MINUTES OF THE BOARD OF LIBRARY COMMISSIONERS

Date : December 1, 2016

Time : 10:00 A.M.

Place : MBLC Office

Boston, Massachusetts

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

Absent : Mary Kronholm

**Staff Present:**

Dianne Carty, Director; Liz Babbitt, State Aid Specialist; Celeste Bruno, Communications Director; Paul Kissman, Library Information Systems Specialist; Rachel Masse, Assistant to the Director; Matthew Perry, Outreach Coordinator; Shelley Quezada, Consultant to the Unserved; Mary Rose Quinn, Head of State Programs/Government Liaison, Ruth Urell, Head of Library Advisory and Development; Erin Williams Hart, Trustee/Friends Information Specialist

**Observers Present:**

Anna Fahey-Flynn, Collaborative Services Manager, Boston Public Library (BPL); Jen Inglis, Director of the Central Library and Statewide Services, Boston Public Library; Gregory Pronevitz, Executive Director, Massachusetts Library System (MLS); Nancy Rea, State Aid Review Consultant

**Call to Order**

Chairman Cluggish called the meeting to order at 10:02 and welcomed attendees.

**Approval of Minutes- November 3, 2016**

Commissioner Resnick moved and Commissioner Murphy seconded that the Massachusetts Board of Library Commissioners approve the minutes for the monthly business meeting November 3, 2016, as amended.

**The Board voted approval.**

**Chairman’s Report**

Chairman Cluggish spoke of attending the PR Meeting in Shrewsbury. She feels these meetings always get a lot of discussion happening. She also attended the Strategic Planning meeting at the MBLC with Alan Brickman, a consultant hired by MBLC to help facilitate the strategic planning process.

Chairman Cluggish thought that the 5 Reasons postcard was perfect. She felt that it was the right size and eye catching without too heavy on the words. She also encouraged everyone to think of ways to have more people sign up for the MLA Engage list.

**DIRECTOR’S REPORT**

Director Carty presented twenty-five-year service pins to Sharon Zitser, Administrative Assistant, and herself, Dianne Carty, a fifteen-year service pin to Uechi Ng, Administrative Assistant, and ten year pins to Susan Gibson, Accountant and Debbie Roth, Contracts Specialist. All recipients received a round of applause from the Commissioners and attendees.

Meetings since the last Board meeting.

* November 7 —MLS Annual Meeting at Holy Cross
* November 15–BPL Trustees Meeting followed by meeting with Greg Pronevitz, David Leonard and Rep. Byron Rushing
* November 17 —Meeting of State Aid Review Task Force for MAR and MAR Waiver process
* November 22 – Executive Board meeting and meeting with Alan Brickman

Several staff members and Commissioners attended the MLS Annual Meeting.

Our consultant for the strategic planning process, Alan Brickman, met with the strategic planning group after the Executive Board meeting on November 22. The day before, Mr. Brickman conducted telephone interviews with Michael Colford, Sharon Shaloo, Debby Conrad, Tim Spindler, David Slater, Greg Pronevitz, and Kim Charlson. He is going to interview several other people over the next few weeks including David Leonard, John Palfrey, and Elizabeth Thomsen. Director Carty has also extended an invitation to Rep. Brodeur and Sen. O’Connor Ives. At the meeting on the 22nd, we reviewed the plans for the Retreat on January 25 and who should participate. We decided to open up the participant list to other library organizations in the state and plan on about 30 participants. The Retreat will take place at the Bolton Public Library from 9am until 3:30pm. On January 24, Mr. Brickman will hold a session with the staff of the MBLC. He is going to write a description of the process for us to release to the library community.

The State Aid Review Task Force met again on November 20 at the Shrewsbury Public Library to continue to review of MAR Waiver process issues.

Director Carty is in the final stages of making an offer to a candidate to replace Barbara Glazerman. Director Carty expects she will start at the end of December or just after the New Year.

Eastham Public Library held its soft opening on November 15 and will hold its dedication on Saturday, February 4 at 11am.  Commissioner Cluggish will represent the Board at the dedication.  The Eastham Public Library received a $4,331,923 construction grant in June 2013 and is eligible to receive a Library Green Incentive award from $100,000 to $151,617 upon receiving LEED certification.

Ruth Urell presented a Proclamation congratulating the Tilton Library, South Deerfield, on its 100th anniversary.

Three Trustees' orientations were conducted during the month in Fitchburg, Plymouth, and South Hadley.  Erin Williams Hart, Ruth Urell and Liz Babbitt attended two, Mary Rose Quinn attended one and a consultant from MLS was also present.  Staff is trying out some new small-group exercises and refining and revising them each time, based on great feedback on the surveys.

