MINUTES OF THE BOARD OF LIBRARY COMMISSIONERS

Date : June 7, 2018

Time : 10:00 A.M.

Place : Hopkinton Public Library

 Hopkinton, Massachusetts

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

**Staff Present:**

James Lonergan, Director; Liz Babbitt, State Aid Specialist; Celeste Bruno, Communications Director; Kate Butler, Electronic Services Specialist; Maura Deedy, Library Advisory Specialist; Tracey Dimant, Head of Operations & Budget; Rob Favini, Head of Library Advisory and Development; Paul Kissman, Library Information Systems Specialist; Rachel Masse, 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:**

Heather Backman, Library Director, Hopkinton Public Library; Brad Barnette, Planner, Sasaki;

Deb Conrad, Executive Director, SAILS Network; Jeanette Lundgren, Interim Executive Director, C/W MARS, Inc. Network; Krista McLeod, Director of Nevins Memorial Library, Methuen, Board Member, Massachusetts Center for the Book (MCB); Susan Porter, Trustee Chair, Hopkinton Public Library; Sarah Sogigian, Consulting and Training Services Director, Massachusetts Library System (MLS); Lan Ying Ip, Principal Architect, Sasaki

**Call to Order**

Chairman Cluggish called the meeting to order at 10 A.M.

Susan Porter, Chair of Trustees, Hopkinton Public Library welcomed everyone to the library and appreciated the support for the library from the Board. The newly renovated library opened in October 2017. The expansion and renovation was funded in part by a $4,533,000 MPLCP grant from the Board. The project added about 7,000 square feet and it was amazing to see the two separate buildings come together to make up the new library.

Ms. Porter stated that the attendance and participation in the new building is insane. The increase in usage can be anywhere from 35% to 450%. At 2:10 the doors open wide and in come the middle and high schoolers who just pour into the library because now we do have a young adult room.

**Approval of Minutes: May 3, 2018**

* Page 1, line 46 end sentence with review

Commissioner Murphy moved and Commissioner Comeau seconded that the Massachusetts Board of Library Commissioners approves the minutes for the monthly business meeting on May 3, 2018 with the correction listed above.

**Board voted unanimous approval.**

**Chairman’s Report**

Chairman Cluggish stated that she attended the MLA conference. She also participated in the Executive Board Meeting by conference call.

Ms. Cluggish welcomed Maura Deedy, Library Advisory Specialist to the Board. She also stated that two long-time staff members will be retiring in the upcoming fiscal year. Gregor Trinkaus-Randall will be retiring with close to thirty years of service to the MBLC. He will be truly missed. His work with Preservation and Digitization is nationally recognized. Rosemary Waltos, will be retiring after ten years of service to the MBLC. Her work with the amazing construction program will be greatly missed.

**DIRECTOR’S REPORT**

Director Lonergan presented the following report:

Meetings/activities since the last Board meeting:

* May 7& 8—National Library Legislative Day (NLLD), Washington, DC
* May 9— Chief Officers of State Library Agencies (COSLA) Spring Meeting, Washington, DC
* May 14—MLS Executive Board and Executive Director Search Committee Meetings, Marlborough (plus phone interviews on multiple days during May)
* May 16—Perkins Consumer Advisory Board Meeting, MBLC Office
* May 17—Meeting with Emi Joy, new Administration and Finance (A&F) Analyst
* May 18—Network Administrators Meeting, Cape Libraries Automated Materials Sharing Network (CLAMS), Hyannis
* May 21& 23—Massachusetts Library Association (MLA) Conference & State of State Presentation, Framingham
* May 24—Meeting with Sasaki representatives and staff regarding report and website
* May 30—COSLA Member Update webinar
* May 31—Meeting with Maya Jonas-Silver, Director of Capital Planning, A&F, Emi Joy, Analyst, and Mary Rose Quinn, Tracey Dimant, Rosemary Waltos, and Lauren Stara, State House
* May 31—Congressional Management Foundation webinar: “Creating Events Back Home”
* June 6—Audit Exit Conference with representatives of Office of the State Auditor

Mary Rose will provide an update on where things stand regarding our FY2019 state budget.

**National Library Legislative Day:** I attended NLLD along with Nora Blake, Paul Engle, Anna Fahey-Flynn, Jennifer Harris, and Sarah Hooke-Lee. We visited the offices of our two senators and nine representatives, mostly meeting with staff. All members and staff were supportive of libraries and library funding. One highlight: American Library Association (ALA) had asked us to speak with Senator Warren about signing on to the IMLS reauthorization bill as a cosponsor. We asked Sen. Warren’s aide about this, and within three hours of leaving the meeting, he emailed to let us know she had signed on.

