MINUTES OF THE BOARD OF LIBRARY COMMISSIONERS

Date : January 11, 2018

Time : 10:00 A.M.

Place : Massachusetts Board of Library Commissioners Office

Boston, Massachusetts

Present : Mary Kronholm, Secretary; Carol B. Caro; Francis R. Murphy; N. Janeen Resnick; Gregory J. Shesko

Absent : Mary Ann Cluggish, Chairman; Roland A. Ochsenbein, Vice Chairman; George T. Comeau Esq.; Alice M. Welch

**Staff Present:**

James Lonergan, Director; Liz Babbitt, State Aid Specialist; Celeste Bruno, Communications Director; Amy Clayton, Administrative Coordinator; Tracey Dimant, Head of Operations & Budget; Rachel Masse, Assistant to the Director; Matthew Perry, Outreach Coordinator; Mary Rose Quinn, Head of State Programs/Government Liaison

**Observers Present:**

Ann Fahey-Flynn, Collaborative Services Manager, Boston Public Library (BPL); Gregory Pronevitz, Executive Director, Massachusetts Library System (MLS)

**Call to Order**

Secretary Kronholm called the meeting to order at 10 A.M.

**Approval of Minutes: December 7, 2017**

Commissioner Shesko moved and Commissioner Murphy seconded that the Massachusetts Board of Library Commissioners approves the minutes for the monthly business meeting on December 7, 2017 with corrections.

**Board voted unanimous approval.**

**Chairman’s Report**

Secretary Kronholm read a report from Chairman Cluggish who wasn’t feeling well.

I attended the meeting with our two new co-chairs of the Library Caucus, Natalie Higgins of Leominster, and Brian Murray from Milford, with James and Mary Rose.  While I am sure that James and Mary Rose will tell you the results of the meeting, I want to tell you about their attitude and the general demeanor of the meeting.

Higgins and Murray are two recently elected legislators. The good news is that what they lack in seniority and clout, they more than make up for in enthusiasm, interest and eagerness. Higgins is clearly well organized and Murray as a former Selectman seems knowledgeable. He seems particularly interested in ESOL and brought up how libraries are offering it. (He has filed a bill that would reimburse schools for increases in English Language Learners) They asked good questions and they are eager and ready to get started....one of Higgins’ staffers even said, “I’m psyched!”

In general, I was delighted with how the meeting went.

Of course, we have no knowledge of whether they will have any success or not, but in any case, I felt very positive when the meeting was over.

Secretary Kronholm also presented Commissioner Caro and Commissioner Murphy citations from the Senate and the House since they both have completed 10 years of service as Commissioners on the Board.

**DIRECTOR’S REPORT**

Director Lonergan presented the following report:

Meetings/activities since the last Board meeting:

* December 8—MLA Executive Board Meeting, Shrewsbury Public Library
* December 11 —MLS Executive Board New Member Orientation and Executive Board Meeting, Marlborough
* December 18—Meeting with Sharon Shaloo and Em Claire Knowles, MCB
* December 19—Meeting with House Library Legislative Caucus Co-chairs and staff
* December 21—OCLN Members Meeting, Braintree
* December 22—Meeting with Greg Pronevitz and Sarah Hooke-Lee of Northeastern Univ. Law Library and MLS Executive Board regarding Trial Court Law Libraries

Our FY2019 Legislative Agenda and fact sheets for each of our affiliates (except for Perkins, which we will hopefully receive soon) have been posted on our website and announced through the allregions email list. Each fact sheet explains why our affiliates and partners are important to the Massachusetts library ecosystem, how lack of funding has affected them, and what they would do with increased funding. We are also creating a fact sheet for 7000-9101, the MBLC budget line.

Commissioner Cluggish, Mary Rose and I met with the two new co-chairs of the House Library Legislative Caucus, Reps. Natalie Higgins (4th Worcester District) and Brian Murray (10th Worcester District) and staff on Tuesday, December 19 to share our FY 2019 Legislative Agenda, the Schedule of library legislative breakfasts to date, Massachusetts Library Association’s Legislative Day (March 6) plans, and other background information about library funding and services they might find helpful in their new roles.

