MINUTES OF THE BOARD OF LIBRARY COMMISSIONERS

Date : March 3, 2016

Time : 10:00 A.M.

Place : Board of Library Commissioners

 Boston, Massachusetts

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

Absent : George T. Comeau, Esq.

**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; Rachel Masse, Administrative Coordinator; William Morton, Assistant to the Director; Deborah Roth, Contracts Specialist; Lauren Stara, Library Building Consultant, Rosemary Waltos, Library Building Consultant

**Observers Present:**

George H. Dunham, Sandwich Town Manager; Patricia Feeley, Collaborative Services Librarian, Boston Public Library; Joanne Lamothe, Library Director, Sandwich Free Public Library; Betsy Meaden, Business and Human Resources Director, Massachusetts Library System; Gregory Pronevitz, Executive Director, Massachusetts Library System; Sarah Sogigian, Training and Advisory Services Director, Massachusetts Library System; Jennifer Tickell, Trustee Chair, Sandwich Free Public Library

**Call to Order**

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

**Approval of Minutes – February 4, 2016**

On page 10, strike lines 3-5 and replace with:

“Commissioner Kronholm and several other Western Massachusetts Library Advocates met with Senator Don Humason at his office in Westfield on February 1, 2016 to discuss library needs at the state and local level.”

Commissioner Resnick moved and Commissioner Shesko seconded that the Massachusetts Board of Library Commissioners approve the minutes for the monthly business meeting February 4, 2016, as corrected.

**The Board voted approval.**

**CHAIRMAN’S REPORT**

Chairman Cluggish reported that the past month’s activities have centered on advocacy efforts. She stated that Director Carty and Mary Rose Quinn would comment more fully on these in their reports.

Chairman Cluggish informed the Commissioners that she had a recent email exchange with Senator Kathleen O'Connor Ives' legislative aide to inquire if any senators had joined the Senate Library Caucus since the Library Caucus event or because of outreach efforts. Chairman Cluggish was informed that no senators have joined the Library Caucus. She urged continued advocacy and outreach efforts by the library community to have their senators join the Library Caucus.

Chairman Cluggish relayed that Commissioner Ochsenbein is heading up a meeting this morning at the State House with Representative Brian Dempsey. The meeting which was scheduled by Deb Hoadley and Krista McLeod will also be attended by Eric Graham, Director of MVLC, Greg Pronevitz, and Sarah Moser, Library Director in Haverhill.

Chairman Cluggish reported that Commissioner Shesko and she attended the MLS Strategic

Planning session on March 1, 2016 in Sudbury. Although the session lasted three hours, a dynamic facilitator made it feel like only an hour. She urged other Commissioners to attend one of these fascinating sessions.

**DIRECTOR’S REPORT**

Director Carty on several of her meetings since the last Board meeting:

* February 11, 2016 - Meeting with Senator Lesser
* February 12, 2016 - Conference call with MLA Legislative Committee about MLA Legislative Day
* February 18, 2016 - Meeting with Greg Pronevitz and Steve Spohn to discuss the eBook project
* February 23, 2016 - Commonwealth eBook Collection Steering Committee meeting
* February 24, 2016 - Meeting at BPL about statewide resources
* February 25, 2016 - Meeting with agency website editorial team and the website re-design contractor, MRW

Director Carty relayed that on February 11, 2016 the Library Legislative Caucus met from 12:00 noon to 1:00 pm in the House Members Lounge. She stated that a good number of legislators and aides attended. She noted that Chairman Cluggish did an outstanding job of presenting the Board’s online FY2017 Legislative Agenda.

Director Carty relayed that she attended the Legislative Breakfast in Braintree on February 12, 2016, at which there was an interesting presentation and demonstration of a bicycle bookmobile, a great user perspective discussion, and an inspiring talk from Deb Conrad, Executive Director of the SAILS library network. Senator John Keenan also attended the breakfast.

Director Carty informed the Commissioners that, after the Board meeting, the MBLC Strategic Planning Committee will meet to begin this process.

She stated that the Joint Ways and Means budget hearings will take place at Methuen High School on March 8, 2016. Director Carty stated that she, Chairman Cluggish, and Krista McLeod will present testimony. Director Carty noted that she has asked other stakeholders to send her testimony that she will provide to the clerk at the hearing.