**COSLA:** The U.S. Census Bureau met with state library chiefs to seek our help with outreach to public libraries in preparation for the 2020 Census. There will be much more information to come on this in the near future.

**A&F Meetings:** We met with Emi Joy, our new A&F analyst, to brief her on our budget lines and the programs and services we and our affiliates provide. We asked about the possibility of meeting with senior management at A&F regarding our budget lines. Emi suggested writing a letter to the Secretary of A&F regarding our budget priorities and offering to meet in person.

We met with Maya Jonas-Silver, the relatively new Director of Capital Planning at A&F and Emi Joy to provide background on our construction program and to discuss both our annual cap and a new bond bill. Maya mentioned that A&F just published their FY2019 capital plan and discussed the fiscal constraints around funding all the Commonwealth’s competing capital projects, given the state’s annual borrowing cap (and, as noted in a recent State House News Service article, the lowering of its S&P bond rating due to debt service concerns). Maya suggested contacting her in the fall regarding both the possibility of increasing the cap (currently $20 million a year) and working with A&F to file a new bond bill, whether as part of an omnibus package or a separate bill. She also suggested that we look at both the Department of Higher Education and the Trial Courts for ideas on how to structure our construction grant program (perhaps running rounds more often and approving fewer grants each time vs. approving all projects and creating a waiting list).

**Audit:** Auditors from the Office of the Auditor of the Commonwealth have finished their audit of the MBLC covering the period of July 1, 2015 through June 30, 2017. They have provided us with a draft report for our review and comments. The auditors noted the following:

* The MBLC did not ensure that it received monthly library construction project reports in a timely manner;
* The MBLC did not conduct site visits to all LSTA sub-grantees;
* The MBLC’s internal control plan did not fully comply with requirements.

In our response, we noted the following:

* We are revising our procedures to ensure that construction reports are submitted in a timely manner;
* We did miss some site visits during this period. Given Institute of Museum and Library Services (IMLS) and federal regulations do not require site visits, but include them as a monitoring option, we are considering revising our monitoring requirements so they align with federal requirements;
* Now that the MBLC has a full management team in place (after significant turnover during and since the audit period), we will be updating and fully completing our internal control plan.

**MLS Executive Director Search Committee:** After reviewing applications from 22 people, we conducted six first interviews and revisited a few candidates with second interviews, all by phone. We now have three finalists and are in the midst of scheduling the final in-person interviews, which will be conducted in front of the MLS Executive Board, staff and MLS members and will include presentations.

**Network Administrators Meeting:** I attended the May network administrators meeting at the CLAMS office in Hyannis. I had sent in advance recent correspondence from Chris Lindquist , Director, Northborough Public Library regarding network consolidation as well as email responses on this topic from both Greg Pronevitz, Executive Director, MLS and Tim Spindler, C/W MARS. I was told that this topic has been discussed at network membership meetings and has raised strong feelings. It was suggested that this must come from the library community, not from the top down--some network members were so annoyed that they suggested seeking legal counsel. Network administrators said Chris is welcome to contact individual network boards to ask for this issue to be put on their agendas, as he has in the past. They believe that if something needs to be done, the network boards should initiate any planning and possible action.

Debby Conrad, Executive Director of SAILS, forwarded the letter below on behalf of the SAILS membership on May 30. The letter was composed by several SAILS library directors:

To: James Lonergan and Massachusetts Board of Library Commissioners

On behalf of the membership of the SAILS Library Network, I am submitting this letter in rebuttal to the email that was sent out by Christopher Lindquist suggesting that MLS and MBLC form a study committee to discuss the consolidation of the independent library networks that serve the libraries in Massachusetts.

The first point to be made is that these networks with the exception of the MetroBoston Network are private non-profits that exist to serve the interests of the member libraries that pay the fees for their operations. While it is true that the networks do receive some funding from line item 9506, the amount that is received represents a very small percentage of overall operational revenues. In most cases the fees from member libraries contribute more than 90% to the network’s operations. The networks provide a key service to member libraries who are able to determine what unique services they need and who can participate in decision making at the local level. If the networks were failing, the members would be talking about consolidation, but there is no indication that the structure as it exists is failing in its overall purpose.

The second point is that it is completely inappropriate for MLS or the MBLC to initiate this type of study without the prior approval of the networks. The networks are independent corporations whose financial and physical assets belong to their members. The networks do not report to either MLS or MBLC. Neither MLS nor MBLC can interject themselves into a stand-alone nonprofit organization and force dissolution. The library networks in Massachusetts certainly do serve as a critical component in the resource sharing structure of the Commonwealth as libraries of all kinds use their network as a discovery platform and allow access to members across the state to access materials through the Commonwealth Catalog. The networks are working partners with other statewide agencies and provide individual libraries services and products statewide agencies cannot or will not provide. As Mr. Lindquist states in his memo, the networks are not likely to agree to this type of study, so he is trying to by-pass the desires of the membership to achieve a personal goal he has had for years. It should be noted that this topic was raised in the past and a committee formed to determine the desirability of this type of consolidation. That effort failed because there was no interest in pursuing this.

