MINUTES OF THE BOARD OF LIBRARY COMMISSIONERS

Date : October 1, 2015

Time : 10:00 A.M.

Place : Athol Public Library

Athol, 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; Celeste Bruno, Communications Director; Barbara Glazerman, Head of Operations and Budget; Paul Kissman, Library Information Systems Specialist; William Morton, Assistant to the Director; Matthew Perry, Outreach Coordinator; Mary Rose Quinn, Head of State Programs/Government Liaison; Lauren Stara, Library Building Specialist; Rosemary Waltos, Library Building Specialist

**Observers Present:**

Debra Blanchard, Director, Athol Public Library; Gregory Pronevitz, Executive Director, Massachusetts Library System

**Call to Order**

Chairman Shesko called the meeting to order at 10:15 A.M. and recognized Debra Blanchard, Director of Athol Public Library, who welcomed the Board to Athol and the library. Ms. Blanchard announced that, after forty years of service at Athol Public Library, she will retire on October 2, 2015.

Ms. Blanchard thanked the Commissioners for the state-funded construction grant totaling $4,572,147 that was awarded in 2011 and noted that the community approved its local funding for this $8,601,300 renovation and expansion project even before the MBLC grant was awarded. The new and renovated library facilities were opened in January 2014.

Ms. Blanchard highlighted aspects of Athol’s construction project, including the renovation of the Carnegie building and the addition of the new facility. She noted that the project was achievable because of strong community support. She thanked all those involved, especially The L.S. Starrett Company, which donated land for the new addition and the adjacent park. Ms. Blanchard stated that “when you build a library you build a community.”

Chairman Shesko thanked Ms. Blanchard for her welcoming remarks and wished her well in her future endeavors.

**Approval of Business Meeting Minutes – September 3, 2015**

The following correction was noted:

On page, line 24, strike “Statewide Resource Sharing Committee” and replace with “statewide service providers”.

Commissioner Cluggish moved and Commissioner Ochsenbein seconded that the Massachusetts Board of Library Commissioners approve the minutes for the monthly business meeting of September 3, 2015, as corrected.

**The Board voted approval.**

**CHAIRMAN’S REPORT**

Chairman Shesko reported that he attended the Executive Committee meeting at the Board offices on September 22, 2015.

He announced that Director Carty, Commissioner Caro, and he will meet on October 13, 2015 with Senator Karen E. Spilka, Chair of the Senate Committee on Ways and Means, to discuss library topics and funding for the Massachusetts Board of Library Commissioners line items.

Also, on October 27, 2015, Chairman Shesko and Vice Chairman Cluggish will meet with their Senator Richard J. Ross, who is a member of the Joint Committee on Ways and Means, to discuss library topics and funding for the Massachusetts Board of Library Commissioners line items.

**DIRECTOR’S REPORT**

Director Carty reported that on September 17, 2015 a conference call was conducted with the people that are involved in the Library Legislative Caucus meeting on October 15, 2015. During the call participants outlined the agenda and format for the meeting. Commissioner Cluggish will begin the session with a three-minute introduction. Michael Colford from BPL, Gregory Pronevitz from MLS, and Susan McAlister from Minuteman Library Network and MLA’s Legislative Committee will each speak for five minutes. They will relate how programs are provided and funded from their line items. Commissioner Cluggish will then spend another three minutes wrapping up the session. After which, there will be time for questions and for those in attendance to speak with legislators and aides. Program handouts will be developed that describe all the account lines and what they do.

Director Carty relayed that, on September 25, 2015, she met with Representative Kate Hogan’s aide to review the agenda for the caucus meeting. The aide has sent out invitations to current caucus members and those who have signed onto library amendments. A general invitation will go out this week. Another conference call is scheduled for October 2, 2015 for the participants to iron out the final details of the Library Legislative Caucus meeting.

Director Carty stated that Commissioner Cluggish, Mary Rose Quinn, and she met with Representative Alice Peisch, Chair of the Joint Committee on Education, on September 18, 2015. Representative Peisch reviewed the legislative timeline and what the BLC level of involvement should be. She emphasized that the real advocacy push needs to come from the Commissioners and that meetings need to begin in the fall, especially with Ways and Means members.

Director Carty reported that on September 21, 2015, Celeste Bruno, Matthew Perry, Mary Rose Quinn, and she attended a network administrators meeting at which they discussed the library legislative caucus and the upcoming meeting. The administrators provided Susan McAlister with assistance for her presentation at the library legislative caucus.

On September 23, 2015, Director Carty attended the second Small Libraries Forum that was held in Sturbridge and jointly sponsored by MLS and the MBLC. It was attended by about 120 librarians, trustees and others from the statewide library community. The theme was Being Big in a Small Way. The keynote address was given by Ruth Kowal. Director Carty stated that it was an energetic day marked by much networking. A film of the forum will be available on the MLS website.

Director Carty announced that on September 24, 2015, State Aid Specialist Liz Babbitt received a Performance Recognition award at the State House. Mary Rose Quinn attended with Ms. Babbitt. Director Carty congratulated Ms. Babbitt on this well-deserved recognition.

Director Carty relayed that staff members have been working on a review of MBLC regulations under Governor Baker’s issued Executive Order #562 commissioning a complete and comprehensive review of all existing Executive Branch regulations. Director Carty stated that the timing was good for the Agency because the construction regulations have been recently reviewed and the State Aid regulations are tied into the State Aid review. She noted that the librarian certification regulations are waiting on a bill that will change the statutory language. There are two pieces of regulation that are being recommended to be rescinded because they are no longer needed. The first regulation relates to the standards for regional reference centers that no longer exist. The second refers to PALS, an advisory group made up of regional administrators and presidents when there were 6 regions, now a defunct group. A public hearing about the rescission will be held at the December 3, 2015 Board meeting. The Board will consider the proposed rescissions at the January 14, 2016 Board meeting.