**LSTA:** 69 Letters of Intent were received for the new LSTA grant round. The newer or updated grant categories garnered the highest numbers of Letters:

* Go Local – 12
* IdeaLab – 11
* Anytime STEM Learning – 9
* Civic Hub – 8
* Mind in the Making – 8

The remaining 18 Letters of Intent were distributed amongst the other eleven categories.  Several libraries submitted multiple Letters and will make their decisions about which grants to develop after they’ve had more time to explore possibilities during January’s grant writing workshops.  There are also a few libraries who will work further with MBLC grant consultants to expand their ideas and reframe their proposals, therefore the numbers above are estimates and will change as the season progresses.

The total amount of funding requested roughly totals $700,000. We have budgeted $500,000 for this grant round.

**IMLS:** We have submitted our required FY2016 State Program Report (SPR) to IMLS, with detailed narrative, financial, and performance information on how the MBLC and our grantees spent our $3.2 million FY2016 LSTA Grants to States allotment. Thank you to the many staff members who contributed a great deal of time and effort to preparing the 39 project reports in this year’s SPR.

**Staff News:**

Second interviews were conducted with two finalists for the Head of Library Advisory and Development position on January 2. We made an unofficial offer to one candidate pending completion of a required background check, which was unofficially accepted. We hope to be able to make the offer official later this week.

**LEGISLATIVE REPORT**

Mary Rose Quinn, Head of State Programs and Government Liaison presented the following report:

Revenue collections for December totaled $3.006 billion, which is $527 million or 21.2% above the monthly benchmark, and $517 million or 20.8% more than the actual collections in December 2016. For the fiscal year-to-date through December, revenue collections totaled $12.924 billion, $728 million or 6.0% more than the year-to-date benchmark and $966 million or 8.1% more than the same fiscal year-to-date period in 2016. Although the revenue numbers appear strong halfway through the fiscal year, the Department of Revenue cautions against using these results to project full year revenue growth given that some tax categories’ revenues may have been driven by the Federal Tax cut legislation. The DOR plans to continue monitoring closely the monthly revenue collections.

December is one of the larger tax collection months, with quarterly estimated payments due for businesses. Estimated payments for individuals are not due until January; there is always considerable inflow in this category each December, largely due to individuals choosing to make the January payment early, in order to claim the related deduction on their previous year’s federal tax returns. This year’s inflow of such payments was very significant from historical standards given the Federal changes. Commissioner Harding (DOR) cautioned, "Estimated payments are 153.3% above their projected December benchmark, and therefore it is likely that a portion of those payments are borrowed from January and future months within the fiscal year." The DOR Commissioner added, "Withholding payments in December also performed better than expected, which may reflect increased bonus-related activities,” again the result of the Federal Tax Law changes.

The number of scheduled Legislative Breakfasts has increased to ten. Additional Commissioners are needed for a few dates that have multiple Breakfasts planned. The Breakfasts to date include:

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| Jan 19, 2018 | 8:00 AM | [Legislative Breakfast – Bristol](http://www.eventkeeper.com/code/events.cfm?curOrg=MLA#5399772) Community College |
| Jan 26, 2018 | 8:00 AM | [Legislative Breakfast - Marlborough](http://www.eventkeeper.com/code/events.cfm?curOrg=MLA#5399772) |
| Jan 26, 2018 | 8:00 AM | [Legislative Breakfast - North Adams](http://www.eventkeeper.com/code/events.cfm?curOrg=MLA#5379391) |
| Feb 2, 2018 | 7:30 AM | [Legislative Breakfast - Forbes Library, Northampton](http://www.eventkeeper.com/code/events.cfm?curOrg=MLA#5419102) |
| Feb 2, 2018 | 8:00 AM | [Legislative Breakfast - Westminster Forbush Library](http://www.eventkeeper.com/code/events.cfm?curOrg=MLA#5424392) |
| Feb 2, 2018 | 8:30 AM | [Legislative Breakfast - Greater Springfield](http://www.eventkeeper.com/code/events.cfm?curOrg=MLA#5403317) |
| Feb 9, 2018 | 8:00 AM | [Legislative Breakfast - Milford](http://www.eventkeeper.com/code/events.cfm?curOrg=MLA#5395578) |
| Feb 9, 2018 | 6:00 PM | [Legislative Reception - Brockton Public Library](http://www.eventkeeper.com/code/events.cfm?curOrg=MLA#5379397) |
| Feb 16, 2018 | 8:00 AM | [Legislative Breakfast - Framingham McAuliffe Branch](http://www.eventkeeper.com/code/events.cfm?curOrg=MLA#5444495) |
| Feb 16, 2018 | 8:00 AM | [Legislative Breakfast - Worcester Public](http://www.eventkeeper.com/code/events.cfm?curOrg=MLA#5379399) |