Mr. Lindquist references the consolidation of the six regions into one region – MLS as evidence to why the networks should also be consolidated. However, the consolidation of the regions has left the libraries in Southeastern Massachusetts without any local support for continuing education and consulting services. The modicum of success of the consolidation of the regions is truly due to the fact that the individual networks stepped in and began offering their member libraries services that had previously been offered by the six regions. If you were to poll the members of the SAILS Network you would find that this consolidation has not proven to be successful or welcome to the libraries in Southeastern Massachusetts.

The lack of sustained funding from our local, state, and even federal stakeholders puts this type of new venture at risk. MLS has had to cut delivery service on Saturday in Southeastern Massachusetts, the MBLC is not funded enough to pay rent and other core services are at risk or have been reduced. The money to initiate a start-up is not there, especially when we are constantly advocating for maintaining service levels.

I won’t even address the false statements Mr. Lindquist included in his email based on his lack of knowledge of how networks are now operating. Suffice it to say that the SAILS membership discussed this thoroughly, have no interest in pursuing this topic further and will resist any attempt on the part of MLS or MBLC to initiate any type of action that would result in the dissolution of SAILS.

Please feel free to contact me directly if you have any questions.

Sincerely,

Jayme Z. Viveiros, President

SAILS Library Network

* Commissioner Caro asked how this one library director had the ability to get this kind of result/response? She also stated that she hopes in the future, if possible, that the Board have someone from one of the Networks represented on the Board.
* Commissioner Comeau stated that whether it is 10% or 100% of funds were are still accountable for tax-payer dollars.
* Deb Conrad, Executive Director of SAILS stated that the Networks submit all the narrative and financial reports required to receive the state funds and also the annual reporting that is requested from the MBLC.
* Commissioner Resnick stated that the staff/board needs to be more aware of giving one person this much power.

**Staff News:**

As previously mentioned, Gregor Trinkaus-Randall, the MBLC’s Preservation Specialist, has informed us that he will be retiring as of July 31, after spending nearly thirty years developing and running the MBLC’s state preservation program. Gregor has been out on medical leave since the beginning of the year but recently returned to work part-time in order to complete projects and start wrapping things up.

Rosemary (Roe) Waltos also informed us that she will be retiring in July (on July 7). Roe has been a library building consultant with the MBLC since 2008.

We thank Gregor and Roe for their dedicated service to the MBLC and to the Commonwealth’s libraries and wish them well on their upcoming retirements.

**LEGISLATIVE REPORT**

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

Revenue collections for April totaled $3.301 billion, which is $447 million or 15.7% more than the actual collections in April 2017, and $80 million or 2.4% below the revised April benchmark. Year-to-date revenue collections through the first ten months of Fiscal Year 2018 are $809 million ahead of benchmark.

May 2018 revenues of $1.944 billion were $23 million or 1.2% more than last May, and $67 million above benchmark. Income tax collections were $41 million or 3.5% short of last May, but $26 million above benchmark. For the fiscal year-to-date period, revenues of $24.639 billion were $1.733 billion or 7.6% ahead of the prior year figure and are $879 million or 3.7% above benchmark.

For the FY 2019 budget, the House funded four of the seven MBLC lines at the Legislative Agenda requested amounts, increased two others by a total of more than $300,000, and level funded the Center for the Book at $200,000. The total increase of $904,642 represents a percentage increase of 3.56% for the MBLC budget. Additionally, there were three earmarks, totaling $200,000 on the State Aid to Public Libraries line.

The Senate wrapped up its debate on the FY 2019 state budget just before Memorial Day and voted unanimously on May 25 to spend $41.49 billion in the next fiscal year.  The Senate Ways and Means budget funded five of the seven MBLC lines to the Legislative Agenda requested amount. Only Technology and Resources Sharing (which received an increase of $500,000 in Ways and Means) and Center for the Book (which was again zeroed out) needed amendments. The Senate adopted a redrafted amendment for Technology and Resource Sharing, increasing the funding by an additional $200,000 over Ways and Means which is more than $700,000 over current fiscal year’s funding for the line, restoring the funding cut in 2015/2016 to this line. The Technology and Resource Sharing amendment received both statewide and bi-partisan support. Sponsors of the revised 7000-9506 amendment were Senators Don Humason, Bruce Tarr, James Welch, Richard Ross, Anne Gobi, Patrick O’Connor, and Eric Lesser.