Director Carty announced that the new 17,000 square foot McAuliffe Branch Library in Framingham held an open house in February 13, 2016.  Despite the extremely cold temperatures that day over one thousand people visited.  The library officially opened for business on Tuesday, February 16, 2016, and the official grand opening and dedication is scheduled for May 15, 2016.

She also announced that the newly renovated and expanded West Springfield Public Library will hold its official grand opening and dedication on Saturday, April 2, 2016.  The West Springfield Public Library construction project resulted in an approximately 35,000 square foot building costing over $16 million.  It received $6,276,143 from a MPLPC construction grant fund and received the balance of its project funds from local taxpayer dollars and generous donors who contributed $1.5 million. This project qualifies for a $125,423 - $219,665 Library Green Incentive upon receiving LEED certification.

**PRESENTATION AND CONSIDERATION OF AN APPEAL BY THE MUNICIPALITY OF SANDWICH REQUESTING A WAIVER OF THE FY2016 MUNICIPAL APPROPRIATION REQUIREMENT IN THE FY2016 STATE AID TO PUBLIC LIBRARIES PROGRAM OVER THE 5% THRESHOLD**

Chairman Cluggish welcomed the representatives of Sandwich to the meeting.

Mr. George H. Dunham, Sandwich Town Manager, distributed pertinent documentation for the appeal.

He called the Commissioner attention to the Summary document that follows below and read it for the record.

**TOWN OF SANDWICH LIBRARY CERTIFICATION APPEAL**

March 3, 2016

**SUMMARY**

* Present: Library Director Joanne Lamothe, Chairman of Library Trustees Jennifer Tickell, Town Manager “Bud” Dunham
* Town Manager was unable to attend the last meeting due to an unavoidable commitment
* The Sandwich Library provides outstanding services to our residents and guests
* The Sandwich Library staff is extremely knowledgeable and professional
* This staffing and expertise has not been reduced at all in the FY'16 Budget - if fact, it has been expanded
* The Sandwich Library budget has not been cut - costs have been contained which is our collective obligation, but no services or personnel have been cut
* The Town is funding more services and personnel than ever in the Sandwich Library budget
* Like any other general government department in the Town of Sandwich, it is our obligation to constantly strive to provide the best services at the least amount of cost
* The October 6, 2015 fiscal explanation sent to the Board of Library Commissioners outlined these services and the most recent two fiscal years' budgets
* As was explained in the October 6, 2015 letter, it appears Sandwich is being penalized for more appropriately funding Library services by reducing our dependency on speculative trust fund income and unpredictable donation efforts
* We have highlighted the October 6, 2015 letter in red to outline the additional, relevant attachments to further explain our previous response
* A List of Attachments, with the associated back-up information, has been prepared and is included in the packets that we have distributed
* Our presentation will follow the order of the October 6, 2015 letter, explain the associated attachments we have prepared, and highlight a few developments that have occurred during FY'16
* THANK YOU for your consideration of our appeal and associated submissions

Mr. Dunham then reviewed his October 6, 2015 letter to the Board and with the additional, relevant attachments to further explain Sandwich’s previous response.

*October 6, 2015*

*Massachusetts Board of Library Commissioners*

*98 N. Washington Street, Suite 401*

*Boston, MA 02114*

***Re:*** *Town of Sandwich Public Library Fiscal Explanation*

*The purpose of this letter is to explain the FY’16 budget as it relates to the Sandwich Public Library and the Town of Sandwich as a whole. One of the requirements of the “Petition for Waiver of the FY’16 Municipal Appropriation Requirement” is a letter from the municipal official most responsible for the municipal budget about why a waiver is being sought. As you will see in the information found below, the budget for the Sandwich Public Library has been treated better than most other municipal budgets and the reason a waiver is being requested is because your process does not take into consideration other expense increases and individual reasons about why a department budget was adjusted a certain way.*

*To assist in my explanation of the Library budget, the most important document to review is the cover sheet of the FY’16 Library budget #610 that I have identified as Attachment #1. This cover sheet shows a 4-year history of actual expenditures (FY’11-FY’14), what was appropriated for the fiscal year we were in the midst of when the FY’16 budget was being prepared (FY’15), and what I recommended for the Board of Selectmen to approve for FY’16. Unlike most other department budgets, the Library also includes transfers of funds from other sources, specifically State Aid to Libraries program, the Weston Trust Fund income, and fundraisers from the Friends of the Sandwich Town Archives and Friends of the Sandwich Public Library. Traditionally, funds have been transferred from all 4 of these additional sources to offset Library budget expenses.*