Director Carty announced that MBLC Preservation Specialist, Gregor Trinkaus-Randall, who serves on the International Council on Archives (ICA) Expert Group on Disaster Preparedness and Emergency Management, presented at a session at the ICA Annual Meeting in Reykjavik, Iceland on Monday, September 28, 2015. The topic was “COSTEP MA, Your Emergency Management Partner for Cultural Resources.”

Director Carty provided the following construction update:

**Revised Regulations Published.** The published copy of the regulations is posted on the MBLC website at http://mblc.state.ma.us/grants/construction/regulations/605CMR6.00final2015.pdf

**Salisbury.** The Ribbon Cutting Ceremony to dedicate the Salisbury Public Library will be held on Friday, October 2, 2015 at 10:00 a.m. Commissioner Cluggish will be representing the Board at the podium. This 17,000 square foot building project was a part of the 2010-11 MPLCP grant round and received a construction grant of $3,856,187. It qualifies for a Green Library Incentive from $100,000 – $134,967 upon receiving LEED certification.

**Woburn.** The Woburn Public Library received approval from its city council and mayor on September 14 to fund expanding and renovating its existing historic structure. This project will expand the library by approximately 30,220 square feet and renovate approximately 19,683 square feet of its existing space. The Woburn Public Library project was part of the 2010-11 MPLCP grant round and will receive a construction grant of $9,906,275. The expanded and renovated building may receive a Green Library Incentive from $198,126 - $346,720 if it receives LEED certification.

**Leicester.** The Leicester Public Library’s project will seek town meeting approval for its renovation/expansion project on Tuesday, October 20, 2015, and, if approved, a special town election will be held on Tuesday, November 10, 2015 to approve funding. If approved, it will receive its $4,233,264 construction grant award and a $1,000,000 donation from an anonymous donor. This is the last project on the 2010-11 MPLCP grant round waiting list to be funded.

Director Carty concluded by noting that Nancy Rae will present the State Aid Review Report at today’s Board meeting. Depending on input from the library community, there are several potential timelines. If regulations are involved, then the process will begin in the early spring and conclude probably by June. Thus the impact will be for the FY2019 State Aid Program (as the program looks back at what a library did in the prior fiscal year). If statute is involved, it could take several years to introduce and pass a bill and then complete the regulatory process. The review of the MAR Waivers and process can only occur after any review of the MAR. The waiver review definitely needs to be on a separate track and perhaps can start towards the end of FY2017. Much discussion of the recommendations is anticipated as the report is taken out to the field. Staff will report by the February 4, 2016 Board meeting with final meeting results and recommendations.

**LEGISLATIVE REPORT**

Head of State Programs/Government Liaison Mary Rose Quinn informed the Commissioners that the House Ways and Means Committee's reported out a fiscal 2015 supplemental budget with a bottom line of $360 million. The budget will include $110 million of fiscal 2015 money to pay off fiscal 2016 debt.

Ms. Quinn highlighted Department of Revenue Commissioner Mark Nunnelly’s mid-September report: Through September 15, 2015, month-to-date tax collections totaled $1.16 billion, up $61 million, or 5.5% from the same period in September 2014, with the full month September benchmark projecting a growth of $90 million.

* Month-to-date total tax collections are up $61 million from the same period last September.
* Month-to-date withholding totals $463 million, even with the same period last September.
* Month-to-date income cash estimated payments total $153 million, up $41 million from the same period last September.
* Month-to-date corporate & business taxes total $387 million, down $2 million from the same period last September.

Ms. Quinn relayed that some Massachusetts economists report that the state continues to experience a “robust expansion,” with employment up by more than 90,000. Overall, economists on the MassBenchmarks Editorial Board reported that employment in Massachusetts is “growing at rates not seen since the late 1990s.” Economists noted that not everyone in and around the Boston area is doing well financially. “Even in the Greater Boston area, income growth has been concentrated at the top. Housing prices and residential rents are rising rapidly, putting increasing pressure on the state's working families.”

Ms. Quinn announced that the Legislative Library Caucus is scheduled to meet on October 15, 2015 in Senate Room 428 from 11:30 am to 12:30 pm. Speakers from the Library Community include Commissioner Cluggish, Michael Colford for the Library for the Commonwealth, Susan McAlister from the Minuteman Library Network and the Massachusetts Library Association’s Legislative Committee, and Greg Pronevitz from the Massachusetts Library System. This is the first time in a number of years that the Caucus, chaired by Representative Kate Hogan, has met. All are welcome to attend.

Ms. Quinn noted that the library community has begun scheduling Legislative Breakfasts which traditionally are scheduled beginning on Fridays in January and run through early March. She announced that the SAILS Legislative Breakfast will be held at the Lakeville Public Library on Friday, January 29, 2016, from 8:00 a.m. to10:00 a.m.

**CONSIDERATION OF APPROVAL OF SIX POLICIES FOR THE FY2018 STATE AID TO PUBLIC LIBRARIES PROGRAM**

Liz Babbitt, State Aid Specialist, presented for approval seven proposed Board policies related to the FY2018 State Aid to Public Libraries program: 1) Extending a Grace Period for Increased Population-based Minimum Standards; 2) Minimum Standards of Hours of Service for Public Libraries; 3) Minimum Materials Expenditure Calculation 4) Materials Expenditure and Hours Open Accommodation Policy; 5) Municipal Appropriation Requirement (MAR) Calculation; 6) Determining Eligibility for a Waiver of the FY2015 Municipal Appropriation Requirement; 7) The Closure of a Public Library.