Unfortunately, the amendment for the Center for the Book was rejected by the Senate again this year. The Senate has not funded CFB in either their Ways and Means or final budget since the Center began receiving state funding. The House final budget funded the Center for the Book at $200,000. The Conference Committee has traditionally funded the Center using the House budget number.

A Conference Committee has been appointed to resolve the differences between the House and Senate budget versions and will begin meeting June 7. The Conference Committee is made up of the respective Chairs, Vice Chairs, and Ranking Members (minority party) of the House and Senate Ways and Means Committees. House Members are Chairman Jeffrey Sanchez (Boston), Vice Chairman Stephen Kulik (Worthington), and Ranking Member Todd Smola (Warren). Senate Members are Chairwoman Karen Spilka (Ashland), Vice Chairwoman Joan Lovely (Salem), and Ranking Member Viriato (Vinny) deMacedo (Plymouth).

The MBLC Agency line, Worcester Talking Book Library and Perkins will not need to go to Conference as the House and Senate budgets are in agreement for those lines. The figures for the Regional line for MLS and LFC in the House and Senate versions are extremely close and should only require minor changes in Conference. State Aid received more funding from the Senate than the House and met the Legislative Agenda request. The House attached three earmarks to State Aid for local projects which artificially inflated the bottom line by $200,000. The differences between the House and Senate funding for the Center for the Book and Technology and Resource Sharing funding will be resolved in Conference as well.

There were four earmarks filed in the Senate that were initially attached to State Aid, 7000-9501; one was withdrawn, one was rejected, and two were moved to other non-library lines. Three were filed for library building improvements and one was for a local history database. The funding for MBLC budget lines this year from the Senate are earmark free.

The Senate Budget increased funding to six of the seven MBLC budget lines by $1.577 million. The Center for the Book, currently funded at $200,000, was not funded in the Senate budget for FY 2019. The net increase from the Senate for FY 2019 over the FY 2018 budget totals is $1,376,970 or 5.21%.



MLA Legislative Committee sponsored a program at the MLA Annual Conference called

**Fearless Advocacy** on Monday May 21, from 11:45 to 12:45. Speakers included Jason Tait, Education Director for the Office of Campaign and Political Finance, Bernadette Rivard, Bellingham Library Director, speaking on the formation of the Central Massachusetts Library Advocates (CMLA), and Andrea Bernard, the Director in Charlemont who discussed working with other small libraries on local library advocacy efforts.

On the local level, the Library in Hancock has received an increase in local funding for next year, is currently making plans to join a network, and is already open sufficient hours each week to consider applying for the State Aid to Public Libraries Program for FY 2020. Hancock has not applied for State Aid since 1975. The Town of Douglas held its override vote for $1.5 million. The Town approved the override by twelve votes which will keep the library open and funded for FY 2019. Every vote counts.

**Consideration of approval of the FY2019 Plan of Service and program and Budget for the Massachusetts Center for the book**

Krista McLeod, Director of Nevins Memorial Library, Methuen and Board Member of the Massachusetts Center for the Book (MCB) presented the Plan of Service and Program and Budget on behalf of the Massachusetts Center for the Book.

Memo from Sharon Shaloo, Executive Director of MCB to James Lonergan, Director:

I am resubmitting the FY2019 budget for Massachusetts Center for the Book (MCB) for the second time. The budget is based on level funding of 7000-9508 at $200,000, which as you know is not yet secured since we have been zeroed out of the Senate budget for the fifth year running.

We must now face the reconciliation process and, should we succeed there, we are also vulnerable to the Governor’s line item veto, a process that did not result in funding for MCB until late October 2017, with funds reaching our account on November 17, 2017.

Assuming, however, that we are level-funded at 80% of the initial ask we made in FY15 to run a small office, we will proceed as attached.

* Commissioner Cluggish asked Mary Rose Quinn for some background information and clarification regarding the legislative history of the Center for the Book.
* Ms. Quinn stated that in FY 2013, Representative Kate Hogan filed a Bill to Establish the Massachusetts Center for the Book in statute as an amendment to the budget. She then included funding language to establish a budget for CFB (7000-9508). The Commissioners endorsed this legislation at a Board meeting in late spring of that year. The House voted both the Bill and the budget. The Senate rejected the Bill but approved funding for the Center during the FY 2014 Budget Conference. The legislation, had it passed, would have amended Chapter 78 Section 19. As a result of these votes, the Center for the Book is not in statute but is funded each year in budget language with numbers from the House final budget which is then agreed to by Senate Conferees. The House has added the Center’s budget as an amendment in its final budget each year and the Senate has rejected the amendment for Center each year since 2013. Neither the House nor Senate Ways and Means includes the Center in their initial budgets.

