MINUTES OF THE BOARD OF LIBRARY COMMISSIONERS

Date : November 3, 2016

Time : 10:00 A.M.

Place : Framingham Public Library, McAuliffe Branch

 Framingham, 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; Mary Kronholm; Gregory J. Shesko; Alice M. Welch

**Staff Present:**

Liz Babbitt, State Aid Specialist; Celeste Bruno, Communications Director; 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

**Observers Present:**

Danielle Barney, Supervisor of Branch Services, Framingham Public Library; Patricia Feeley, Collaborative Services Librarian, Boston Public Library (BPL); Gregory Pronevitz, Executive Director, Massachusetts Library System (MLS); Sharon Shaloo, Executive Director, Massachusetts Center for the Book; Steve Spohn, Resource Sharing Director, Massachusetts Library System (MLS)

**Call to Order**

Commissioner Cluggish called the meeting to order at 9:59 AM and recognized Danielle Barney, Supervisor of Branch Services at the Framingham Public Library who welcomed the Board to the McAuliffe Branch. Ms. Barney stated that it was an exciting day to be at the library to see democracy in action since the library was a place for early voting. Ms. Barney noted that the library opened on February 16, 2016 and has been busy ever since. From February to August, over 145,000 items have been borrowed and 117,576 visitors have walked through the doors. Ms. Barney said she would be happy to show off the library anytime if anyone was interested.

**Approval of Minutes- October 6, 2016**

Commissioner Caro moved and Commissioner Comeau seconded that the Massachusetts Board of Library Commissioners approve the minutes for the monthly business meeting October 6, 2016, as amended.

**The Board voted approval.**

**Chairman’s Report**

Commissioner Cluggish spoke about attending the State Aid Task Force Meeting in Shrewsbury with Commissioner Murphy and Commissioner Shesko. She noted there were a great group of people there who were zeroing right into the issues.

Commissioner Cluggish wrote a letter to the Governor about the agency budget being in deficit for over a year. Commissioner Cluggish feels we must get to a key person at the Governor’s office.

**DIRECTOR’S REPORT**

Meetings since the last Board meeting.

* October 14 —Meeting with Alan Brickman, consultant chosen to work with us on strategic plan
* October 16–State of the State at NELA
* October 20 —Meeting of State Aid Review Task Force for MAR and MAR Waiver process
* October 23– 27 -- COSLA meeting in Minneapolis
* October 28 – MLA Legislative Committee meeting
* November 1 – Meeting with Representative Hogan

Director Carty reported that a contract with a consultant for the strategic planning process, Alan Brickman, has been signed. Director Carty had a preliminary meeting with him on October 14. A planning meeting with Alan Brickman and the internal strategic planning group (that includes: Director Carty, Ruth Urell, Mary Rose Quinn, Mary Ann Cluggish, Jan Resnick and Roland Ochsenbein), is scheduled for November 22. There is a retreat planned for those organizations that receive funding from the MBLC, as well as other stakeholders. This will take place on January 25th. Director Carty had a phone discussion with Mr. Brickman on Tuesday, November 1, to discuss the agendas for the November 22 and January 25 meetings. In addition we discussed interviews that he will conduct with stakeholders on Monday, November 21st. Director Carty is looking forward to this process and believes it will benefit the MBLC as well as the Massachusetts library community.

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

Last week Director Carty attended the Chief Officers of State Library Agencies meeting in Minneapolis. It was several days of information and discussion that did not end at the end of the daily sessions.

Updates:

* LSTA reauthorization will be handled after November 14. The bill will be marked up and then sent to the Senate.
* LSTA is now in continuing appropriation. There are 12 bills that need to be addressed before the Legislature goes home on December 14. There is no omnibus bill. Chances are the Labor H bill (includes the LSTA funding) will not be addressed before December 14.
* The Marakesh treaty is not yet signed by the US—20 other countries have signed. We are waiting for the various groups in the US to come to agreement.
* ALA is involved in 45-115. This refers to the 45th President and the 115th Congress. ALA Washington will meet with Clinton and Trump groups until January to ensure library issues are front and center.
* National Library Legislative Day is May 1 and 2. COSLA will produce at least 3 webinars to prepare individuals going to Washington in May.
* Library of Congress has created a new service unit to focus on national and international outreach—NIO. It includes 3 directorates: National Programs, National Library Services and Exhibitions, Events and Visitors Services.
* The National Library Services (NLS) is looking at the cloud and a different way of doing business. There is going to be a major study in the next year to look at a new delivery system, to develop a new plan for this system and a new communications plan. The NLS wants to use the refreshable Braille machine to reenergize the use of Braille.
* The University of Washington’s ischool’s [Technology and Social Change Group (TASCHA)](http://tascha.uw.edu) has announced a new project highlighting the role of libraries and access to information in achieving the United Nations’ Sustainable Development Goals. The Development and Access to Information project, a partnership with the International Federation of Library Associations and Institutions (IFLA), is intended to demonstrate the importance of access to information in achieving progress toward the 17 goals set by the U.N. 2030 agenda, as well as raise awareness of the role libraries play in development. It will track 16 of 169 targets associated with individual Sustainable Development Goals. Some examples of the targets include sustainable cities and communities, gender equality, the elimination of poverty and starvation, and the promotion of peace and justice. The role of public libraries in serving those goals is a key focus of the research. “Library networks are established all over the world – 320,000 public libraries, and tens of thousands more school, academic, and research libraries. Not to mention the hundreds of thousands of information professionals and non-professionals that are committed to helping people access the information they need to improve their lives,” said Stuart Hamilton, Director of Policy & Advocacy at IFLA. “These institutions reach down into the communities that they serve, and engage with people’s development needs.” The project will produce reports tracking the progress of the project every two years, beginning in 2017. In addition to the research, the reports will feature thought pieces from leaders in access to information discussing key issues in the field.

Ruth Urell met with the LSTA Evaluation team–Martha Kyrillidou and Bill Wilson of Quality Metrics, LLC.– on October 3 and 4. She coordinated with consultants and the administrative coordinator for phone calls to libraries in lieu of focus groups and the agenda for meetings here, and provided background information. Ruth set up focus group meetings at the Springfield City Library for Bill Wilson from QualityMetrics, LLC., on October 31. These focus group meetings are part of the process for the evaluation of our LSTA program. The evaluation is the lead up to a new Five Year Plan.

The first State Advisory Council on Libraries (SACL) meeting of the new fiscal year was held on October 19, 2016. Ruth Urell presented the new LSTA Application form that staff has been working for months, the new evaluation form, and the updates for SACL members notebooks on current grant round. SACL approved the new Program and Budget for FY2018 and calendar for the new grant round.

Dozens of libraries have submitted new Long Range Plans – consultants are currently reading them. New plans are due October 1 from libraries whose plans are expiring and who wish to apply for LSTA or construction grants. Most plans run for three-five years. (Annual action plans/updates are due December 1st every year for libraries applying for grants).

Shelley Quezada presented at the Massachusetts STEM Summit, November 1. The audience was about 1,500 people. Matt and Celeste did a great job getting together handouts and publicity for the event. Three libraries that received LSTA grants joined Shelley at the exhibit area to showcase the LSTA Full Steam Ahead projects that were funded. Those libraries were Amesbury, Concord and West Boylston. Ashland sent materials for display. They brought examples of some of the realia that were used in their programs. Shelley said that the foot traffic by the table that she put together was impressive. Many thanks to Shelley for keeping libraries in the forefront.

In October, thirty-four letters of intent were received for the new construction grant round. Three grant applications workshops were held around the state.  Applications are due in January 2017.

Eastham Public Library will have its soft opening on November 15.  The date of its grand opening has not been scheduled.

Commissioner Ochsenbein and Director Carty met with Representative Kate Hogan and her aide on Tuesday, November 1. It was the ‘kick-off’ discussion for the legislative/budget season. We presented the Legislative Agenda and other budget documents. A Library Legislative Caucus meeting for February was discussed. Director Carty said that we would keep her informed about the legislative breakfasts and we mentioned the date of the MLA legislative day—March 7. Representative Hogan mentioned that we need champions in the House for our various lines. In addition, Representative Hogan recommended that the library community consider hiring a lobbyist. This is not an easy feat, but I believe she is correct and that MLA and other groups need to put a plan in place for the future.