**Extending a Grace Period for Increased Population-Based Minimum Standards**

Commissioner Resnick moved and Commissioner Kronholm seconded that the Massachusetts Board of Library Commissioners adopt for the FY2018 State Aid to Public Libraries program the following proposed policy: Extending a Grace Period for Increased Population-Based Minimum Standards.

**FY2018 STATE AID TO PUBLIC LIBRARIES PROGRAM**

**EXTENDING A GRACE PERIOD FOR INCREASED POPULATION-BASED**

**MINIMUM STANDARDS**

1) To be eligible for the extension of a grace period for increased population-based requirements due to new population figures, the library must:

a. be in compliance with or receive a waiver of the FY2018 Municipal Appropriation Requirement (MGL, c.78, s.19A).

b. meet the other minimum library standards required for receipt of FY2018 State Aid to Public Libraries (MGL, c.78, s.19B):

*(1)* *“be open to all residents of the commonwealth,*”

*(2)* *“make no charge for normal library services*,”

*(6)* *“lend books to other libraries in the commonwealth and extend privileges to the holders of cards issued by other public libraries in the commonwealth on a reciprocal basis.*”

2) If a municipality is in a different population group according to the population estimates mandated by the General Court for use with the FY2018 State Aid program, it is eligible for a grace period of up to three years to meet the increased standard for hours open or materials expenditure. This grace period is for the FY2018 State Aid to Public Libraries grant round. Compliance for State Aid to Public Libraries in the FY2018 grant round is measured by library performance in FY2017. To be eligible for this grace period the library must be meeting the prior lower standard.

3) A library director whose educational requirement is now “graduation with a degree from an approved library school” because the population of his or her community has gone above 10,000 will be exempt (*grandfathered*) from the increased requirement. However, any work in progress by the director on prior educational/professional requirements of the Basic Library Techniques must be completed within the previously established time limits. When a *grandfathered* director leaves the library, his or her replacement must meet the changed requirement at the time of appointment as library director.

**Initial Approval of Policy: January 9, 1997**

**FY2018 Approval Date: October 1, 2015**

**State Aid Policies are approved annually.**

**The Board voted approval.**

**Minimum Standards of Hours of Service for Public Libraries**

Commissioner Kronholm moved and Commissioner Cluggish seconded that the Massachusetts Board of Library Commissioners adopt for the FY2018 State Aid to Public Libraries program the following proposed policy: Minimum Standards of Hours of Service for Public Libraries.

**FY2018 STATE AID TO PUBLIC LIBRARIES PROGRAM**

**MINIMUM STANDARDS OF HOURS OF SERVICE FOR PUBLIC LIBRARIES**

Minimum Hours Open Per Week:

In keeping with the regulation that "library service should be available to the community a minimum number of hours per week," (605 CMR 4.0) the minimum hours requirement will apply during each week of the compliance period. To meet the requirement, a public library must be open the required hours, days and evenings during each week of the compliance period.

Compliance Period/Winter Hours:

The compliance period (winter hours) will be defined as those days after the Labor Day holiday weekend until the Memorial Day holiday weekend.

Summer Schedule:

The summer schedule period will be those days from after the Memorial Day holiday weekend until the Labor Day holiday weekend, and the library's summer schedule must apply to each week during that period.

Massachusetts Legal Holidays:

Libraries may close on Massachusetts legal holidays and local municipal holidays, and not affect their compliance with the hours of service standards.

**Initial Approval of Policy: February 4, 1993**

**FY2018 Approval Date: October 1, 2015**

**State Aid Policies are approved annually.**

**The Board voted approval.**

**Minimum Materials Expenditure Standard Calculation**

Commissioner Caro moved and Commissioner Cluggish seconded that the Massachusetts Board of Library Commissioners adopt for the FY2018 State Aid to Public Libraries program the following proposed policy: Minimum Materials Expenditure Standard Calculation.

**FY2018 STATE AID TO PUBLIC LIBRARIES PROGRAM**

**MINIMUM MATERIALS EXPENDITURE STANDARD CALCULATION**

The minimum materials expenditure standard is computed for all municipalities using the amount appropriated by the municipality for operations and the percentage requirement as stated in regulation (MGL, c.78, s.19B; 605 CMR 4.01(5)).

Operating expenditures include:

1. Personnel

*Salaries only.*

2. Library Materials

*The cost of books, serials, audio materials, electronic, and other non-print materials that circulate to library patrons or are used by library patrons within the library. Included are online costs, (including money paid to networks for electronic content), and museum passes. Supplies used to prepare library materials for circulation are not included (e.g. bar codes, book pockets, etc.) and the monetary value of donated books may not be included.*

3. Other Operating Expenditures

*The current and recurrent costs necessary to support the provision of library services. These include expenditures made by the library that are not capital, personnel, or for library materials. Other operating expenditures include building maintenance, energy and utilities, network membership, supplies, repair or replacement of existing furnishing and equipment, and other miscellaneous expenditures.*

**Initial Approval of Policy: January 9, 1997**

**FY2018 Approval Date: October 1, 2015**

**State Aid Policies are approved annually.**

**The Board voted approval.**

**Materials Expenditure and Hours Open Accommodation Policy**

Commissioner Cluggish moved and Commissioner Resnick seconded that the Massachusetts Board of Library Commissioners adopt for the FY2018 State Aid to Public Libraries program the following proposed policy: Materials Expenditure and Hours Open Accommodation Policy.