The MBLC will again exhibit at the Massachusetts Municipal Association (MMA) Convention and Trade Show this year. This event is a great way to reach out to municipal officials to discuss the MBLC Programs and Services, especially construction and State Aid. Staff members and Commissioners will staff the Booth again this year. The event is scheduled for Friday and Saturday, January 19 and 20.

The Governor is expected to speak at the MMA Conference this year. Since the speech is only days before his State of the Commonwealth address on Tuesday, January 23 and his House 2 budget release on the following day (January 24), Governor Baker is expected to include some of his budget proposals and priorities at the MMA event. The Governor often announces his numbers for unrestricted Local Aid and School Chapter 70 fund amounts at the annual Conference and Trade Show.

As a follow-up to the meeting in mid-December with Representatives Natalie Higgins and Brian Murray, the new House Co-Chairs of the Legislative Library Caucus, the Agency has sent electronic versions of the FY 2019 Legislative Agenda, the Budget Line Fact Sheets, and the various other documents shared with the legislators and their aides during the meeting at the State House. The Representatives are extremely positive about the MBLC and the Legislative Agenda and are planning to hold a Caucus meeting the afternoon of the MLA/MSLA Legislative Day which will be held on Tuesday, March 6. MLA will be contacting the Co-Chairs regarding the Legislative Day schedule and will be asking them each to speak at one of the two briefings. In addition, Representative Murray will be speaking at the Legislative Breakfast in his hometown of Milford. Representative Higgins will be speaking at the Breakfast in Westminster.

**Marketing Plan Update**

Communications Director Celeste Bruno began the marketing report with an update on the affiliate fact sheets which are now all posted on the Legislative Agenda section of the agency website. Ms. Bruno stated that the fact sheets were created for several reasons. The first is to help answer questions   legislators frequently ask about how library services have been impacted by funding and how new funding would be used. The sheets also give guidance and information to anyone who wants to talk with legislators about any of the budget lines. Finally, while 9506 and 9101 are the focus of the Legislative Agenda, all of the budget lines have been impacted by funding and the fact sheets help demonstrate that.

Ms. Bruno informed Commissioners that work has begun on the new three- year marketing/awareness plan that will align with goals from both the agency strategic plan and the new LSTA long range plan.

She concluded by reporting that usage of the MBLC Aware site has increased 262% since 2015. Previously known as the Newsroom, MBLC Aware is the newly redesigned site that gives librarians easy, one-stop access to promotional materials and campaigns.

Outreach Coordinator Matt Perry spoke about:

Construction: Working on new materials including a general fact sheet, individual fact sheets for the libraries on the waiting list, and a revised map.

PJ Drive: Already have over 60 sign-ups and they are still rolling in. Once we get the sign ups there will be a page on the portal that shows all of the participating libraries. We are working again this year with the Department of Children and Families as well as first lady Lauren Baker and are planning a kickoff event and a couple others for later in the drive. DCF works with 45,000 kids at any given time and we are excited to help them out again this year. Also a special thank you to MLS and Optima for agreeing to help us with the drive again this year because it would not happen without them.