*The Town’s independent auditors have remarked for more than a decade that our longstanding practice of counting on these transfers without having the funds in our possession places us at financial risk if the entities that donate the funds do not ultimately transfer sufficient amounts to our account by the end of the fiscal year. In short, don’t prospectively count on funds being transferred – it’s far more prudent to have the funds transferred to the Town, determine how much we’ve received, then count them toward the following fiscal year’s budget. To enact this best practice, the Town needed for one fiscal year to not count on the majority of transfers, with the one exception of the State Aid to Libraries program.*

*Financially, we were never in a position to make this transition until FY’15. As you see on Attachment #1, in FY’15 we did not count on receiving any funds from the Weston Fund or either of the two fundraising organizations. This meant that the normal offset of $46,847 from the total budget was reduced to $17,500. The Town made up the $29,347 by adding to the Library’s net FY’15 budget meaning the base appropriation increased by 5.0%, more than twice as much as the other municipal departments in total. Attachment #2 is the summary page of the Library budget highlighting historic budget and future budget information. Please see the “Note section of Attachment #2 which explains why the FY’15 budget increased so much when 3 of the usual 4 transfers were zeroed out.*

*Our financial goal was to absorb this increase to the Library budget for one fiscal year, then reinstitute the transfers for the following fiscal year = FY’16. You will see in Attachment #1 that for FY’16 I only counted on reinstating one of the three transfers – the Weston Fund. I did not reinstate the two fundraising transfers in FY’16 as I did not want to base such a large municipal budget on speculative fundraising as we had done in the past. By not including these offsets for FY’15 and only reinstating one of them for FY’16 it makes it look like the net Library budget decreased where, in truth, it was more safely funded by not relying on the offsets and is providing the same, if not greater, services that it always has. It should also be noted that I only budgeted on receiving $17,500 from the State Aid to Libraries program when for the last 17 years we have received more than that, which means that I have given the Library department added cushion for their expenses.*

*Another important point to make is every fiscal year I budget each department with the exact names of people in municipal positions at the exact salary levels they are receiving. If individuals retire or leave the employment of the Town in one fiscal year, I make the correction the following fiscal year. During FY’15, several senior staff at the Library retired and were replaced with new people in those positions, most of whom were being paid less than the senior person who retired. This change in base salaries was reflected in the FY’16 budget when you notice the decrease in personnel expenses by almost $30,000 between FY’15 and FY’16. This natural transition takes place in every municipal budget when individuals leave the employment of the Town.*

*Finally, in terms of operating budget expenses, there are several, very expensive employee related costs that are paid from other department accounts, not the individual budgets of each department. The best examples of this are our employee group health insurance costs, our retirement costs, and our worker’s compensation and liability insurance costs. In FY’16, group health insurance rates increased 10.00%, our retirement assessments increased by 5.38%, and our worker’s compensation and liability insurance increased by 8.20%. All of these employee related expenses are covered outside of the Library budget and must be considered when assessing the Town’s actual costs for the Library. The Library is the 3rd largest municipal department in terms of number of employees after the Fire and Police Departments and personnel expenses make up 76% of the total Library budget.*

*Lastly, your analysis does not include capital expenses as part of your municipal appropriation requirement. Since FY’13, we have appropriated $650,000 for Library HVAC improvements; $28,000 for septic system and bathroom improvements; $85,000 for elevator improvements; $11,875 for alarm system upgrades; $250,000 in Community Preservation Act funds for exterior repairs and improvements, and $409,000 to redesign and substantially expand the Library parking lot. This total of $1,433,875 far exceeds the amount spent on any other Town building during this same period except for some major repairs that were approved for Sandwich High School. No other municipal building has received as much attention or funding as the Library over the last 5 years.*

*I hope this letter explains why it is not accurate to claim that Sandwich did not meet its municipal appropriation requirement for theFY’16 Library budget. When all the factors highlighted above are considered, more funds are being spent on Library services than ever. Sandwich is inappropriately being singled out for wise budget decisions that, if anything, minimize the Library budget’s risk on speculative transfers from organizations that might not always be able to raise the volume of funds they have in the past and by the fact that substantial Library employee related costs are being paid from other budgets.*

*Thank you. If you have any questions, please do not hesitate to call me at 508-888-5144.*

*Sincerely yours,*

*George H. Dunham*

*Town Manager*

*cc: Board of Selectmen*

 *Library Director*

 *Finance Director*

Following the appeal presentation and questions from the Commissioners, the vote was called.