**FY2018 STATE AID TO PUBLIC LIBRARIES PROGRAM**

**MATERIALS EXPENDITURE AND HOURS OPEN ACCOMMODATION POLICY**

The Board of Library Commissioners recognizes the necessity of continuing the policy of accommodation of the standards of the State Aid to Public Libraries program. This policy for the accommodation of the Materials Expenditure and the Hours Open standards seeks to certify as many municipalities as possible while still reinforcing the principles of library service represented by the minimum standards of public library service.

A municipality will receive certification for FY2018 State Aid to Public Libraries if it:

* meets the FY2018 Municipal Appropriation Requirement (MAR), or receives a waiver of the FY2018 MAR,
* meets the materials expenditure and hours open standard at either a full (100%), mid-level (90%), or minimum (80%) amount,
* meets all other statutory and regulatory requirements for State Aid to Public Libraries as contained in 605 CMR 4.01.

State Aid to Public Libraries grants will be awarded to all certified municipalities.

A municipality may meet a reduced standard of as low as 80% of the materials expenditure and hours open requirement contained in regulation (605 CMR 4.01), while continuing to remain certified and receive State Aid to Public Libraries.

Awards for municipalities meeting adjusted standards will be reduced according to compliance with reduced standard, and will be no less than 50% of the full award for meeting the minimum (80%) of both standards. Each standard that is met at a lower level will result in a 12.5% reduction to the full award for each level of reduction. Awards may be made in amounts of; 100%, 87.5%, 75%, 62.5%, 50%. If at the end of the FY2018 grant round funds remain, no second award of State Aid to Public Libraries will be made to a municipality using the flexibility of this policy of accommodation. Award amounts will be unchanged for municipalities meeting 100% of both standards.

Examples: Library A and Library B

Library A with a population of 11,000, is meeting its MAR. For State Aid compliance the library is required to be open 40 hours each week and expend 16% of its municipal appropriation on library materials. However, it was only open 34 hours and expended 14% on materials, minimum compliance for both standards. As a result, the FY2018 State Aid award will be reduced to 50% of the Cherry Sheet total.

Library B has a population of 17,000 and is meeting its MAR. It is required to be open 50 hours each week and expend 15% of its municipal appropriation on materials. It was only open 46 hours and spent 14% on library materials, mid-level compliance for both standards. As a result, the FY2018 State Aid award will be reduced to 75% of the Cherry Sheet total.

**Adjusted Awards**

|  |  |
| --- | --- |
| **Award Amount** | **Level of Compliance with Materials Expenditure Requirement and Hours Open** **Standards** |
| **100%** | **Full** (100%) compliance with both standards. |
| **87.5%** | **Full** (100%) compliance with onestandard and **Mid-level** (90%) compliance with the otherstandard. |
| **75%** | **Full** (100%) compliance with one standard and **Minimum** (80%) compliance with the other standard.  **OR**  **Mid-Level** (90%) compliance with both standards. |
| **62.5%** | **Mid-Level** (90%) compliance with one standard and **Minimum** (80%) compliance with the other standard. |
| **50%** | **Minimum** (85%) compliance with both standards. |

**Materials Expenditure Requirement**

|  |  |  |  |
| --- | --- | --- | --- |
| **Population Group** | **Full**  **Compliance**  **(100%)** | **Mid-Level**  **Compliance**  **(90%)** | **Minimum**  **Compliance**  **(80%)** |
| Under 2,000 | 20.00% | 18.00% | 16.00% |
| 2 – 4,999 | 19.50% | 17.55% | 15.60% |
| 5 - 9,999 | 19.00% | 17.00% | 15.20% |
| 10 - 14,999 | 16.00% | 14.40% | 12.80% |
| 15 - 24,999 | 15.00% | 13.50% | 12.00% |
| 25 - 49,999 | 13.00% | 11.70% | 10.40% |
| over 50,000 | 12.00% | 10.80% | 9.60% |

**Hours Open Requirement**

|  |  |  |  |
| --- | --- | --- | --- |
| **Population Group** | **Full**  **Compliance**  **(100%)** | **Mid-Level**  **Compliance**  **(90%)** | **Minimum**  **Compliance**  **(80%)** |
| Under 2,000 | 10.00 | 9.00 | 8.00 |
| 2 - 4,999 | 15.00 | 13.50 | 12.00 |
| 5 - 9,999 | 25.00 | 22.50 | 20.00 |
| 10 - 14,999 | 40.00 | 36.00 | 32.00 |
| 15 - 24,999 | 50.00 | 45.00 | 40.00 |
| 25 – 49,999 | 59.00 | 53.10 | 47.20 |
| over 50,000 | 63.00 | 56.70 | 50.40 |

**Initial Approval of Policy: April 3, 2003**

**FY2018 Approval Date: October 1, 2015**

**State Aid Policies are approved annually.**

**The Board voted approval.**

**Municipal Appropriation Requirement Calculation**

Commissioner Murphy moved and Commissioner Caro seconded that the Massachusetts Board of Library Commissioners adopt for the FY2018 State Aid to Public Libraries program the following proposed policy: Municipal Appropriation Requirement Calculation.

**FY2018 STATE AID TO PUBLIC LIBRARIES PROGRAM**

**MUNICIPAL APPROPRIATION REQUIREMENT CALCULATION**

The Municipal Appropriation Requirement (MAR) for each award year is computed using figures for the three prior fiscal years. For each of those three years that a municipality received a State Aid to Public Libraries award, the figure used will be either the MAR or Total Appropriated Municipal Income, (TAMI), whichever is higher. If the municipality was not certified for State Aid to Public Libraries in any year, the actual TAMI for that year will be used.