As you all, know Callan Bignoli is leaving the MBLC to go to the Brookline Public Library. In her brief time here she has done an incredible job. We will certainly miss her energy and talent. We wish her all the best—good luck, Callan!

**LEGISLATIVE REPORT**

The final revenue numbers for October have not been posted by the Department of Revenue; however, the mid-month figures looked promising. Tax collections in September rose 7.4 percent, or $189 million higher than September 2015. And three months into the fiscal year the state has collected $6.18 billion in tax revenues, only $11 million off the projected benchmark. On Oct. 14, Administration and Finance Director, Kristen Lepore reduced the state's fiscal 2017 tax revenue estimate by $175 million, to $26.056 billion. Sales tax revenues that had been anticipated to rise 5.2 percent this fiscal year are now expected to increase only 2.3 percent.

Governor Baker has tabled his 9c cut proposals at this time but insists that he does not want to put off what he sees as necessary cuts too long; he estimates that there is a "probable deficiency" of $295 million in the state budget. The Governor is, however, following through with the incentive program he instituted to encourage State employees to take a voluntary separation or retirement. Those who agree to retire will receive a one-time payment of $15,000; those who are not eligible to retire but agree to leave state service will receive a $5,000 payment.

House and Senate leaders expressed concern that it is too early in the fiscal year to be discussing emergency reductions to the budget and that revenues are not at a level that require 9c cuts at this time. The current budget deficit is estimated at $11 million. Speaker DeLeo said he agrees with the governor that the State shouldn't wait too long to make cuts if it's confident the revenues won't materialize, but based on conversations with House Ways and Means, he doesn't believe the situation has reached the point that 9c cuts are necessary.

A number of legislators in leadership positions have received copies of the report compiled from the MBLC’s Legislative Agenda Survey. The cover letters that accompanied the reports were signed by the Commissioners who met with these Legislators in September and October. Commissioners met with Representatives Kate Hogan, Sarah Peake, and Alice Peisch, among others. Additional reports will be delivered to Senators and Representatives as Commissioners continue to meet with their legislators on Beacon Hill and in their District Offices.

Letters have been sent to Senators Elizabeth Warren and Ed Markey requesting their support and co-sponsorship of legislation to reauthorize the Library Services and Technology Act (LSTA). The Bill, S. 3391, the Museum and Library Services Act of 2016, was introduced by Senators Reed, Collins, Cochran, and Gillibrand.

A letter has gone to Governor Baker from the Board regarding MBLC budget lines, especially with regard to the ongoing deficit in line 7000-9101, the Agency budget. A letter has also been sent to Lt. Governor Karyn Polito, thanking her for her support of the Massachusetts Public Library Construction Program, particularly the Shrewsbury Public Library Project, and requesting a meeting to discuss the MBLC budget lines.

MLA Legislative Day is scheduled for Tuesday, March 7, 2017 and will follow the same format as last year. A number of legislative breakfasts have been scheduled in various regions around the State. As noted last month, the SAILS Breakfast and the Berkshire Breakfasts are both slated for Friday, January 27, 2017; the earliest Breakfast this year is scheduled in Peabody at the Peabody Institute Library on December 16th. The MLA Legislative Committee is also organizing a pre-conference half day program on advocacy on Sunday, May 21, 2017, the day prior to the beginning of the MLA Conference in Hyannis. The Committee is trying to reach out to Trustee Boards, Friends groups, and library supporters using the MLA/ALA Engage Website. Fifty five visitors to the MBLC booth at the Boston Book Festival signed up for legislative alerts through Engage. MLA plans to distribute the Legislative Alert information not only at Network meetings but also at library hosted events, including Legislative Breakfasts, throughout the budget season.

Legislative Breakfasts scheduled to date include:

* 12/16/16 - Peabody Institute Library, Peabody
* 1/27/17 – Berkshire Breakfast - Stockbridge Library
* 1/27/17 – SAILS - New Bedford Public Library (snow date 2/1)
* 2/10/17 – OCLN - Turner Free Library, Randolph
* 2/3 OR 2/17 – Metrowest - Goodnow Library, Sudbury

**Marketing Plan Update**

In the Marketing Update, Outreach Coordinator Matthew Perry presented:

Boston Book Festival

* Thanks to Commissioner Shesko, Commissioner Ochsenbein, Commissioner Caro, and Nancy Rea, as well as our staff for their help at the book festival, it was a great success.
* Created a Best of Boston Book fest list, got entries from around the state and as far as South America and Europe.
* We wrote an ebook that turned out interesting. It was not as long as we hoped it would be so we are looking into other options for it.
* MLA had signup sheets and several people signed up for engage.
* People loved the legislative agendas!