Commissioner Shesko moved and Commissioner Kronholm seconded that the Massachusetts Board of Library Commissioners rescind its action on February 4, 2016 and grant a waiver “with reservation” of the FY2016 Municipal Appropriation Requirement and certify that the municipality of Sandwich 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 $11,589.25 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.**

**LEGISLATIVE REPORT**

Mary Rose Quinn, Head of State Programs/Government Liaison, stated that February has historically been the lowest net tax collection month of the year. She noted that the full monthly revenue report for February has not yet been released. Through February 12, 2016, month-to-date tax collections totaled $509 million, down $163 million, with the full month benchmark projecting a decline of $66 million from last February 2015.

Ms. Quinn stated that the Legislative Library Caucus met for a second time this year on February 11, 2016. Chairman Cluggish spoke at the Caucus meeting about the FY2017 budget priorities using the online version of the FY2017 Legislative Agenda.

Ms. Quinn relayed that the Joint Committee on Ways and Means has begun holding their fiscal 2017 budget hearings. The MBLC hearing date at Methuen High School has been rescheduled to March 8, 2016 as a result of the snow storm in early February. This now conflicts with MLA Legislative Day as it did last year. She stated that Senator Kathleen O’Conner Ives and Representative Linda Dean Campbell will still chair the hearings. Ms. Quinn informed the Commissioners that Senator O’Conner Ives is now the Co-Chair of the Legislative Library Caucus. Director Carty, Chairman Cluggish, and Library Director and Methuen resident Krista McLeod are scheduled to testify.

Ms. Quinn stated that, as reported last month, MLA/MSLA Legislative Day on March 8, 2016 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 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.

Ms. Quinn reported that, to date, ten Library Legislative Breakfasts have been held. Two are scheduled for March 4, 2016 in West Springfield and Northbridge and one is scheduled for March 11, 2016 in Middleton. The final breakfast for the year, hosted by Senate President Stan Rosenberg, will be held in Sunderland on March 18, 2016 at the Sunderland Public Library. She thanked the Commissioners and the Staff for representing the Board, the Agency, and libraries throughout Massachusetts at breakfasts this year.

Ms. Quinn noted that her February report included an update from Marnie Warner on the Uniform Legal Materials Act which has received a favorable recommendation from the Joint Committee on Judiciary and is now in the hands of Ways and Means. This month Perkins and ALA have asked for support for the Marrakesh Treaty which is before the US Senate. The Marrakesh Treaty is part of the body of international copyright treaties. The Treaty facilitates access to published works for persons who are blind, visually impaired, or otherwise print disabled.

**MARKETING PLAN UPDATE**

Matthew Perry, Outreach Coordinator, reported on the following items:

**MLA Legislative Day March 8, 2016**

* For MLA legislative day this year the MBLC and stakeholders are taking a different approach.
* Many legislative aides attend Library Legislative Day, so the purpose is to take advantage of that by focusing on online statewide resources that they may find helpful in their jobs.
* Several laptops and tablets will be there as well as reference librarians who will do a short reference interview to find out what people are interested in and show them how they can get more information on that topic through the online resources.
* Attendees will then get a one-sheeter that explains all of these resources to them and allows them to use them again when they are back in their office or at home.
* The MBLC will have other materials there for Construction, Summer Reading, and State Aid.

**eBooks Steering Committee Meeting**

* Celeste Bruno, Commissioner Ochsenbein and Matthew Perry attended the recent meeting to talk about steps going forward with marketing for the Commonwealth eBooks Collection.
* An online toolkit will be developed.
* Since the project is still in BETA test version, there will not be any external ads now, but the MBLC will be assisting librarians with other ways to advertise, including social media, table tents, posters, and flyers.

**Annual Reports**

* 2013 and 2014 are finished and being edited, with publication to follow soon.