For the **FY2018** grant round:

The **FY2015** figure will be either the **FY2015 MAR** or the **FY2015 TAMI**, whichever is **higher**. If the municipality was not certified for State Aid to Public Libraries in FY2015, the actual final FY2015 TAMI will be used.

The **FY2016** figure will be either the **FY2016 MAR** or the **FY2016 TAMI**, whichever is **higher**. If the municipality was not certified for State Aid to Public Libraries in FY2016, the actual final FY2016 TAMI will be used.

The **FY2017** figure will be either the **FY2017 MAR** or the **FY2017 TAMI**, whichever is **higher**. If the municipality was not certified for State Aid to Public Libraries in FY2017, the actual final FY2017 TAMI will be used.

FY2018 Municipal Appropriation Requirement Calculation:

(FY2015 + FY2016 + FY2017) / 3 = average of three years

average x 1.025 = FY2018 MAR (average of three years plus 2.5 %)

**Initial Approval of Policy: August 8, 1991**

**FY2018 Approval Date: October 1, 2015**

**State Aid Policies are approved annually.**

**The Board voted approval.**

**Determining Eligibility for A Waiver of the FY2018 Municipal Appropriation Requirement (MAR)**

Commissioner Ochsenbein moved and Commissioner Resnick seconded that the Massachusetts Board of Library Commissioners adopt for the FY2018 State Aid to Public Libraries program the following proposed policy: Determining Eligibility for a Waiver of the FY2018 Municipal Appropriation Requirement.

**FY2018 STATE AID TO PUBLIC LIBRARIES PROGRAM**

**DETERMINING ELIGIBILITY FOR A WAIVER OF THE FY2018**

**MUNICIPAL APPROPRIATION REQUIREMENT (MAR)**

The Board of Library Commissioners will consider requests for waivers of the FY2018. Municipal Appropriation Requirement (MAR) from municipalities that demonstrate fiscal hardship. Requests for waivers must include the following documentation and must be received by the MBLC State Aid and Data Coordination Unit **with a postmark no later than October 13, 2017:**

1. a signed *Petition for Waiver of the FY2018 Municipal Appropriation Requirement.*

**And…with a postmark no later than November 10, 2017:**

2. a completed *FY2017/FY2018 Total Municipal Operating Budget Worksheet*, and

3. supporting municipal budget document(s) (such as copies of warrant articles or summary pages from the municipal budget), listing for FY2017 and FY2018 both the total operating and departmental budgets for the municipality,

4. a statement from a municipal official:

a. citing the fiscal hardship surrounding the municipalitys inability to meet the FY2018 MAR,

b. explaining the municipality's FY2018 budget process regarding the library,

c. providing evidence that any reduction to the library budget is not disproportionate relative to changes in other municipal departments and the overall municipal budget.

5. a cover letter from the library director and trustee chair, with enclosures if appropriate, explaining the library's FY2018 budget process and reasons why the community did not comply with the FY2018 MAR. (Examples of enclosures include: narratives from municipal officials describing the fiscal situation, text of referenda.)

**The Waiver Review Process**

According to Massachusetts General Laws, c.78, s19A:

No city or town shall receive any money under this section in any year when the appropriation of said city or town for free public library services is below an amount equal to the average of its appropriation for free public library service for the three years immediately preceding, increased by two and one‑half per cent of said average. Said board may, upon petition of a community, waive aforesaid requirement upon demonstration of fiscal hardship.

The number of waivers available for FY2018 will not be determined until the budget language is final for FY2018.

1. Petitions for a waiver will be reviewed by the Board of Library Commissioners at their January 2018 meeting.

2. All petitioners for a waiver determined to have a disproportionate cut to their budget must present their petition in person at the January 2018 meeting.

3. The Board will review FY2018 MAR Waiver Petitions based on:

a. evidence of municipal fiscal hardship, and

b. demonstration by the municipality that the librarys budget was not disproportionately reduced.

4. The Board will vote on the petitions for waivers of the FY2018 MAR at their February 2018 meeting.

5. The Board will hear any appeals of the denial of an FY2018 MAR waiver at their March 2018 meeting.

6. The Board will act on any appeal at their April 2018 meeting.

7. The FY2018 State Aid to Public Library Program officially concludes at the conclusion of the April 2018 Board of Library Commissioners meeting.

**Initial Approval of Policy: February 7, 2002**

**FY2018 Approval Date: October 1, 2015**

**State Aid Policies are approved annually.**

**The Board voted approval.**

**The Closure of a Public Library**

Commissioner Welch moved and Commissioner Caro seconded that the Massachusetts Board of Library Commissioners adopt for the FY2018 State Aid to Public Libraries program the following proposed policy: The Closure of a Public Library.

**FY2018 STATE AID TO PUBLIC LIBRARIES PROGRAM**

**THE CLOSURE OF A PUBLIC LIBRARY**

The Massachusetts Board of Library Commissioners considers any municipality that closes its main public library or ceases offering library service to the public for any reason other than the undertaking of a project to improve library services (such as construction, automation preparation or inventory) or the occurrence of a natural catastrophe (including a limited emergency closing due to illness or death) to be, as of the date of that termination of service, no longer a certified participant in the State Aid to Public Libraries program.

The Commissioners will confirm the municipality's loss of certification at their next regularly scheduled Board meeting.

Once the municipality has lost certification, it cannot be recertified as meeting the minimum standards of public library service for State Aid to Public Libraries (as set forth in MGL c.78, s. 19A and 19B, 605 CMR 4.0, and current budget language) until the municipality's library has been meeting the standards for one complete fiscal year (July 1 through June 30) and proper application for State Aid to Public Libraries is made to the Board of Library Commissioners.