**Fiscal Year 2019 Budget Proposal and Activity Overview**

**Major Activities and Initiatives for FY2019**

**Massachusetts Projects**

**Commonwealth Events Calendar**, a listing of programming in Massachusetts libraries throughout the commonwealth, hosting in a Time.ly calendar at the MCB website. We shall continue this program in FY 19 and introduce analytics to the calendar to evaluate its reach and effectiveness.

**Massachusetts Book Awards**, the largest state book awards program in the country, by dint of the number of writers currently working in the Commonwealth. This program was inaugurated in the Center’s first year of operations (2000) at the request of the governing board of the nascent center. At present, we project a continuation of the program in its present form, reflected in the attached budget.

**Massachusetts Family Literacy** project, in development with the cooperation of Vermont Center for the Book, this program will be announced by the end of FY 2018 and will launch, with training programs, downloadable materials, and – pending grant funding – materials in FY19.

**MassBook Trails and Tours,** a cultural tourism project accessible online and in the Apple/Google app stores. Libraries are now developing tours for their communities. The project will launch at least three new tours in FY 19, with the likelihood of more, depending on local library capacity.

**Massachusetts Outreach/Planning Initiatives**

**Strategic Planning.**

MA Center for the Book Strategic Planning Initiative Outline, May 29, 2018

Planning Outline

* The goal is to complete a MCB Board-approved strategic plan by March 2019.
* A Planning Consultant will be hired
* Strategic Planning Group will meet every 4-6 weeks from August - March
* Relevant background documents will be assembled.
* The Center’s constituency will be consulted via surveys and ongoing Outreach Meetings
* A 3 to 5 year plan will be written

Goal of the Plan

This MCB Strategic Plan will be undertaken to review the strengths, opportunities and needs of the Center, and to clarify its funding and operational goals. Existing programs of the Center will be reviewed, prioritized and assessed for best practices. The Plan will also identify future initiatives and clarify operational objectives. A review of additional funding options and increased staffing support will be included. A 3-5 year plan for the Center is anticipated as the outcome. The plan will support the entrepreneurial nature of the Center, while mapping a course for stabilizing core operations and services.

Planning Timeline

June/July/August 2018 – Relevant background documents will be assembled, and a brief review of the history of the Center will be completed. Outputs of the 2017 Outreach Meetings will be compiled. 2018 Outreach Meetings will be scheduled. RFP for Planning Consultant list will be issued, with a deadline so that the list is ready for the August Board meeting

August MCB Board Meeting – Planning Consultant will be selected. Strategic Planning Group identified. Meeting schedule set.

September/October/November – Survey sent out statewide. Outreach Meetings held and any other focus groups planned and completed. Preliminary goals identified for Board review.

December MCB Board Meeting – Outputs of information-gathering reviewed, goals selected, and preliminary objectives identified.

January/February/March – Draft plan written and reviewed by Board, changes made

March MCB Board Meeting – Final Plan approved, including FY20 implementation plan.

Spring 2019 – The Plan is shared with the Center’s constituents, funders and the general public.

Preliminary Plan of Meetings for Strategic Planning Group (dates and final agendas TBD)

Meeting #1:

* Describe strategic planning process and work plan.
* Identify relevant documents, individuals to be interviewed, and Outreach Meetings

Meeting #2:

* Review history, mission, vision of programs provided and statement of need.

Meeting #3:

* Identify values, core competencies, challenges and primary audience.
* Initiate interviews and/or surveys

Meeting #4:

* Identify external influences (environmental assessment).

Meeting #5:

* Review vision statement and identify areas of strategic focus.
* Discuss objectives and tactics

Meeting #6:

* Continue discussion of objectives and tactics.
* Discuss financial projections

Meeting #7

* Discuss implementation issues.
* Review draft plan before submission to Board.

Outreach Meetings/Focus Groups Already Held

June 2017 – Falmouth (6/15) and Dedham (6/19

July 2017 – Beverly (7/20) and Amherst (7/18

January 2018 – Virtual meetings (2) of Gateway City Libraries (1/9 and 1/16) April 2018 -- Board Retreat (4/6)

**Gateway City Libraries.** Working toward development of a Gateway Cities Library Interest Group. Initiative commenced in FY18 will continue in FY19. Project outcomes will be driven largely by Gateway City libraries. The first project, a tour of GC libraries, will be completed in FY18 for a FY19 launch.

**Massachusetts Library Association Legislative Committee.** Executive Director will continue as a contributing member of this committee

**National/Regional Activity**

**Letters About Literature**, a program supported by the Library of Congress and administered by state centers for the book across the country. Students in Grades 4 through 12 write letters to authors about books that have been important to them. The project continues in FY 19 as part of our affiliation with the Library of Congress.