Ruth Urell attended a Boston Tech Network meeting with a focus on libraries as partners with non-profits in greater Boston area.

Ruth Urell attended the MLTA annual meeting in the beautiful new Shrewsbury Library and briefly presented some of MBLC resources for Trustees.  Erin Williams-Hart attended Massachusetts Friends of Libraries "Friends Sharing with Friends" on same day in Leominster.

The new round of LSTA grant opportunities was announced via email blast and Letters of Intent are due December 9.

MBLC advisory consultants reviewed the last of the LSTA Final Reports for FY16 grant round and have begun entering information into the new SPR (State Projects Report).  Staff will be working intensely throughout December to meet the reporting deadline at the end of December.

All of the MBLC advisory team has spent significant time advising librarians about planning. The deadline for Annual Updates to plans is December 1.

Ruth Urell, Paul Kissman and Deb Roth worked on the RFR for databases and reviewed proposals with the MBLC/MLS team. There will be database bidder presentations on Monday, December 19—all day, and Tuesday, December 20—in the morning. Commissioners are invited to attend. The presentations will be held at Minuteman Library Network in Natick.

As you know we have 3 vacant positions at this point. Director Carty wanted to give special thanks to Paul Kissman for taking on Marlene Heroux's database work and Callan Bignoli's website updates.

**LEGISLATIVE REPORT**

Revenue for the full month of October surpassed the state's newly revised estimates by $79 million. Income tax collections in October beat benchmarks by 4.5 percent, or $43million, and corporate and business tax collections were $47 million ahead of projections for the month. The $536 million in sales tax collected in October was $2 million below the lowered benchmarks. The mid-month October revenue figures were sufficient to convince the Governor to put off 9c cuts. However, Governor Baker proceeded with plans to offer retirement and separation from state service incentives to Executive Branch employees. The Governor offered these incentives as a way to reduce the workforce, anticipating a $25 million savings in the FY 2017 state budget. Early reports suggest that the program did not go as well as anticipated. The buyout program is one piece of the cost savings measures the administration argues is necessary to close a $294 million budget gap.

Revenues for mid-November were $658 million, down $104 million or 13.7 percent from the same period last year. Total tax collections for the Fiscal Year to date, however, were $8.630 billion, which is $254 million or 3 percent higher than the same period in FY 2016. Sales and use taxes are up month to date more than 19 percent over the same period last year and year to date totals are up 3 percent over FY 2016. Corporate and business revenues were down $27 million in mid-November. As a result, the gains in October have been offset in November. However, year to date estimates are ahead of last year's revenue numbers by $73 million or 13.1 percent. The November full month revenue report is expected out next week. Commissioners will be sent the whole report as soon as it is published.

The Governor's budget, House 1, will be released mid-January. As Director Carty related, she has been working with the Administration and Finance (ANF) Budget Analyst on the MBLC budget lines for the FY 2018 budget and has asked for a meeting with ANF to discuss increased funding for the programs.

Commissioners have continued to meet with House and Senate Leadership and their own Representatives and Senators, both in their District offices and at the State House. These legislators have received letters about the budget planning process and copies of the Legislative Agenda Survey Chart and Responses. Commissioner Ochsenbein and Dianne Carty recently met with Representative Hogan regarding the budget and amendment process, the Legislative Agenda, and Legislative Breakfasts and other opportunities to meet with legislators, including Library Legislative Day.

Eleven Legislative Breakfasts have been scheduled as of today; the first is December 16, 2016 at the Peabody Institute Library in Peabody. The Massachusetts Municipal Association (MMA) Conference and Trade Show is scheduled for Friday and Saturday, January 21 and 22, 2017. The MBLC has a booth again this year. This is a great opportunity to speak with Municipal Officials about the state library programs and services available to their municipalities. State Aid and Construction Program Staff and Commissioners staff the booth for the two day event at the Convention Center.

MLA Legislative Committee is working on a number of projects to encourage the library community to become more actively involved in state and local advocacy initiatives, including a “passport” for library advocates to document their advocacy efforts. The MLA Legislative Committee met two weeks ago to firm up plans for Legislative Day, March 7, 2017. Requests for proposals will go out shortly looking for libraries willing to display their innovative projects and programs at the State House. The successful proposals must represent one or more of the themes of the legislative agendas.