**Summer Reading**

* Meetings have already started with the Bruins about summer reading for this upcoming summer.
* The theme this summer is Sports and Fitness and the slogan is “On Your Mark, Get Set, Read!” The Bruins captain, Zdeno Chara, will be featured on the READ poster and certificates.
* MLS has scheduled the kick off for librarians on Tuesday April 5, 2016 at the Special Olympics Yawkey Sports Training Center.
* We are also in talks with the Bruins and the New Hampshire State Library to help them expand the program to New Hampshire libraries.

**Bruins PJ Events**

* Three PJ Events have been held over three weeks in Wakefield, Bourne and Norfolk and had about 250 people attend combined.
* At Bourne, the event was a dance party, and more PJs were collected there than at the Bruins home game that Cradles to Crayons collected at.
* There has also been a lot of positive press for libraries as a result of the drive, and some libraries that are close to each other are creating a challenge to see who can collect the most PJs, including Sandwich and Bourne, and Shrewsbury and Westborough. The loser in Sandwich or Bourne needs to take the Polar Plunge by jumping in the Atlantic Ocean in March!

At 11:13 A.M. Commissioner Ochsenbein joined the Board meeting and reported that the meeting with Representative Dempsey went well.

**CONSIDERATION OF THREE RECOMMENDATIONS FOR CHANGES IN THE STATE AID TO PUBLIC LIBRARIES PROGRAM**

Mary Rose Quinn reported that, after consideration of the work completed by the State Aid to Public Libraries Review Committee, the findings of the White Paper from the Collins Center, and the feedback received from the Library Community through a series of community meetings, an InformsUs survey created by Director Carty, and a Counting Opinions poll developed by State Aid Specialist Liz Babbitt, the following three recommendations are presented to the Commissioners for consideration: a change to the Compliance Period for the Hours Open Requirement; a change to the Materials Expenditure Requirement to include technology for patron use; and a change to the Municipal Appropriation Requirement that removes municipally appropriated revolving funds from the MAR calculation.

Ms. Quinn then presented background for the three recommendations:

**Recommendation for Approval of a Change to the Compliance Period for the Hours Open Requirement, Pending the Result of the Regulatory Process**

**5.1 Hours**

**Hours Compliance Period = Any nine months in a fiscal year**

**Current Regulation:** The Minimum Hours Open requirement is defined in statute and regulation ([MGL, c.78, s.19B](http://www.malegislature.gov/Laws/GeneralLaws/PartI/TitleXII/Chapter78/Section19b) and [605 CMR 4.01( 3)](http://mblc.state.ma.us/mblc/laws/code/605cmr4.php).

In order to be eligible to apply for State Aid to Public Libraries, a library *must* be open the minimum required hours, days, and evening hours for its population group between Labor Day and Memorial Day of each fiscal year. Summer hours are not used in measuring compliance, but the library must be open at least some hours each week, with posted weekly hours, during the summer period.

**Rationale for change:**

This change allows libraries to determine which nine months of their public schedules in a fiscal year they will use to meet the compliance period; this change provides flexibility for those communities that are busier in summer months as a result of increases in vacation populations in resort communities or have high participation in popular summer reading programs. Libraries that prefer the current compliance period can continue to follow the Labor Day to Memorial Day compliance period.

**This change is recommended to the Board for approval.**

This modification requires changes in regulation, policy, and to the definitions related to Hours throughout the State Aid Program.

Commissioner Caro moved and Commissioner Resnick seconded that the Massachusetts Board of Library Commissioners approve a change to the Compliance Period for the Hours Open Requirement from the current Compliance Period of Labor Day to Memorial Day to any nine months in a fiscal year as outlined in the accompanying documentation and pending the results of the regulatory process.

**The Board voted approval.**

**Recommendation for Approval of a Change to the Materials Expenditure Requirement, Pending the Result of the Regulatory Process**

**5.2: Materials Expenditure Requirement**

**5.2.1 Materials expenditure = Cost of technology for patron use**

**Current Regulation:**
Minimum Requirements & Standards of Free Public Library Service:
 [Expend a reasonable portion of the library's total budget on library materials](http://mblc.state.ma.us/grants/state_aid/policies/stanmate.php) [605 CMR 4.01(5)]

**Rationale for change:**

Permits libraries to purchase hardware for direct patron use with operating funds allocated for materials; affords libraries an opportunity to keep up with the latest resources for patrons; provides patrons with greater access to electronic materials purchased for their use.