Indie Authors

* Working with Steve Spohn at MLS to advertise the Indie Authors portion of BiblioBoard. This was the focus of his booth at the Boston Book Fest, and we had materials as well (press-on tattoos and posters). Adding it to the portal.

Beta Drop

* The Commonwealth eBooks Collection is going to be dropping the beta tag from its logo and name.
* We have created a press release and different social media posts about this to get the word out.
* We also have been working with Buyer Advertising on a completely new logo for the CEC.

NELA

* Matt Perry and Celeste Bruno, Communications Director presented at NELA. The presentation was titled “Getting your library noticed, the art of the integrated campaign.”
* Told everyone about the resources we offer for promotion to get them to use them!
* We are trying to do a similar MLA program this spring

**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 74 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 Resnick 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 $689,630.28, 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.**

**Consideration of approval of the FY2018 Library Services and Technology Act (LSTA) Direct Grant Round Program & Budget**

Ruth Urell, Head of Library Advisory and Development informed the Commissioners that the State Advisory Council on Libraries (SACL) met on October 19, 2016 and discussed the FY2018 LSTA grant round. They reviewed and approved a new Grant Application form and the proposed Fiscal Year 2018 Program and Budget.

Ms. Urell noted that the grant round will be announced next week with Letters of Intent due in early December 2016 and the grant applications due in April 2017. The budget for the FY2018 program is $687,155.

Commissioner Comeau made a motion and Commissioner Resnick seconded that the Massachusetts Board of Library Commissioners approves the Program and Budget for the FY2018 Library Services and Technology Act direct grant round in the amount of $687,155 as recommended by the State Advisory Council on Libraries and detailed in the accompanying documentation.

**The Board voted approval.**

**Consideration of appointmentS TO ad hoc Statewide Database Procurement Advisory Committee**

Ruth Urell, Head of Library Advisory and Development presented the appointments of the ad-hoc statewide database procurement advisory committee. The advisory committee will: read and score proposals, attend and evaluate vendor demonstration and Q&A sessions, thoroughly test products during the open trial period, and provide recommendations for the best vendors, product packages, and overall value for the Commonwealth to the procurement team.

While advisory committee members’ scores will not be tallied as part the final procurement team evaluation, their current, hands on expertise in areas of reference and collection development for electronic content will be critical to the successful outcome of this procurement.

Commissioner Murphy made a motion and Commissioner Comeau seconded to appoint the following individuals to an ad hoc statewide database procurement advisory committee, serving from November, 2016 through February, 2017.

* 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)

**The Board voted approval.**

**REPORT FROM THE MASSACHUSETTS LIBRARY SYSTEM**

MLS Executive Director Gregory Pronevitz reported on the following items:

**October MLS Executive Board Meeting Actions**

The Board approved a new Temp-to-Perm policy for BiblioTemps, which is designed to assist libraries in hiring permanent staff and creating a pathway from temporary employment to full-time employment that recognizes MLS investment in the process. Shelah Coullard, BiblioTemps Manager, will share new agreements with participating libraries soon.

Strategic Plan to be launched on Nov. 7 at the Annual Meeting in Worcester.

**MLS Service News**

**Mediated Interlibrary Loan and Document Delivery -** The Expanded Delivery Pilot Project is now offering borrowing from lenders in Rhode Island via Delivery (no return postage costs) to libraries throughout Massachusetts, not just to libraries on the Southern Delivery Routes.  We also have more public library lenders in Rhode Island involved in the project.  Sue Kaler attended a statewide event on the future of Resource Sharing in Rhode Island on October 13 and led a Table Talk on the future of Library Delivery in the Northeast along with her colleague Chaichin Chen from Rhode Island’s Office of Library and Information Services.  We want to continue to foster the connection with Rhode Island as we explore further options in other states in the area to facilitate no-charge interstate ILL to more libraries.