**Library of Congress/Massachusetts Literacy Award,** recommencing with funding from the Library of Congress, recognizes literacy initiatives by libraries or library partners in the commonwealth. Offered as part of our affiliation with the Library of Congress. The next award will be made in FY 19.

**National Book Festival,** programming the Massachusetts table in the “Pavilion of the States” area of the annual festival. The project continues in FY 19 as part of our affiliation with the Library of Congress.

**Route 1 Reads**, a collaborative program from the East Coast state centers for the book, annually promoting (summer) reading in a specific genre for adults. The project is projected to continue in FY 19 as part of our affiliation with the Library of Congress and our collaboration with the East Coast Centers for the Book.

**American Library Association Public and Cultural Programs Advisory Committee.** Executive Director will continue as a contributing member of this committee, with initiatives in FY19 emerging from the FY18 research project, “National Impact of Library Public Programs Assessment,” undertaken by the ALA Public Programs Office

* Commissioner Shesko expressed his concern for bringing down money that is allotted to programs in previous fiscal year activities. Whereas encumbering funds to pay for future programs doesn’t sound legal. Activities have to happen in fiscal year they are proposed.
* Ms. McLeod stated that only A&F or State Treasures office would know the answer. MCB is trying to expend as much money as possible.
* Ms. McLeod reported that the MCB will be moving in two weeks to new space in West Concord. It is small office space in Bradford Mill which is on the commuter rail. There is a budget of $11,000 for the lease and moving cost.
* Commissioner Cluggish asked once Governor Baker approves funds how quickly are they made available?
* Tracey Dimant, Head of Operations & Budget stated that the funds are made available almost immediately. MCB receives funds of $50,000 quarterly.
* Ms. McLeod described the Book Trails initiative. Commissioner Cluggish asked Ms. McLeod how many hits the book trails webpage got per month. Ms. McLeod did not have that information but said she would get it.
* Commissioner Ochsenbein stated that, in light of the submission of a detailed description of a process for creating a new MCB strategic plan during the 2019 fiscal year, he could support the proposed motion to approve the FY 2019 Plan of Service and Program and Budget. Commissioner Ochsenbein indicated that he felt that, given the history of uncertainty regarding state funding, it is important that the the MCB undertake a comprehensive review and planning process with the goal of producing a strategic and operating plan that seeks to achieve a state of financial stability and long-term sustainability for the organization. He stated he felt that this effort should be the #1 priority for the MCB during the next several months.

Commissioner Ochsenbein moved, and Commissioner Caro seconded that *the Massachusetts Board of Library Commissioners approves the FY2019 Plan of Service and Program and Budget filed on May 29, 2018 for the Massachusetts Center for the Book, with a bottom line of $200,000 as presented in agenda item 5.*

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

***Voting no: George T. Comeau, Esq.***

**The Board voted approval.**

**Consideration of a FY2019 Grant Round for 7000-9506, Library Technology and Resource Sharing, including Telecommunications for Resource Sharing, Resource Sharing Program, Network Infrastructure, and Small Libraries in Networks Expansion**

Paul Kissman presented the four FY2019 Telecommunications, Resource Sharing, Network Infrastructure, and Small Libraries in Networks Grants.

**Telecommunications for Resource Sharing** provides offsets to the ongoing costs that networks bear for providing broadband connectivity, dedicated data lines and shared Internet service to its members. Telecommunications for Resource Sharing also provides ongoing support for the actual cost of Internet service for smaller libraries that are not part of a network.

The **Resource Sharing Program** grant recognizes that libraries in networks are contributing to the overall universe of materials available to all residents of Massachusetts, by showing their holdings in network bibliographic databases, and by facilitating interlibrary lending using network technology.

The **Network Infrastructure** grant provides funding to each network based on the network’s size in number of outlets. These funds allow the network to accomplish large equipment replacement projects on its own timeline and without the burden of an LSTA calendar and reporting requirements that do not make sense for these types of activities.

The **Small Libraries in Networks** (SLIN) grant encompasses all previous versions of Small Libraries support: the original 2002/2003 libraries, the state expansion grant begun in 2007, and the “New Participants” grant which began in FY15. With these funds, networks directly offset annual membership costs for small public libraries.

A funding range for each grant type is presented below due to the variation between the House and Senate budget figures for account 9506.

Commissioner Caro moved and Commissioner Kronholm seconded that the Massachusetts Board of Library Commissioners approve the four FY2019 grant opportunities, funded out of account 7000-9506, for a total ranging from $1,836,122 to $2,436,162 as described in the accompanying fact sheets: Telecommunications for Resource Sharing ($398,581 – $536,162), Resource Sharing Program ($965,002 - $1,300,000), Network Infrastructure ($163,944 - $250,000), Small Libraries in Networks ($308,635 – $350,000).

