MINUTES OF THE BOARD OF LIBRARY COMMISSIONERS

Date : November 2, 2017

Time : 10:00 A.M.

Place : Boston Public Library, Orientation Room

 Boston, Massachusetts

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

Absent : Mary Kronholm, Secretary

**Staff Present:**

James Lonergan, Director; Liz Babbitt, State Aid Specialist; Kate Butler, Electronic Services Specialist; Tracey Dimant, Head of Operations and Budget; Lyndsay Forbes, Project Manager & Grants Specialist; Paul Kissman, Library Information Systems Specialist; Rachel Masse, Assistant to the Director; Shelley Quezada, Consultant to the Unserved; Mary Rose Quinn, Head of State Programs/ Government Liaison; Gregor Trinkaus-Randall, Preservation Specialist;

Ruth Urell, Head of Library Advisory & Development

**Observers Present:**

Anna Fahey-Flynn, Collaborative Services Manager, Boston Public Library; Patricia Feeley, Collaborative Services Library, Boston Public Library; David Leonard, President, Boston Public Library; Greg Pronevitz, Executive Director, Massachusetts Library System

**Call to Order**

Chairman Cluggish called the meeting to order at 10 A.M. She welcomed everyone to the Boston Public Library, Main Branch. Chairman Cluggish introduced David Leonard, President, Boston Public Library.

David Leonard welcomed everyone to the Boston Public Library. He said that foot traffic in the newly renovated library has increased by 20%. He said that more people are visiting the library and staying longer than before instead of just running in and out of the building. He noted that Anna Fahey-Flynn will be around at the end of the meeting in case anyone was interested in touring the library.

**Approval of Minutes: October 5, 2017**

Commissioner Shesko moved and Commissioner Caro seconded that the Massachusetts Board of Library Commissioners approves the minutes for the monthly business meeting on October 5, 2017 as presented.

**Board voted unanimous approval.**

**Chairman’s Report**

Chairman Cluggish reported that she spoke at the opening of the Hopkinton Public Library. She also reported that State Sen. Karen Spilka also spoke at the opening and she gave a major shout out to the Massachusetts Board of Library Commissioners.

Chairman Cluggish participated in the Executive Committee meeting.

Chairman Cluggish reported that the meeting with House Ways and Means has been rescheduled to November 14, 2017.

Chairman Cluggish also said how much she is going to miss Ruth Urell who will retire in December. She noted the fantastic work she has done since being at the Board.

**DIRECTOR’S REPORT**

Meetings/activities since the last Board meeting:

October 10—Staff visit to JFK Library and Museum

October 11—CLAMS Network Member Meeting, Hyannis

October 16—MLS Executive Board, Northampton (by phone)

October 20—MLA Executive Board meeting, Worcester Public Library

October 20—Meeting with Jim Izatt, Worcester Talking Book Library

October 21—Presentation at MFOL Fall Workshop, Chicopee Public Library

October 22-23—NELA Conference (presented as part of “State of the States”), Burlington, Vermont

October 28—Boston Book Festival

October 29–November 1 —COSLA Meeting, Nashville, Tennessee

Agency budget: A&F has approved our FY2018 Spending Plan, including moving our two construction specialists to our Capital administrative budget and our two information technology specialists to line item 7000-9506. We have submitted our FY2019 Maintenance budget estimates and Tracey and I will be meeting with Rob Oliver, our A&F budget analyst, to discuss both this budget and our agency priorities on November 8. We will submit any expansionary funding requests during the next stage of the budget development process.

Tracey, Roe, Lauren and I will be meeting with Ben Stone, Director of Capital Planning and Long Term Obligations at A&F at the State House on November 20 to discuss our capital bond bill funding levels for FY2019-2023 and the possibility of raising the annual cap, currently set at $20 million.

I am scheduled to testify about our capital planning and expenditures in front of the House Committee on Bonding, Capital Expenditures and State Assets at their oversight hearing on Thursday, November 9.