In addition to the Legislative Agendas and the Top 5 Reasons Why (you should care about the Legislative Agenda and State Library Funding to the MBLC) that Celeste and Matt will start distributing soon, there is a new Libraries By the Numbers document; other documents being worked on currently include: a draft of Talking Points for Breakfasts and Legislator visits, a letter of introduction and welcome to the new legislators, and an updated contact list of the General Court including the new members being sworn in in January.

**Marketing Plan Update**

In her report to the Board, Communications Director Celeste Bruno focused three items: a “welcome letter” to newly elected legislators, the “Top 5” flyer and the online Legislative Agenda.In January, to welcome newly elected legislators and introduce them to who MBLC is, the MBLC will send a welcome letter from Chair Cluggish along with the MBLC brochure that explains our work and our budget lines. The FY2018 budget request is on the back. Legislators will also be encouraged to join the Library Legislative Caucus.   
  
To help librarians, friends, and trustees understand how the Legislative Agenda impacts their local library, the “Top 5 Reasons Why” flyer was created. It lists the top 5 reasons why librarians, friends and trustees should care about state funding to the MBLC. The flyer has the link to the online Legislative Agenda and also highlights that there are customizable versions that may be used to share how funding is impacting local libraries, services and patrons. A postcard version will be mailed to all public libraries. Academic and school libraries will receive a different version that highlights services that matter to them such as databases, EBL, and Biblioboard.

The online Legislative Agenda allows users to see the entire Legislative Agenda series. It has simple instructions for customizing an agenda and examples of how the agendas can be used to tell the local story. All of the agendas were made into digital posts that libraries can easily use with their social media.

WHY  
After Chair Cluggish’s speech at the MLA conference last May many librarians approached her to ask questions about the Legislative Agenda. It was clear from those questions that many did not understand how the Legislative Agenda impacts their local library. We created the top 5 reasons WHY to help explain just that.

We also know that if we want people to use the Legislative Agenda, we need to tell them how it benefits them. The WHY does that.  
  
Postcards will be sent to librarians, encouraging them to go to the website and do a customizable version of the Legislative Agenda.

**Consideration of approval of municipalities meeting the requirements for the FY2017 State Aid to Public Libraries based on eligibility established in the FY2017 for the Municipal Appropriation Requirement and in FY2016 for the minimum standards**

Liz Babbitt, State Aid Specialist, presented for certification 80 municipalities meeting the requirements for FY2017 State Aid to Public Libraries program.

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

Commissioner Caro made a motion and Commissioner Shesko seconded that the Massachusetts Board of Library Commissioners certifies that the communities on the attached list have met minimum standards of free public library service and awards each a FY2017 Library Incentive Grant, a FY2017 Municipal Equalization Grant and a FY2017 Nonresident Circulation offset in the indicated amounts, totaling $2,116,194.05, and authorizes any additional FY2017 State Aid to Public Libraries disbursements that may be possible toward the end of the grant cycle.

**The Board voted approval.**

**Commissioner Cluggish abstained as to Wellesley.**

**Commissioner Murphy abstained as to Arlington.**

**Commissioner Ochsenbein abstained as to Bolton.**

**Consideration of appointment to ad hoc Statewide Database Procurement Advisory Committee**

Paul Kissman, Library Information Specialist presented an appointment to the ad-hoc statewide database procurement advisory committee that was voted by the Board at the last meeting.

Statewide Database Procurement Advisory Committee voted by Board on November 3, 2016.

* Anita Cellucci – Library Teacher, Westborough High School
* Maura Deedy – Assistant Library Director, Robbins Library (Arlington)
* Chris Glass - Reader and Information Librarian, Boston Public Library
* Jennifer Jourdain – School Librarian, Montachusett Regional Vocational Technical School
* Rex Krajewski - Director of Library & Learning Resource Services, North Shore Community College
* Elizabeth Richter – Research and Instruction Librarian, Bristol Community College
* Pete Thornell – Collection Development Librarian, Hingham Public Library
* Greg Wallace - Public Services Librarian: Reference & Instruction, Mass. College of Art
* Jennifer Woodward – Director, Whitinsville Social Library (Northbridge)

Commissioner Comeau made a motion and Commissioner Resnick seconded to appoint Rachel Alter, Reference & Instruction Librarian, Baypath University, Hatch Library, to the statewide database procurement advisory committee, serving from November, 2016 through February, 2017.

**The Board voted approval.**

**Presentation and discussion for the FY2018 Plan of Service and Budget for the Massachusetts Library System and Monthly Report**

Gregory Pronevitz, Executive Director, Massachusetts Library System, presented the Massachusetts Library System (MLS) FY2018 Plan of Service and Budget. The MLS Executive Board unanimously approved this budget at its September 19, 2016 meeting and the MLS Council of Members approved it unanimously on November 7, 2016.