**Board voted unanimous approval.**

**Consideration of Joining Networks Grant Award Recommendation**

Paul Kissman presented the Joining Networks Grant Award Recommendation to the Board. The Joining Networks grant opportunity allows public libraries in municipalities under 10,000 to join an automated resource sharing network for the first time.

This grant complements the Small Libraries in Networks program, funded out of account 7000-9506, which offsets the annual network membership fees for small public libraries that are members of networks.

Recommendation: The C/W MARS network will add the Fobes Memorial Library, Oakham and the Lanesborough Public Library as members during FY2018. This grant provides for network first year joining fee and offsets the first year’s annual assessment for Oakham and Lanesborough.

Proposals were reviewed by MBLC staff.

Commissioner Comeau moved and Commissioner Kronholm seconded that the Massachusetts Board of Library Commissioners approves the Joining Networks Grant to C/W MARS totaling $5,400.

**Board voted unanimous approval.**

**Presentation of Sasaki Study**

Lauren Stara, Library Building Specialist started the presentation of the Sasaki study by introducing Brad Barnette and Lan Ying Ip from the Watertown based firm, Sasaki. The MBLC commissioned this study in order to understand cooperative borrowing and use patterns of Massachusetts public libraries

The Sasaki Study was started during the summer of 2017, when the MBLC conducted a statewide survey to better understand who uses Massachusetts Public Libraries, and why they use them. The short survey asked patrons which libraries they visit regularly and what they do there, including attending programs, using the internet, and checking out books or other media. Close to 8,000 Massachusetts library users responded. Following the patron survey, a library staff survey was conducted in order to capture both sides of the library community. All paid staff and regular volunteers at public libraries within Massachusetts were encouraged to complete the survey and 700 responses were received.

“Massachusetts Public Libraries: An Evolving Ecosystem” provides a unique, first of its kind look at how and why residents use public libraries across the Commonwealth.

The findings have categorized the Massachusetts Automated Networks into different types based on how the patrons in that network use their libraries. The three types are: **Resource,** which consist of larger Magnet libraries and smaller Core locations; **Peer-to-Peer**, which are Networks of similarly performing libraries in the greater metro Boston area; and **Seasonal,** which balances a fluctuating demand for services over the year due to the influx of patrons during the summer.

The study tailors recommendations for each type of Network in order to better serve their patrons.  The MBLC and Sasaki have put up an interactive website for exploration of these three stories and data comparisons between libraries.

The study provides statewide recommendations that have implications for many programs and services offered by the MBLC, including the Massachusetts Public Library Construction Program (MPLCP). The MBLC will hold community meetings in Walpole, Athol, South Hadley, Tewksbury, and Plymouth in late June to gain feedback from the library community on the study.

Sasaki was founded in Boston, and now works internationally addressing the issues of architecture, interior design, planning, urban design, landscape architecture, strategic planning, graphic design, and civil engineering. They have a proven track record in understanding the library ecosystem, how user expectations are evolving, and how library services are changing to meet these expectations.

**REPORT FROM THE MASSACHUSETTS LIBRARY SYSTEM**

Sarah Sogigian, Consulting and Training Services Director, (MLS) presented the following report:

Executive Board Activities

Long-Term Sustainability Task Force

The Task Force reviewed a ten-year budget forecast that indicates a growing budget shortfall beginning in three to four years. This forecast takes into account a 1% per year increase in appropriations and costs increasing at 2% per year (13% per year for healthcare). These future shortfalls can be avoided if appropriations could rise to 2.5-3% per year. The Task Force will address long-term measures to alleviate these shortfalls, e.g., advocacy, service levels, cost cutting, and cost sharing with members.



Executive Director Search Committee Update

Melinda Webster Loof, Bowman School, Lexington, Search Committee Chair, announced that the Committee has received many applications and review is in progress.

Nominating Committee Update

A call for volunteer/nominations will began in May. Three vacant Executive Board positions will be filled in November’s election. To balance the membership, we especially encourage special librarians and those in the northeast to volunteer. Member participation is key to our success, please consider volunteering. Staff in member libraries are invited to apply, please see [LINK](http://www.masslibsystem.org/blog/2018/05/16/call-for-executive-board-volunteers/) for more details. Response deadline July 6, 2018. Our online form includes three questions:

1. What experience or background qualifies you for Board membership?
2. What is your vision for the future of the Mass Library System?
3. If elected, I anticipate being able to attend Executive Board meetings in person as indicated below. 1-4, 5-8, 9 or more

Please direct any questions to Committee Chair, Henry Toromoreno (htoromoreno@haverhill-ps.org) or MLS staff liaisons, Greg Pronevitz (greg@masslibsystem.org) or Betsy Meaden (betsy@masslibystem.org)

Commonwealth eBook Collections

MLS is working hard to onboard nearly 300 libraries in OverDrive following the recent enrollment. We are excited about this next step in digital resource sharing and look forward to working with Boston Public Library and our network partners in the months to come on this exciting evolution of statewide collaboration on eBooks.