**Initial Approval of Policy: March 5, 1993**

**FY2018 Approval Date: October 1, 2015**

**State Aid Policies are approved annually.**

**The Board voted approval.**

**CONSIDERATION OF ACCEPTANCE OF THE STATE AID COMMITTEE REPORT PRIOR TO ITS RELEASE TO THE LIBRARY COMMUNITY**

Nancy Rea, the facilitator for the State Aid Review Committee, presented the Final Report of the State Aid to Public Libraries Review Committee. She described the process that led to the Report and highlighted the recommendations for consideration by the Board going forward.

Ms. Rea noted that this Report also includes a summary of the work done by the Committee, links to the LibGuide, White Paper, and applicable statutes, regulations, and policies. She announced the schedule of meetings for public comment on the report:

October 8, 2015 – Flint Public, Middleton 10:30am - 12:00pm

October 13, 2015 – MBLC, Boston 10:30am - 12:00pm

October 14 – CLAMS, Hyannis 12:00pm -1:30pm

October 19– MLS, Marlborough 10:00am - 11:30am

October 20– Chicopee Public Library 10:30am - 12:00pm

Commissioner Caro moved and Commissioner Cluggish seconded that the Massachusetts Board of Library Commissioners accept the Report of the State Aid to Public Libraries Review Committee and endorse the meeting schedule and timeframe for public comment as stated in the Report.

**The Board voted approval.**

The Commissioners thanked the Committee for their hard work in developing the Report.

**CONSIDERATION OF GRANT AWARDS UNDER ACCOUNT 7000-9506**

Paul Kissman, Library Information Systems Specialist, presented grant award recommendations for the following four grants, to be funded out of account 7000-9506, Library Technology and Resource Sharing.

* Resource Sharing Program ($903,690)
* Telecommunications for Resource Sharing ($372,933)
* Network Infrastructure ($153,072)
* Small Libraries in Networks ($287,869)

Mr. Kissman relayed that the total for the four award recommendations is: $1,717,564. The grant opportunities were approved by the Board at the June 4, 2015 meeting for a total of $2,194,544. However, due to the reduction in FY2016 state budget for account 7000-9506, the recommended total amount for each of the first three grant awards has been decreased by 23.6%, and Small Libraries in Networks has been reduced by 14%.

These proposed reductions have been made in consultation with the Small Libraries Working Group, network administrators, and MLS over the course of the summer.

**FY2016 Resource Sharing Program Recommendation**

**Program Abstract:** The Resource Sharing program provides an incentive for libraries that are members of the nine automated resource sharing networks to list their titles and holdings in a publicly accessible database, and to lend materials to users of other libraries. Annual assessments that network member libraries pay are reduced with the help of these funds. Libraries, in turn, can show their funding authorities that there is a direct monetary benefit for their sharing materials, as well as the opportunity for their own users to have access to a much larger pool of resources. This grant also completely offsets the maintenance cost for the last wave of networks using the legacy Statewide Virtual Catalog through December, 2015.

At the end of FY2015, the nine networks held 14.9 million titles, a 7.3% increase from the previous year. The networks held 38.9 million individual items, a 0.5% decrease from the previous year. This seemingly incongruous data shift between titles and holdings appears to be due to the acquisition of electronic titles, and the ongoing weeding of print titles. During FY2015, the networks facilitated the loan of 5.9 million items outside of the home library, a 5.1% decrease, partially due to network migration from the Virtual Catalog to the Commonwealth Catalog.

Proposals were reviewed by MBLC staff, and preliminary calculations discussed with the nine automated resource sharing networks.

Commissioner Resnick moved and Commissioner Kronholm seconded that the Massachusetts Board of Library Commissioners approve the following nine Resource Sharing Program Grants totaling $903,690 for FY2016.

**Resource Sharing Program**

|  |  |  |
| --- | --- | --- |
| **Network**  **Network** | **Municipality**  **Municipality** | **Award** |
| CLAMS | Barnstable | $58,342 |
| C/W MARS | Worcester | $167,636 |
| FLO | Boston | $56,889 |
| MBLN | Boston | $125,825 |
| Minuteman Library Network | Natick | $146,239 |
| MVLC | North Andover | $79,494 |
| NOBLE | Danvers | $112,941 |
| OCLN | Braintree | $73,469 |
| SAILS | Lakeville | $82,855 |
| **Total Awarded $903,690** | | |

**The Board voted approval.**

**FY2016 Telecommunications for Resource Sharing Recommendation**

**Program Abstract:** The Telecommunications for Resource Sharing program offsets the annual operating expense of library connections to the Internet and to the services provided by their automated library network, including core library business transactions, such as catalog searching, circulation, cataloging, and patron registration. Automated resource sharing networks have received state-funded telecommunications support for 28 years (since 1987).

For FY2016, the Telecommunications for Resource Sharing program will offset, on average, 58.9% of the total cost of network telecommunications after E-rate discounts have been factored in. This is a decrease from FY2015’s offset of 85%, which was the maximum allowed under the grant. The program, highly valued by the automated resource sharing network members supports direct connections to 418 library outlets. Shared central site Internet connections benefit all 398 members (525 outlets).

Telecommunications for Resource Sharing also provides the annual ongoing “Internet only” connectivity funding for small public libraries that are not part of a network. The Massachusetts Library System (MLS) is responsible for providing broadband Internet access to 18 libraries. The offset for libraries on MBI fiber is 85%. The offset for libraries that could not be provided by MBI remains at 100%.