OCLN: Working with them again this year on an awareness campaign. We helped them design a survey that they will be putting around different OCLN libraries asking patrons what they did in the library that day. They are going to be collecting the data and compiling it to use.

Bruins Game: The Bruins invited all 3 of the grand prize summer reading winners to the game on December 21 and Celeste Rachel and myself went to take photos of the prize winners in action. The kids had a lot of fun and were very excited to be there and we got a lot of great photos that we shared with their home libraries.

**Consideration of approval of municipalities meeting the requirements for the FY2018 State Aid to Public Libraries based on eligibility established in FY2018 for the municipal appropriation requirement and in FY2017 for the minimum standards**

Liz Babbitt, State Aid Specialist presented the certification of 39 municipalities meeting the requirements for FY2018 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. The total first half payments for the first group of municipalities is $496,534.60.

Commissioner Murphy moved and Commissioner Resnick seconded that the Massachusetts Board of Library Commissioners certifies that the communities on the list presented in agenda item 6 have met minimum standards of free public library service and awards each a FY2018 Library Incentive Grant, a FY2018 Municipal Equalization Grant and a Fy2018 Nonresident Circulation offset in the indicted amounts, totaling $496,534.60, and authorizes any additional FY2018 State Aid to Public Libraries disbursements that may be possible toward the end of the grant cycle.

**Board voted unanimous approval.**

Commissioner Murphy moved and Commissioner Resnick seconded that the Massachusetts Board of Library Commissioners also awards Tewsbury a FY2018 Library Incentive Grant, a FY2018 Municipal Equalization Grant and a FY2018 Nonresident Circulation offset in the indicted amounts, totaling $4,654.20 which brings the total amount of the State Aid award to-date to $18,580.79 and authorizes any additional FY2018 State Aid to Public Libraries disbursements that may be possible toward the end of the grant cycle.

**Board voted unanimous approval.**

**Review of municipalities requesting waivers for the FY2018 municipal appropriation requirement in the FY2018 State Aid to Public Libraries program within the 5% threhold**

Mary Rose Quinn, Head of State Programs presented 22 libraries that were petitioning the Board for a Waiver of the MAR that were below the five percent threshold set by the Board for not being disproportionately cut in relationship to other departments within their municipality. These 22 municipalities are Adams, Fairhaven, Fall River, Franklin, Greenfield, Haverhill, Lawrence, Longmeadow, Lynn, Malden, Newbury, North Adams, North Attleborough, Palmer, Provincetown, Somerset, Spencer, Ware, Warren, Wilbraham, Woburn, and Yarmouth.

**Condsideration of approval of the fy2019 plan of service and program and budget for the Massachusetts Library System**

Commissioner Caro moved and Commissioner Shesko seconded that the Massachusetts Board of Library Commissioners approves the FY2019 Plan of Service and Program and budget filed on November 7, 2017 for the Massachusetts Library System, with a bottom line of $7,480,434 as presented in agenda item 8.

**Board voted unanimous approval.**

**Report from the Massachusetts Library System**

MLS Executive Director Gregory Pronevitz reported on the following items:

**Retirement –** I will be retiring in July 2018. It has been my privilege and pleasure to serve as MLS’ founding Executive Director over the past seven and one-half years. I am grateful to have had the opportunity to work with MBLC and so many talented and dedicated librarians, library staff, and partners. And it is with mixed emotions that I am announcing my plans to retire.

This role has been, by far, the most rewarding in my 40-year career in the library profession. I am so proud of the library cooperative that we have founded together with the MLS staff and leadership, our active membership and Executive Board, and our partners at MBLC. MLS has always strived to meet member needs and it will continue to strengthen the library community for many years to come.

I sincerely appreciate the valuable contributions of our active members and partners, including those who have served on the MLS Executive Board and Committees, and our accomplished and enthusiastic MLS staff members and leadership.

I look forward to working with you and the MLS to lay the groundwork for MLS’ second Executive Director. The Board will be announcing the formation of a Search Committee very soon.