Sadly, we were unable to establish a partnership with EBSCO to provide an eBook solution targeted at academic libraries.  MLS has notified Commonwealth eBook Collections participants and academic member libraries.  Instead, MLS will be working with academic library members and consortia to explore other possible statewide initiatives.  Libraries can expect to hear more once MLS completes the transition to OverDrive.

Institute of Database Engagement and Leadership News

With assistance from Celeste Bruno and Matthew Perry at MBLC, several participants in the IDEAL program have shared their ideas for databases promotion. Congratulations to the participants for their great work. You can view their work in [MBLC’s AwareHouse](https://awarehouse.mblc.state.ma.us/). So far, you can find:

* [Gardening](https://awarehouse.mblc.state.ma.us/collateral/programs/databases-gardening/)
* [Recipes](https://awarehouse.mblc.state.ma.us/collateral/programs/databases-recipes/)
* [The Royal Wedding](https://awarehouse.mblc.state.ma.us/collateral/programs/databases-royal-wedding/)
* [Sports](https://awarehouse.mblc.state.ma.us/collateral/programs/databases-sports/)

We will continue to release updates on participants’ work and the IDEAL program as time goes on.

Staff News

We are pleased to announce that several MLS staff members have been recognized, appointed, and elected to offices in the American Library Association’s recent ballot. Congrats to all!

Kristi Chadwick, Consultant, was selected to serve on the Stonewall Book Award committee for the 2020 award.  The Stonewall Book Award-Barbara Gittings Literature Award, the Stonewall Book Award-Israel Fishman Non-Fiction Award and the Stonewall Book Award-Mike Morgan and Larry Romans Children’s and Young Adult Literature Award are presented to English language works published the year prior to the announcement date. The award is sponsored by the American Library Association's Gay, Lesbian, Bisexual, and Transgender Round Table.

Christi Showman Farrar, Consultant, was elected to the Robert F. Sibert Medal Selection committee for the 2020 award. The award is administered by the Association of Library Services to Children and is awarded for the most distinguished informational book published in the United States in English during the preceding year.

Anna Popp, Consultant, has been selected as a judge for the ALA LLAMA PRXchange committee, which recognizes the very best public relations materials produced by libraries in the past year.

Steve Spohn, Resource Sharing Director, was elected to serve on the Board of Directors of the ALA Association of Specialized and Cooperative Library Agencies (ASCLA). This division of ALA is the hub of activities for library consortia, state library agencies, consultants, and work dedicated to serving special populations.

Greg Pronevitz, Executive Director, will be presented at the ALA Annual Conference with the **ASCLA Leadership & Professional Achievement Award**. This prestigious award is presented to ASCLA members exemplifying leadership and achievement in one or more of the following areas: consulting, library cooperation, networking, statewide services and programs and state library development.

Carolyn Noah

We are pleased to announce that MLS’ former Assistant Director, Carolyn Noah, was inducted into the Massachusetts Library Association’s Hall of Fame at the Annual Conference in Framingham on May 22.

**Standing Committee and Liaison Reports**

**COMMISSIONER ACTIVITIES**

**Commissioner Shesko**

* Attended Massachusetts Library Conference (MLA) at the Framingham Sheraton, Monday, May 21 to Wednesday, May 23

**Commissioner Kronholm**

* Attended the Western Mass Library Advocates (WMLA) meeting in South Hadley
* Participated in the Executive Committee Call
* Attended the PR Committee Meeting

**Commissioner Murphy**

* Attended MLS monthly meeting

**Commissioner Resnick**

* Attended Massachusetts Library Conference (MLA) at the Framingham Sheraton, Tuesday, May 22 and Wednesday, May 23
* Participated in the Executive Committee Conference Call

**Commissioner Ochsenbein**

* Attended Massachusetts Library Conference (MLA) at the Framingham Sheraton, Monday, May 21 and Wednesday, May 23
* Participated in the Executive Committee Conference Call

**Commissioner Welch**

* Attended Massachusetts Library Conference (MLA) at the Framingham Sheraton, Monday, May 21 to Wednesday, May 23
* Attended the all-day Review Meeting of the State Advisory Council on Libraries (SACL)

**PUBLIC COMMENT**

There was no public comment.

**OLD BUSINESS**

There was no old business.

**ADJOURNMENT**

There being no further business, Commissioner Comeau moved and Commissioner Murphy seconded to adjourn the June 7, 2018 monthly business meeting of the Board of Library Commissioners at 12:53 P.M.



Mary Kronholm

Secretary