Proposals were reviewed by MBLC staff and preliminary calculations shared with the automated networks and MLS prior to the final recommendation. This is a formula-based grant program.

Commissioner Kronholm moved and Commissioner Caro seconded that the Massachusetts Board of Library Commissioners approve the following ten Telecommunications for Resource Sharing Grants, totaling $372,933 for FY2016.

**Telecommunications for Resource Sharing**

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| --- | --- | --- |
| **Network/MLS**  **Network / MLS** | **Municipality**  **Municipality** | **Award** |
| CLAMS | Barnstable | $25,906 |
| C/W MARS | Worcester | $125,177 |
| FLO | Boston | $5,100 |
| MBLN | Boston | $59,623 |
| Minuteman Library Network | Natick | $44,239 |
| MVLC | North Andover | $27,500 |
| NOBLE | Danvers | $26,118 |
| OCLN | Braintree | $28,802 |
| SAILS | Lakeville | $16,887 |
| Massachusetts Library System | Marlborough | $13,581 |
| **Total Awarded $372,933** | | |

**The Board voted approval.**

**FY2016 Network Infrastructure Recommendation**

**Program Abstract:**

The Network Infrastructure program provides annual support for the capital and infrastructure costs of the nine automate resource sharing networks that form the foundation for essential library services throughout the Commonwealth. This was a new grant offering beginning in FY2015. It replaces LSTA funding under the Network Connections and Servers grant category formerly offered under LSTA.

Applications were reviewed by MBLC staff and outlet data verified prior to the final recommendation. This is a formula-based grant program that includes a common base amount for each network and a per outlet amount based on the number of network member libraries and branches. For FY2016, the base amount is $7,500; the per-outlet amount is $166.81 (513 total outlets).

Commissioner Caro moved and Commissioner Cluggish seconded that the Massachusetts Board of Library Commissioners approve the following nine Network Infrastructure Grants, totaling $153,072, for FY2016.

**Network Infrastructure**

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| --- | --- | --- |
| **Network**  **Network** | **Municipality** | **Award**  **Award** |
| CLAMS | Barnstable | $13,839 |
| C/W MARS | Worcester | $35,690 |
| FLO | Boston | $10,002 |
| MBLN | Boston | $15,173 |
| Minuteman Library Network | Natick | $17,842 |
| MVLC | North Andover | $14,005 |
| NOBLE | Danvers | $13,338 |
| OCLN | Braintree | $14,172 |
| SAILS | Lakeville | $19,011 |
| **Total Awarded $153,072** | | |

**The Board voted approval.**

**FY2016 Small Libraries in Networks Recommendation**

**Program Abstract:** In FY2016, $287,869 from the Library Technology and Resource Sharing Account (7000-9506) will be used to support connectivity and network membership through the Small Library in Networks program for 162 libraries. As in FY2015, all support for Small Libraries has been consolidated under account 7000-9506. Previously, it had been split between federal and state funding.

In FY2016, Small Libraries in Network awards have been reduced due to limited funding. For each network, the offset for each participating library is $300 lower than FY2015 levels. Offsets for libraries that were in the program before FY15, are therefore reduced from $2,500 to $2,200. Offsets for the 56 libraries that were brought into the program in February 2015 under the new three-part formula, have had their awards reduced by $300 as well.

The offsets for libraries in municipalities over 12,000 –which were scheduled to be phased out of the program by $500 annual reductions over a five-year period, have been reduced by $1,000.

MLS which receives Small Libraries funds to administer broadband Internet for 18 small public libraries not in a network, has had its per-library administrative fee reduced from $500 to $350.

MBLC staff provided an initial list of eligible libraries and offset calculations, which were confirmed by the networks.

Commissioner Cluggish moved and Commissioner Murphy seconded that the Massachusetts Board of Library Commissioners approve the following seven Small Libraries in Networks Grants totaling $287,869 for FY2016.

**Small Libraries in Networks Expansion**

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| --- | --- | --- |
| **Network/MLS**  **Network/MLS** | **Municipality**  **Municipality** | **Award** |
| CLAMS | Barnstable | $18,100 |
| C/W Mars | Worcester | $197,219 |
| Minuteman Library Network | Natick | $8,500 |
| MVLC | North Andover | $36,250 |
| OCLN | Braintree | $2,550 |
| SAILS | Lakeville | $18,500 |
| Massachusetts Library System | Marlborough | $6,750 |
| **Total Awarded $287,869** | | |

**The Board voted approval.**

**CONSIDERATION OF APPROVAL OF A FY2016 BUDGET REVISION FOR THE LIBRARY FOR THE COMMONWEALTH**

Because Anna Fahey-Flynn, Collaborative Library Services Manager at Boston Public Library, was unable to attend today’s Board meeting due to illness, Chairman Shesko presented the revised budget for the FY2016 Library for the Commonwealth program of the Boston Public Library.

Chairman Shesko noted that the budget has been shifted to reflect the needs of the LFC program. There is a shift of funds from the equipment maintenance and repair line to the computer hardware and software line. There were no changes in services, but many items previously under the equipment line were felt to make more sense under the computer hardware and software line.

He stated that, as in recent years, BPL requests that the personnel costs for the two developer positions working on the Digital Commonwealth project be over and above the 50% personnel costs allowed in the LFC budget. BPL also request a new position, Statewide Metadata Coordinator, be fully funded out of the LFC budget. This position is instrumental in helping BPL’s statewide digitization partners make their materials assessable through standardized item descriptions.