Our meeting with House Ways and Means Committee staff to discuss the MBLC budget and priorities, originally scheduled on September 26, has been rescheduled for November 14.

Regarding the Mass Center for the Book’s budget, the House voted to override the Governor’s veto of its budget line on September 27, and the Senate voted to override the veto on October 19. A&F has informed us that the Center’s funding will be processed once all of the overrides are complete. So far, the Senate has restored approximately $80 million of the $124 million they planned to override. So while the Governor’s veto has been overturned, funding is not yet in place. Both branches must sign off on the spending before it is restored to the budget. All overrides must be completed before the formal session ends in mid-November.

We are in discussions with MLS and BPL about the possibility of our adjusting FY2018 funding to MLS and LFC to correct for the entire $98,835 increase in line 7000-9401 going to MLS, rather than a 3/4 to 1/4 split. DOR informed us that the MBLC could change FY2018 cherry sheet amounts for both MLS and LFC. Given the FY2018 budget language states that “the Library for the Commonwealth shall receive not less than 40.7 cents for each resident of the commonwealth,” we could change the LFC per capita to an amount above the 40.7 cent minimum.

Sen. President Rosenberg called me on October 10 and referenced previous discussions he has had with the MBLC about regional/hub libraries like Greenfield and Amherst. I told him about the statewide library use study, which the Sasaki team will brief the staff on November 15. He would like to us to schedule a meeting with him in December/January to discuss the study findings and possible changes to consider for the construction program (and/or possibly the state aid program?)

Staff News:

Ruth Urell, the Head of Library Advisory and Development, has informed us that she will be retiring on December 20. We thank Ruth for her dedicated service to the MBLC and to the Commonwealth’s libraries and wish her well on her upcoming retirement.

Paul Kissman and Matt Perry were both nominated for and will receive Citations for Outstanding Performance. Citation awards are based on one or more of the following achievements:

Attainment of high priority agency objective(s);

Exceptional managerial, organizational and/or communications achievements;

Exemplary leadership;

Achievement of significant improvements in productivity and/or savings in agency operations.

They will be presented with their Citations at our staff meeting on Tuesday, November 7, and they have been invited to attend a ceremony at the Gardner Auditorium at the State House on Friday, November 17. Tracey and I will attend the ceremony as well. Congratulations to both Paul and Matt!

**LEGISLATIVE REPORT**

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

October is among the lower months for revenue collection. In recent years, roughly 6.5% of annual revenue has been received during October. Total Taxcollections for the mid-October month-to-date period were $680 million, up $6 million or 0.8% versus the same period last year. Income Taxestotaled $466 million, down $42 million or 8.2% from the equivalent period in October 2016. Sales & Use Taxcollections were $77 million at mid-month, which is $3 million or 3.2% less than the 2016 figure. Corporate & Business Taxeswere $68 million for the October month-to-date period, which is $39 million or 134.6% more than the last year. Other Taxestotaled $68 million at October mid-month, which is $11 million or 19.5% more than the 2016 figure.

The Massachusetts House completed votes needed to restore the $320 million that Governor Charlie Baker vetoed from the FY 2018 budget in July. The Senate has overridden approximately $80 million and has plans to override a total of $124 million, which is the amount of tax revenue above the yearly benchmark reported in September. Gov. Charlie Baker told reporters that much of the override funding is on hold, stating, "Until we are much more confident about the state of the Commonwealth's fiscal affairs this year, we're not planning to release any earmarks.”

The Legislature still needs to approve funding to address the $130 million budget deficit for last fiscal year and has appointed a Conference Committee to iron out the differences between the two budget proposals for FY 2017. The FY 2017 budget resolution missed the October 31 deadline for the Comptroller to file his fiscal year close; both the FY 2017 and FY 2018 budgets need to be completed before mid-November, when the formal House and Senate sessions end until the New Year. The fiscal 2017 budget deliberations have now extend into November; there is concern that they could even run into the fiscal 2019 budget discussions.