1. Hardware would include but is not limited to patron access computers, monitors, laptops, tablets, and peripherals including keyboards, mice, and headphones.
2. The purchases allowed would be from appropriated and/or non-appropriated operating funds NOT capital funds.
3. The library would not be required to expend materials budgets on patron access hardware.
4. Up to 10% of the Materials Expenditure Requirement would be available each year for the purchase of hardware. (see attached chart)

Although there is some concern that diverting materials funding to technology may reduce the total amount of money spent locally and statewide for print and electronic materials, this change offers libraries greater opportunity to provide patrons with up-to-date access to materials and content.

**Note:** Equipment that circulates can be included in the Materials Expenditure Requirement calculation currently. This change would include equipment used by patrons in the library.

**This change is recommended to the Board for approval.**

This modification requires changes in regulation, policy, and to the definition of materials throughout the program.

Commissioner Resnick moved and Commissioner Murphy seconded that the Massachusetts Board of Library Commissioners approve a change to the Materials Expenditure Requirement to include technology as outlined in the accompanying documentation and pending the results of the regulatory process.

**The Board voted approval.**

**Recommendation for Approval of a Change to the Municipal Appropriation Requirement Calculation Regarding Municipal Appropriation Revolving Funds**

**5.3 Municipal Appropriation Requirement**

**5.3.2 MAR Calculation = Calculate the MAR without including municipally appropriated Revolving Funds**

Current Administrative Procedures: Municipally appropriated revolving funds are considered income since they must be approved annually at town meeting or by city council. They are reported in the State Aid to Public Libraries application as appropriated income and are considered to be part of the Total Appropriated Municipal Income (TAMI).

**Rationale for change:**

Revolving Funds voted annually are projections in anticipation of revenues; the Municipal Appropriation Requirement is calculated based on the actual appropriation by the municipality. Libraries that have Revolving Funds would have their MAR recalculated to reflect this change. Funds would still be reported on the Financial Report but would not be factored into the MAR calculation.

 **This change is recommended to the Board for approval.**

This modification requires changes to current Administrative Procedures of the State Aid Unit.

Commissioner Shesko moved and Commissioner Caro seconded that the Massachusetts Board of Library Commissioners approve a change to the Municipal Appropriation Requirement removing municipally appropriated Revolving Funds from the MAR calculation as detailed in the accompanying documentation.

**The Board voted approval.**

**UPDATE ON THE STATEWIDE DATABASE SURVEY FOR NOW, FY2018 AND BEYOND**

Marlene Heroux, Reference Information Systems Specialist, provided a detailed report on the results of the Statewide Licensed Electronic Resources FY18 & Beyond survey that she briefly addressed at the conclusion of the February Board meeting. The survey guides the MBLC and MLS, as well as the LFC, on how to best meet the needs of Massachusetts libraries and all residents of the Commonwealth through the statewide licensing program. The current licenses will expire on June 30, 2017, and it takes over a year to plan and conduct a statewide inclusive procurement, which formally begins when an RFR is released in the fall. The first step in the process is to determine what the stakeholders are looking for in the program and how the needs have changed from the licensing program in progress. The response to the survey was overwhelming, with 1225 respondents from all types of libraries.

For the first time, in addition to inquiring about desired resources for meeting educational, professional and personal needs, the survey also included a question about the significance of the BPL’s e-resources eligible for use by all residents, through their role as Library for the Commonwealth. Respondents were also given the opportunity to provide input as to whether the statewide licensing program should license the same products for all types of libraries, offer different products by library type, or some of both.

The hundreds of comments made by library staff in response to the question, “What does the statewide database licensing program mean for your library?” overwhelmingly spoke highly of the need for the program and the importance to providing services and resources for patrons of all ages. A large sampling of the comments is posted online as a link to our FY17 Legislative Agenda (<http://mblclegislativeagenda.com/files/pdfs/research-databases.pdf>) A few comments are listed below:

*“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.”*

*“This program is the life-blood of our school library.”*

*“For western Mass. libraries, some very small, the statewide databases may be the only option.*

*We are absolutely dependent on the access to the databases and they are used extensively and promoted with our use of LibGuides. We consider ourselves extremely lucky to live in a state which offers so much to us. The statewide databases enhance our available resources to our school community.”*

*“The benefit of this resource is priceless.”*

*“The statewide database program is critical to our being able to help our patrons with reference questions. We would not be able to afford a fraction of the resources available through the state program.”*

Question 14, which asked “Is there anything else you would like to tell us?” provided useful information as to how we can offer libraries improved ways to help users see what resources are available without overwhelming them at the same time. Indeed, an initiative had already been begun by Marlene Heroux to address this. It was also clear that while not all librarians will ever agree on everything we license, hopefully, the more they understand about the process and our trying to achieve equity of access, the greater the satisfaction.