Sincerely, Greg Pronevitz

**MLS’ Delivery Service RFP was** Issued in October. MLS is negotiating with the top vendor for a long-term contract to begin July 2018.

**IDEAL** is an eight-month comprehensive pilot program focusing on the awareness, promotion, and usage of the Gale Massachusetts statewide databases. The Institute consists of a four-month instruction designed to introduce and familiarize the databases and to teach participants how to promote engagement with online resources. Specific sessions include a deep dive into the content and some of the technical aspects of the Gale databases, a crash course on social media, and how to implement an online marketing campaign. The second half of the Institute focuses on the participants developing and implementing a project that will increase awareness and engagement of the databases to drive up usage statistics. IDEAL is a collaboration between MLS, MBLC, MBLC’s PR Committee and Gale. Thanks to Kirsten Underwood (Methuen/Nevins Library) for co-chairing this initiative with MLS’s Tressa Santillo.

Detailed information on instruction sessions:

* Sessions 1 & 2: http://www.masslibsystem.org/blog/2017/12/06/institute-for-database-engagement-and-leadership-ideal-update/
* Sessions 3-5: http://www.masslibsystem.org/blog/2017/12/21/institute-for-database-engagement-and-leadership-ideal-news/

Participant comments so far:

* “This is seriously one of the most valuable PDs I have participated in.”
* “Thanks so much for the sessions you’ve led so far! I’ve learned so much about the Gale databases and am excited to try to make them a staple resource with our students.”

# eBook RFP Update

We are pleased to report that the Commonwealth eBook Collections Steering Committee has completed its deliberations on the eBooks, eMagazines and Streaming Media Solutions RFP process that began in July. At this time, the committee has asked MLS to begin negotiations with Overdrive and EBSCO which would become the new offerings of Commonwealth eBook Collections beginning July 1, 2018.

It is still early in the process as MLS needs to conclude negotiations, and there is considerable work ahead. MLS expects to release more detailed information with members in February about the new offerings, the transition and the enrollment process.

MLS thanks all who participated in the process by reviewing technical responses, viewing product demonstrations, participating in trials, testing for accessibility and providing direct feedback. It wouldn’t be possible without our members and our partners! MLS is also grateful for all the support from our current vendor partners and for all the vendors that put time and effort into their responses to our RFP.

**Presentation and discussion of the FY2019 Plan of Service and Program and Budget for the Library for the Commonwealth and Monthly Report**

Anna Fahey Flynn reported:

The budget we are submitting is level-funded at $2,501,883. The last increase in 9401 occurred in FY15. While we have budgeted nearly the same amount for e-books in FY19, prices increase, and therefore our buying power is reduced as usage increases. In order to fund resources like Lynda.com and cover rising costs in digital imaging contracts, we have had to divert funds from IT equipment and software licenses/maintenance, which impacts our ability to maintain our digitization labs. We had to cut our retro-conversion of uncatalogued materials by 75%, essentially keeping these uncatalogued materials inaccessible to the public.

We strongly encourage MBLC to support the approval of the proposed three percent increase. An increase in this budget would allow us to meet the Commonwealth’s demand for e-books, and maintain access to online research and educational resources for residents across the Commonwealth.

As in recent years, we do request that the personnel costs for the two developer positions and the statewide metadata coordinator working on the Digital Commonwealth project be over and above the 50% personnel costs allowed in the LFC budget.

**Commissioner Activities**

Commissioner Resnick

* Attended MLS Listening Tour
* WMLA Board Meeting

Commissioner Murphy

* MLS December meeting

Commissioner Kronholm

* Western Mass Library Advocates Meeting

Commissioner Shesko

* Thanked Commissioner Caro and Commissioner Murphy for all their years of service

**PUBLIC COMMENT**

There was no public comment.

**OLD BUSINESS**

**ADJOURNMENT**

There being no further business, Commissioner Caro moved and Commissioner Murphy seconded to adjourn the January 11, 2018 monthly business meeting of the Board of Library Commissioners at 11:40 A.M.

  
Mary Kronholm

Secretary