The Agency continues to work with Sen. O’Connor Ives’ staff to set up a meeting to discuss the Legislative Library Caucus. As the Senator requested, the MBLC reached out to Rep. Paul Mark to ask if he would be willing to serve as the House Chair of the Caucus, replacing Rep. Kate Hogan who stepped down at the end of last fiscal year. Representative Mark has been a member of the Caucus for a number of years and has regularly filed amendments for line item 7000-9506, Technology and Resource Sharing. The Board will be notified as soon as meetings are set up and/or Rep. Mark has responded to the request.

The MLA Legislative Committee met Friday, October 27 in Natick. In addition to discussing the MBLC Legislative Agenda, working on plans for MLA Legislative Day, planning a program for MLA Conference that includes the Office of Campaign and Political Finance (OCPF) and grass roots advocacy, and participating in Boston Book Festival, the Committee discussed the preliminary list of Legislative Breakfasts.

The Breakfasts to date include:

December 1 MVLC Breakfast at Dracut, Legislative Host: Sen. Barbara L’Italien

January 19 SAILS Breakfast at Bristol Community College, Host: Jocelyn Tavares

January 26 Berkshire Breakfast at North Adams, Host: Alex Reczkowski (Pittsfield)

February 9 OCLN Reception at 6 P.M. in Brockton, Legislative Host: Sen. Michael Bradley

The newly formed Central Mass Library Advocates led by Stephanie Young, Lisa Cheever, and Bernadette Rivard are planning legislative breakfasts for Central Massachusetts. Sharon High School is also hoping to host a breakfast this year.

MLA/MSLA Legislative Day will follow the same format as last year with a “New-comers briefing” with Commissioner Ochsenbein, Krista McLeod, and a legislator and two legislative briefings with the MBLC Director, a commissioner, and the House and Senate Caucus Chairs. The MLA Legislative Committee is also arranging the library showcase again this year.

The MBLC will participate in the Massachusetts Municipal Association (MMA) Convention and Trade Show again this year. This event is a great way to reach out to municipal officials to discuss the MBLC Programs and Services, especially State Aid and Construction. The event is scheduled for Friday and Saturday, January 19 and 20.

**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 for certification of 136 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 $2,017,274.58.

Commissioner Shesko moved and Commissioner Comeau seconded that the Massachusetts Board of Library Commissioners certifies that the communities on the list presented in agenda item 5 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 $2,017,274.58, and authorizes any additional FY2018 State Aid to Public Libraries disbursements that may be possible toward the end of the grant cycle.

**The Board voted approval: 6 votes For, 2 Abstention**

**Commissioner Ochsenbein abstained for Bolton.**

**Commissioner Shesko abstained for Needham.**

**Consideration of approval of the FY2019 Library Services and Technology Act (LSTA) Direct Grant Round Program and Budget**

Ms. Urell reported the following about the new FY2019 LSTA Grant Round:

The State Advisory Council on Libraries (SACL) met on October 26 and discussed the new LSTA Five-Year Plan and the FY2019 grant round.

MBLC staff consultants updated the Council on the FY17 LSTA grants that have just been finalized and reported on many successful and interesting projects of various types.

All of the State Advisory Council members, returning and newly-appointed, had been provided copies of the new LSTA plan and the nineteen  Fact Sheets in advance so that they had time to read and review the Program.  SACL had a good, lively, productive discussion and offered many ideas and suggestions.   While many members expressed the wish that there was more funding available for direct grants, in the end, the Council recommended  the Program and a bottom line budget of  $500,000 for direct grants for FY2019 for your approval.

The FY2019 grant round will be announced next week and we will be promoting all of the grants, particularly the newest several, with a special mailing to all the public libraries in Massachusetts.

Six out the 19 grants available in the grant round are new grants. Civic Hub, First Contact, Go Local, IdeaLab, Pathways to Success and Town-Wide Preservation Assessment are all new grants being offered.