Future needs were assessed in three broad categories 1) education 2) work and career exploration and 3) cultural and leisure time needs.

The top 3 out of 10 choices rated as extremely important for meeting educational needs in priority order are: STEM, Grades 5-12, and Academic content. A combination of responses for Extremely and Very Important, Arts & Humanities slightly edges out Academic resources for third place. Of course there is some overlap in these categories.

Of the choices for meeting, working, and career exploration needs, ESL language learning resources were rated the highest, followed by career exploration and job testing.

Of the choices for meeting cultural and leisure time needs and interests the clear choices were *The Boston Globe*, *The New York Times* and general reference, with consumer/health a close 4th. Furthermore, another question asking respondents specifically if it is important to them to have access to the Boston Globe, 76% of all respondents, representing all types of libraries, said it is important to have access to the Boston Globe. The overwhelming support for the state’s paper of record was unexpected. There was not widespread support for more local papers, which may indicate that librarians have come around to understanding that these are something that can be licensed at the local level as needed.

Overall, 28% of respondents did not report any affiliation with a network. This means that a little over ¼ of the total, or if you add in the 3.28% % respondents who are on MassCat, then 31.30%, or almost 1/3 of the total respondents represents libraries that do not have additionally provided network databases, making them more reliant on statewide resources. Schools represent the largest segment of this group.

**REPORT FROM THE MASSACHUSETTS LIBRARY SYSTEM**

Betsy Meaden, MLS Business and Human Resources Director, reported on the following items:

**Western Mass. Office**

MLS is signing a lease for a new Western Massachusetts office today. MLS is holding off on a public announcement because there is a ten-day contingency for the landlord to finalize arrangements for the current tenant, although MLS do not foresee any problems. The Town of Whately has extended the MLS lease for a month.

The new office will be at Potpourri Plaza (241-243 King Street in Northampton):

* MLS has a 10-year lease until March 31, 2026.
* MLS will move a few people into temporary quarters at the new office in March.
* Office space is 3,128 square feet.
* Lease includes build out per MLS specifications.
* There are large and small meeting rooms.
* There is ample parking.
* The location is near I-91.

**Strategic Planning**

* The Strategic Planning Process is underway.
* MLS has hosted five forums with about 60 attendees thus far with two more scheduled later in March. Thanks are extended to Commissioners Cluggish and Shesko for attending this week in Sudbury. We seek participation from all members and stakeholders.
* The next Committee meeting is April 4, 2016.
* MLS’s November 7, 2016 Annual Meeting will focus on the plan, call for members to endorse the plan, and include a Project SET 2 presentation(s). John Palfrey will be the keynote speaker.

**New Staff**

* Tressa Santillo joined MLS last month as Resource Sharing Librarian. She’ll be working with the Commonwealth eBook Collection and other resource sharing initiatives. She comes to MLS from WPI where she was the Access Services Coordinator.

Sarah Sogigian, MLS Training and Advisory Services Director, reported on the following items:

**Continuing Education Pilot/Professional Development Pilot**

The MLS Advisory Team will be conducting a professional development pilot in spring, 2016. The purpose of this pilot is three-fold:

* To better meet the needs of the MLS members, by offering each class six times across Massachusetts. Classes will be paired and offered two per day, so that attendees can choose to attend a class in the morning, the afternoon, or a full day of learning. Additionally, classes will be planned as complements.
* To assist in meeting a FY16 goal set by the MLS Executive Board: “Strengthen member communications with statewide in-person presence and targeted electronic means.”
* To offer professional development in a more structured, thoughtful way. This will allow for more time in advisors’ schedules to focus on advisory work with members.

The Pilot:

Kelly Jo Woodside, Amanda Fauver, and Sarah Sogigian will work on this pilot.

Ms. Woodside will offer a new class on Career Gap Analysis for 3 hours. Attendees will have ample time for the presentation, discussion, and networking. Ms. Fauver will offer a presentation and discussion on resources members can use to participate in professional development, highlighting MLS resources, as well as others available. There will be a “bring your own lunch/networking break” between classes. Members can choose to come for a session or the entire day. Classes will continue to be held at both MLS offices, as well as in member libraries.