Commissioner Caro moved and Commissioner Cluggish seconded that the Massachusetts Board of Library Commissioners approve the FY2016 Budget Revision filed on September 25, 2015 for the Boston Public Library as the Library for the Commonwealth with a bottom line of $2,501,883 and with a personnel budget of $1,522,455.01 that exceeds the established 50% limit on personnel expenditures by $271,513.51, as detailed in the accompanying documentation and that the Board also approve the request for the new position of Statewide Metadata Coordinator to be full funded out of the Library for the Commonwealth budget.

**The Board voted approval.**

**DISCUSSION OF PROPOSED REVISIONS TO THE BOARD’S BYLAWS**

At the request of Chairman Shesko, Commissioner Cluggish reviewed the Board bylaws and proposed several revisions. The Commissioners discussed the revisions and made several other recommendations. Approval of proposed revisions will occur at a later Board meeting.

**REPORT FROM THE MASSACHUSETTS LIBRARY SYSTEM**

MLS Executive Director Gregory Pronevitz reported on the following items:

**Whately Facility and WMRLS**

* The closing date scheduled for October 5, 2015.
* The WMRLS Board approved resolutions to dissolve the corporation after the sale and loan forgiveness.
* Leaseback space for most staff will be available for 90 days.
* MLS is actively reviewing options for rental space along the I-91 corridor between Springfield and Greenfield. The sites under consideration are in Greenfield and Holyoke.

**Commonwealth eBook Collections**

* Eight training sessions are scheduled through December.
* Baker and Taylor has released a new app that improves functionality.
* 575 Libraries are enrolled:

|  |  |  |
| --- | --- | --- |
| 35 |  | academic libraries – 27% of 128 |
| 257 |  | public libraries - 69% of 371 |
| 283 |  | school libraries – 32% of 872 |

**Executive Board Update**

The MLS Executive Board appointed Laura Luker, Pioneer Valley Chinese Immersion Charter School, to fill a vacancy on the Board until the election at the Annual Meeting.

Budget Discussion—As MLS plans for FY2017, it is facing substantial increases in costs for delivery services. These increases reflect the increased cost of doing business due to implementation of increases to minimum wage and the earned sick leave law in Massachusetts and implementation of the Affordable Care Act at the federal level.

It is likely that these increases will limit MLS’s ability to fund other services. The MLS Executive Board discussed how this is likely to have a long-term detrimental effect on MLS’s ability to contribute substantial funds to future agreements for statewide databases after the expiration of the current contracts after FY2017. It was noted that such cutbacks would limit important services in libraries that rely heavily on these databases.

**Upcoming Events**

A Member Forum will be held on November 19, 2015 at Boston Public Library

The Annual Meeting with Project SET presentations will be held on November 2, 2015 in the Hogan Center of the College of the Holy Cross in Worcester.

**CONTINUED DISCUSSION OF A LEGISLATIVE AGENDA FOR FY2017**

Chairman Shesko began by asking each Commissioner for his/her input on the FY2017 Legislative Agenda. This was followed by a general discussion after which the Commissioners agreed that a top priority is increased funding for three budget lines to support resource sharing among Massachusetts libraries. These line items are: Library Technology and Resource Sharing (7000-9506), State Aid to Regional Libraries (7000-9401), and State Aid to Public Libraries (7000-9501). Commissioners stressed the importance of demonstrating how all the budget lines work together to provide services that create equal access for residents and the economies of scale that save local libraries money.

Commissioners also stressed the need for continued advocacy to restore cuts to the Board’s FY2016 line items, especially Library Technology and Resource Sharing (7000-9506) which supports the resource sharing efforts of the networks.

Chairman Shesko thanked the Commissioners for their ideas and noted that discussion would continue at the November 5, 2015 Board meeting.

**COMMISSIONER ACTIVITIES**

Commissioner Kronholm mentioned that, while visiting Germany in September, she picked up a brochure promoting the services at the Otterndorf library at a local tourist bureau. She noted the significance of a tourist bureau promoting a library. Commissioner Kronholm passed the brochure to the other Commissioners.

Commissioner Murphy stated that he spoke recently to a Representative from Cape Cod about library funding issues.

Commissioner Caro attended the Blades Bruins event for Summer Reading at the Hazen Memorial Library in Shirley on July 28, 2015. At the event she spoke to Senator James Eldridge about library funding issues.

Commissioner Cluggish attended the MLA Legislative Committee meeting at Minuteman Library Network on September 11, 2015.

Commissioner Cluggish met with Representative Alice Peisch, Chair of the Joint Committee on Education, on September 18, 2015.

Commissioners Caro, Cluggish, and Shesko attended the Executive Committee meeting at the Board’s offices on September 22, 2015.

Commissioner Cluggish spoke at the dedication of the Scituate Town Library on September 1, 2015. She had the opportunity to speak to the Town’s Representative and Senator at the event.

Commissioner Ochsenbein mentioned that, at the invitation of Representative Mary Keefe, he had the opportunity to tour the Worcester County House of Corrections in West Boylston on September 28, 2015.

Commissioner Welch invited Commissioners to attend two upcoming “Friends Sharing with Friends” events: one on October 17, 2015 at Falmouth Public Library; the other on November 14, 2015 at Levi Heywood Memorial Library in Gardner.

She announced that the Salisbury Friends were the recipient for this year’s Fantastic Friends Award.

**PUBLIC COMMENT**

There was no public comment.

**OLD BUSINESS**

There was no old business.

**ADJOURNMENT**

There being no further business, Chairman Shesko adjourned the October 1, 2015 monthly business meeting of the Board of Library Commissioners at 1:03 P.M.

Carol B. Caro

Secretary