sites and other promotional materials. If MBLC or an MLS agrees to display a sponsor’s name/logo in our promotional materials, we will decide the placement of the name/logo and it will not take precedence or have prominence over our names/logos.

Recognition will promote the sponsor’s corporate name and will not include reference to any specific product. Nor will MBLC or MLS endorse any product or service of its corporate sponsors.

**GENERAL GUIDELINES**

Sponsors will agree to display MBLC and MLS logos according to our logo standards.

Neither MBLC nor MLS name and logo may be used as part of any official endorsement of a sponsor’s product or company.

MBLC and MLS will maintain complete control over the member database and mailing list. Addresses of member libraries may be found on the MBLC website.

Purchasing decisions on collections, materials or other items will be made by MBLC and/or MLS unless otherwise specified by the sponsorship agreement.

Sponsorship agreements will not limit the MBLC’s or MLS’ ability to enter into other agreements with similar organizations.

**Initial policy approval date: October 2, 2008**

**Policy re-approval date: July 9, 2015**

**Policy expiration date: July 9, 2020**

**REPORT FROM THE MASSACHUSETTS LIBRARY SYSTEM**

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

**New Staff at MLS**

Betsy Meaden starts on July 13, 2015 as the new Business and Human Resources Director at MLS. She will work primarily out of the Western Office. She comes to MLS with abundant not-for-profit experience and financial and HR management skills.

**Whately Facility**

Discussions are continuing with the Town of Whately. The Town Manager plans to present a purchase and sale agreement prior to MLS’s July 20, 2015 Executive Board meeting.

MLS is actively reviewing options for rental space along the I-91 corridor between Springfield and Greenfield.

**REPORT FROM THE LIBRARY FOR THE COMMONWEALTH**

Anna Fahey-Flynn, Collaborative Library Services Manager at Boston Public Library (BPL), reported that the Boston Public Library Board of Trustees voted to appoint David Leonard, the current Director of Administration and Technology at the Boston Public Library, to the position of Interim President of the BPL. Mr. Leonard joined the Library as Chief Technology Officer in July of 2009 and assumed his new role following the departure of BPL President Amy Ryan on July 3, 2015.

**COMMISSIONER ACTIVITIES**

Commissioner Kronholm visited libraries in Dalton, Hinsdale, and Becket following the rededication of the Adams Free Library on May 23, 2015.

Commissioner Ochsenbein attended the Commonwealth eBook Steering Committee meeting at the MLS Marlborough office on June 7, 2015.

Commissioner Resnick attended the Trustee Orientation at Wilbraham Public Library on June 10, 2015.

Commissioners Murphy and Resnick attended the MLS Executive Board meeting at the MLS Whately office on June 15, 2015.

Commissioners Kronholm and Resnick attended the WMLA meeting at the MLS Whately office on June 18, 2015.

Commissioners Caro and Cluggish attended the Executive Committee meeting at the Board’s offices in Boston on June 22, 2015. Commissioner Shesko participated by phone.

Commissioners Kronholm and Resnick attended the State Aid Review Committee meeting at Millbury Public Library on June 23, 2015.

**PUBLIC COMMENT**

There was no public comment.

**OLD BUSINESS**

There was no old business.

**ELECTION OF OFFICERS FOR FY2016**

Chairman Shesko relayed that he had requested that Commissioner Ochsenbein be a nominating committee for Board Officers for FY2016.

Commissioner Ochsenbein stated that, after consultation with the current Executive Committee and all the Commissioners, he 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 Murphy 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 and Secretary Caro cast the vote.**

**Commissioner Shesko was elected Chairman, Commissioner Cluggish was elected Vice Chairman, and Commissioner Caro was elected Secretary for FY2016.**

**ADJOURNMENT**

There being no further business, Chairman Shesko adjourned the July 9, 2015 monthly business meeting of the Board of Library Commissioners at 11:55 P.M.

Carol B. Caro

Secretary