Commissioner Caro moved and Commissioner Murphy seconded that the Massachusetts Board of Library Commissioners approves the Program and Budget for the FY2019 Library Services and Technology Act direct grant round in the amount of $500,000 as recommended by the State Advisory Council on Libraries and detailed in the documentation presented in agenda #6.

**Board voted unanimous approval.**

**Report from the Massachusetts Library System**

Greg Pronevitz, Executive Director presented the report from MLS:

**MLS’ Delivery Service RFP was** issued in October with responses due by November 10, 2017

**Commonwealth eBook Collection eBook RFP issued recently.** Responses are in from 16 vendors with trials and member evaluations. We hope to find a solution that expands access to eBooks for all Mass. residents.

**Electronic Bookkeeping -** We’ve moved our bookkeeping to bill.com that provides online invoicing and bill paying to simplify the workflow and filing of paperwork.

**Teen Summit-** Keynote, Danielle Allen, from Harvard was a terrific speaker on engaging young people at the sell-out event co-sponsored by Rhode Island Office of Library and Information Services. Members felt the keynote and member presentations were of high value.

**Upcoming Events**

* Annual Meeting – November 6, 2017 at College of the Holy Cross
* Directors Forums in Nov., Dec., and Jan. These provide an opportunity for library directors to get together with a brief MLS update and conversation and timely topics.
* The last of four Social Service Forums coming up in Malden on November 14. We’ve been getting a strong turnout and good contributions from members who are quite interested in this topic. MBLC has joined us and we’ll be discussing follow up after the final event.
* The MLS Listening Tour will launch in January/February with about ten events to discuss opportunities for co-creating success and demonstrating the value of libraries.

**Report from the Library for the Commonwealth**

Anna Fahey-Flynn, Collaborative Services Manager gave the following report for Library for the Commonwealth (LFC):

**Boston Book Festival Booth**

* BPL’s booth focused on reader’s advisory services, including “Shelf Service,” our personalized recommendation service.
* The booth had nonstop traffic. Our most popular offerings were book marks with genre specific recommendations.
* Many BPL users acknowledged that they check out books from BPL and are e-book users but did not know that BPL provides e-books.

**Digital Commonwealth**

* A workshop on creating online exhibitions will be on November 8 at the Central Library in Copley Square.
* Workshops on online exhibitions are very popular and fill up immediately.
* Online exhibitions are one answer to the questions, “We digitized it, now what?”

**MLS Library/Social Services Forum in Malden**

* We will be participating in the MLS hosted forum on social services on November 14.

**Standing Committee and Liaison Reports**

**COMMISSIONER ACTIVITIES**

**Commissioner Comeau**

* He participated in the Canton Community Scanning Day where Veterans came in and had their items scanned. He said it was a huge success and a very powerful afternoon.
* Canton Public Library is looking for a new director. The current director, Mark Lague will be retiring.

**Commissioner Murphy**

* Looking forward to attend the MLS Annual Meeting on November 6, 2017 at Holy Cross

**Commissioner Caro**

* Attended the Boston Book Festival on October 28, 2017

**Commissioner Welch**

* Attended the Boston Book Festival on October 28, 2017
* Had a great Friends Sharing with Friends meeting in Chicopee where about 65 people attended.

**Commissioner Ochsenbein**

* Attended the Hopkinton Public Library opening on October 27, 2017
* Attended the Boston Book Festival on October 28, 2017
* Participated in the Executive Committee meeting

**Commissioner Resnick**

* Attended WMLA Annual Meeting on October 19, 2017.
* Spoke at the Friends Sharing with Friends Meeting in Chicopee
* Attended the Trustee Orientation in Shelburne Falls

**PUBLIC COMMENT**

There was no public comment.

**OLD BUSINESS**

There was no old business.

**ADJOURNMENT**

There being no further business, Commissioner Caro moved and Commissioner Murphy seconded to adjourn the November 2, 2017 monthly business meeting of the Board of Library Commissioners at 12:15 P.M.



Mary Kronholm

Secretary