Mr. Pronevitz also presented the following MLS report:

**Debt Cancellation Approved**

We learned this week that the USDA has officially canceled the mortgage debt on the Whately facility. We will begin steps toward dissolution of the WMRLS Corporation as approved some time ago by the Executive Board. This dissolution was an important consideration in requesting debt cancelation.

**Strategic Plan: 2017-2019 Approved**

We are launching our strategic plan, which was approved by the membership at the November Annual Meeting.

The first step is our Implementation Conference on Dec. 2 with keynote speaker Miguel Figueroa, ALA Futures Institute on the goal, Future Readiness. Abby and Miguel will also present and lead activities to promote co-creator culture. Anna Popp will work with attendees to co-create marketing strategies.

We’ve formed a Listening Tour Task Force to plan a series of 15-20 statewide meetings to bring the co-creator culture discussion and resources to many libraries. We also plan to discuss other aspects of the plan including the strategic themes.

**Executive Board Members and Officers Elected in November**

**Executive Board Members for a Three-Year Term**

Christine Brown, Bridgewater State University

Stephanie Friree, Howe Library at Mass Eye and Ear

**Executive Board VP, President, and Past President for a Three-Year Term**

Amy Lewontin, Northeastern University

**Executive Board Officers for a One-Year Term**

Mathew Berube, Jones Library (Amherst) Treasurer

Clare Dombrowski, Amesbury Public Library, Secretary

**Upcoming Events**

* **Academic Publishing Symposium** – featuring eBooks & TextbooksonFeb. 23 at Holy Cross

**Presentation and discussion for the FY2018 Plan of Service and Budget for the Library for the commonwealth and Monthly Report**

Anna Fahey-Flynn, Collaborative Services Manager, Boston Public Library presented the Boston Public Library’s Library for the Commonwealth FY2018 Plan of Service and Budget. The budget submitted was for level-funded at $2,501,883.

In her LFC Report Ms. Fahey-Flynn spoke of the restructuring going on at the BPL. Jen Inglis is now the Director of the Central Library and Statewide Services.

She also spoke about the unfortunate cuts that will be going on at the BPL. The online course software Lynda.com is being cut. In the past the ratio for eBooks was 6 to 1 and now is 14 to 1. BPL is trying to encourage patrons to return eBooks as soon as people finish reading them so they can be available for others.

New Teen Librarian at the BPL use to a prison librarian. On December 13 there is a meeting with Shelley Quezada, MBLC Consultant to the Unserved to discuss ways to help prison libraries.

**Presentation and discussion of the FY2018 Plan of Service and Program and Budget for the Massachusetts Center for the Book and Periodic Report**

Commissioner Caro made a motion and Commissioner Comeau seconded to table presentation and discussion of the Massachusetts Center for the Book FY2018 Plan of Service and Program and Budget until the January 5, 2017 meeting.

The Board voted approval.

**COMMISSIONER ACTIVITIES**

Commissioner Resnick

* Attended MLS Annual Meeting in Worcester
* WMRLS Board Meeting on November 17
* Executive Committee & Strategic Planning Meeting on November 22, 2016
* Participated in ALA Webinar on Advocacy at MLS in Northampton
* Will be attending the Book Awards on December 6, 2016

Commissioner Ochsenbein

* Executive Committee & Strategic Planning Meeting on November 22, 2016

Commissioner Murphy

* Attended the State Aid Task Force Meeting in Shrewsbury
* Attended the MLS Annual Meeting in Worcester

Commissioner Caro

* Attended the Perkins quarterly meeting on November 30, 2016

Commissioner Shesko

* Attended the State Aid Task Force in Shrewsbury

Commissioner Welch

* Attended the MLS Annual Meeting in Worcester
* 2 Friends Sharing with Friends Meetings- Acushnet & Leicester

**PUBLIC COMMENT**

Nancy Rea, Consultant for the State Aid Review spoke about the second phase of the State Aid Review. She spoke about the wonderful meetings that have been happening. There has been a lot of discussion about the Calculation of the MAR and the Waiver Process. The review task force will be taking the month of December off but will be back at it in January. Group will be bringing recommendations to the Board in February and March.

**OLD BUSINESS**

There was no old business.

**ADJOURNMENT**

There being no further business, Chairman Cluggish adjourned the December 1, 2016 monthly business meeting of the Board of Library Commissioners at 11:50 A.M.



Roland Ochsenbein

Secretary