This day of learning will be offered 6 times across the state, and the entire schedule of classes will be planned and announced at one time. MLS will provide an online component of each session, made available on its Resource Guides. Members will know when and where all sessions will be offered and will be able to plan to attend more easily. Additionally, there will be an archive version of each class available, which will allow the advisors to develop new classes, rather than focus on repeating sessions.

The Future:

If this pilot is successful, the goal is to plan MLS workshops in seasons: spring season will be March, April, May, and June; fall season will be September, October, November, and December. January, February, July, and August will be planning months.

Each advisor will be responsible for creating and leading 1 new class per season. They will offer this class six times in that season. By fall 2016, there will be eight advisors. The team will be able to offer 6 new classes and 48 sessions per season. However, MLS will still follow its class cancelation policy, which may be updated as the pilot progresses.

This project is still in progress. All information is subject to change.

**REPORT FROM THE LIBRARY FOR THE COMMONWEALTH**

Patricia Feeley, Collaborative Services Librarian at Boston Public Library, reported on the following items:

**Legislative Day**

* BPL is working with MBLC/ MLA/ MSLA on Library Legislative Day table.
* BPL will be promoting ecards and digital resources, including Digital Commonwealth

**Presidential Search Update**

* The job is posted.

**Database Issues**

* A letter has been sent out to All Regions list; received a lot of great feedback, and BPL will probably be sending an update for further clarification.

**Digital Commonwealth Update**

* U Mass Amherst digital collections ingested into Digital Commonwealth
	+ Collection is now at over 388,000 items
* Ingest of Internet Archive bound materials is going forward
	+ Successfully completed test batch of 400 cookbooks
	+ Books are fully searchable, including highlighted text
* BPL has partnered with University of Utah and submitted a grant proposal to IMLS that would fund a developer to work on Newspaper integration into Digital Commonwealth. We should know if the grant is accepted by the end of 2016.

**COMMISSIONER ACTIVITIES**

Commissioners Kronholm and Resnick spoke at the Agawam Legislative Breakfast on February 5, 2016.

Chairman Cluggish, along with Commissioners Caro, Kronholm, Resnick, and Shesko attended the Library Caucus on February 11, 2016**;** Chairman Cluggish spoke at the event.

Commissioner Caro met with Senator Eric Lesser, Chair of the Joint Committee on Tourism, Arts and Cultural Development, at the State House on February 11, 2016.

Chairman Cluggish spoke at the Worcester Legislative Breakfast on February 12, 2016.

Commissioner Ochsenbein attended the Worcester Legislative Breakfast on February 12, 2016.

Commissioners Kronholm and Resnick spoke at the Monson Legislative Breakfast on February 12, 2016.

Commissioner Ochsenbein spoke at the Pepperel Legislative Breakfast on February 19, 2016.

Chairman Cluggish and Commissioner Caro participated in an Executive Committee meeting conference call on February 22, 2016.

Commissioner Ochsenbein attended the eBook Collection Steering Committee meeting on February 23, 2016.

Commissioner Ochsenbein attended the Perkins Consumer Advisory Board meeting in Commissioner Caro's place on February 24, 2016.

Commissioner Resnick met with a member of the South Hadley Select Board on February 24, 2016 Commissioner Resnick asked her to contact legislators as a member of Town Government to support the Legislative Agenda. She took copies of the agenda and green sheet for other members of the Board and the Town Manager.

Commissioner Kronholm attended a Massachusetts Municipal Association Legislative Breakfast in Lee on February 26, 2016.

Commissioner Ochsenbein met with Representative Brian Dempsey, Chair of House Ways and Means, to review MBLC legislative priorities on March 3, 2016.

Commissioner Kronholm met recently with her Finance Committee representative and the Selectmen Chair seeking support for library funding.

Commissioner Resnick, as Board Liaison, met recently with Sharon Shaloo for an update on the Center for the Book.

**PUBLIC COMMENT**

There was no public comment.

**OLD BUSINESS**

There was no old business.

**ADJOURNMENT**

There being no further business, Chairman Cluggish adjourned the March 3, 2016 monthly business meeting of the Board of Library Commissioners at 12:14 P.M.

Carol B. Caro

Secretary