## Consulting Services - In the spirit of co-creation, we are piloting a new process for addressing roundtable requests.

## Continuing Education

* A series of Basic Library Techniques was sold out again.
* MLS working with MBLC to present a series of Library Trustee Orientations.
* A New Director Breakfast was held on Oct. 25 at MLS-Marlborough.

**Upcoming Events**

* **Marketing and Advocacy: Explaining Libraries To Elected Officials** – ALA Webinar, Nov. 10 – at MLS-Northampton & MLS-Marlborough [**RSVP**](http://www.eventkeeper.com/code/events.cfm?curOrg=MLS&ref=EK&refNote=TaF#11/10/2016)
* **Strategic Planning Implementation Conference –** Dec. 2 at the Beechwood Hotel in Worcester

**REPORT FROM THE LIBRARY FOR THE COMMONWEALTH**

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

## Johnson Building

* Working on punch list items now, e.g. painting dings, installing glass display cases, securing employee only access areas, etc.

## Library for the Commonwealth services flyer

* Rejected by Boston Public Library’s Communications Office.
* Anna is meeting with Communications later today on redesign.

Hydra Connect Conference

* Held at BPL with Northeastern University, Tufts, WGBH and DPLA, was a great success.
* During a “lightning talk”, BPL developers announced they were dropping Hydra’s Fedora, the open source repository platform they have been using for Digital Commonwealth.
* Anna is meeting with Eben English, one of the developers, to discuss this change.

## All the City’s a Stage: A Season of Shakespeare

* Two exhibits and dozens of programs commemorating the 400th anniversary of the death of Shakespeare will run from September 2016 to June 2017.
* The main exhibition, Shakespeare Unauthorized, is open and up until March of 2017. It involved years of planning and pulls back the curtain on four hundred years of collaboration, confusion and even literary deception that surround the plays, poems and life of William Shakespeare. Also open is an exhibit of maps in the Leventhal Map Center. It depicts the world as seen in Shakespeare’s plays.

## Early Voting

The Boston Public Library branches served as early voting sites. Last Saturday, the Central Library was the site of a crowd forming a line out the door and around the block. Voting continued for two hours after the library closed.

**COMMISSIONER ACTIVITIES**

Commissioner Resnick

* Attended NELA- Every Library Advisory Session
* WMLA Meeting

Commissioner Ochsenbein

* October 15-attended the Boston Book Festival (MBLC booth)
* October 17- Preformed at open mic at the Lincoln Public Library
* October 25- Executive Committee
* October 25-Attended event at the Cambridge Public Library, “Dream Big: The Future of Public Libraries.
* November 1-With Director Carty, met with Representative Kate Hogan at the State House.

Commissioner Murphy

* Attended the State Aid Task Force in Shrewsbury

Commissioner Kronholm

* Attend Western MA Advisory Social Media Event at the Easthampton Public Library

Commissioner Caro

* Attended the Boston Book Festival (MBLC Booth

Commissioner Shesko

* Attended the Boston Book Festival (MBLC Booth
* Attended the State Aid Task Force in Shrewsbury

Commissioner Comeau

* Met with Steve Rothstein who use to be at the Perkins School but is now the Executive Director of the JFK Library and he would like to think of ways to link with MBLC such as Summer Reading

Commissioner Welch

* 1st Friends Sharing with Friends was held in Acushnet. A tiny little library won $500 prize.
* There will be an upcoming Friends Sharing with Friends in Leicester

**PUBLIC COMMENT**

Sharon Shaloo, Executive Director of the Massachusetts Center for the Book spoke of the upcoming events. December 6, 2016 at the State House at noon is the 16th Annual Book Awards. So far 20 authors have RSVP and planning to have Legislators presented each award again this year. Also March 9, 2017 will be Letters about Literature.

Ms. Shaloo also spoke about the Commonwealth Events calendar that is becoming extremely popular with libraries throughout the Commonwealth.

**OLD BUSINESS**

There was no old business.

**ADJOURNMENT**

There being no further business, Chairman Cluggish adjourned the November 6, 2016 monthly business meeting of the Board of Library Commissioners at 12:07 P.M.



Roland Ochsenbein

Secretary