MINUTES OF THE BOARD OF LIBRARY COMMISSIONERS

Date : October 5, 2017

Time : 10:00 A.M.

Place : SAILS Library Network

Lakeville, Massachusetts

Present : 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

Absent : George T. Comeau Esq.

**Staff Present:**

James Lonergan, Director; Liz Babbitt, State Aid Specialist; Celeste Bruno, Communications Director; Kate Butler, Electronic Services Specialist; Tracey Dimant, Head of Operations and Budget; 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:**

Patricia Feeley, Collaborative Services Library, Boston Public Library; Aida Gennis, Trustee Chair, Wayland Public Library

**Call to Order**

Chairman Cluggish called the meeting to order at 10 A.M. She welcomed everyone to the SAILS Library Network.

Deborah Conrad, Executive Director of the SAILS Library Network welcomed the Commissioners to the SAILS Library Network Headquarters. Ms. Conrad noted that the space they were in now use to be the Southeastern Regional Library System offices. The space was vacant for about three years before SAILS moved in. SAILS serves about 39 communities in Southeastern Massachusetts. It is the second largest network in terms of mileage.

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

Commissioner Caro moved and Commissioner Shesko seconded that the Massachusetts Board of Library Commissioners approves the minutes for the monthly business meeting on September 7, 2017 as presented.

**Board voted unanimous approval.**

**Chairman’s Report**

Chairman Cluggish reported that she came into the MBLC Office to meet with Director Lonergan, Celeste Bruno and Mary Rose Quinn to prepare for meeting with State Rep. Alice Piesch and House Ways and Means that was scheduled for September 25. Unfortunately the meeting had to be rescheduled because State Rep. Alice Piesch had emergency surgery.

Chairman Cluggish also participated in the Executive Committee meeting on September 25.

**DIRECTOR’S REPORT**

Meetings/activities since the last Board meeting:

* September 14—Special Commission on School Library Services in Massachusetts, State House
* September 18 —MLS Executive Board, Marlborough
* September 19—Meeting with researcher from Massachusetts Budget and Policy Center, MBLC Office
* September 22—Digital Commonwealth, Boston Public Library
* September 25-26—Futures Conference (sponsored by N.J. State Library, Council of State Library Agencies in the Northeast (COSLINE) and most COSLINE states), Atlantic City, N.J.
* October 4—Meeting with Michael Knapik, Director of Governor’s Western Massachusetts Office (with Commissioners Resnick and Kronholm), Springfield

Agency budget: Tracey Dimant will be discussing the agency budget later this morning.

Regarding the Massachusetts Center for the Book’s budget, the House voted to override the Governor’s veto of its budget line, but the Senate did not include the Center in its first group of overrides last Thursday. The Senate plans to take up further overrides this week.

Our meeting with House Ways and Means Committee staff to discuss the MBLC budget, originally scheduled on September 26, will be rescheduled.

The public version of our agency’s Strategic Plan 2018-2020 has been posted on our website under “About Us.”

Institute of Museums and Library Services (IMLS) has approved our LSTA Five-Year Plan 2018-2022. The new plan and the evaluation of our previous plan will be posted on our website soon.

MPLCP: The House Committee on Bonding, Capital Expenditures and State Assets has invited the MBLC to testify at the Committee’s upcoming oversight hearing to discuss our capital planning and expenditures over the past two fiscal years. The hearing is scheduled for Thursday, November 9 from 1 to 4 P.M.

Rosemary Waltos and Mary Rose Quinn met with State Rep. Joan Meschino and her aide to provide an overview of the construction program and to explain the process and timeline for provisional grants and library projects on the wait list. The Representative also had questions related to bonding, the cap, and the additional funding needed to complete the projects on the wait list. Rep. Meschino is a freshman House member who represents Hingham, Hull, Scituate, and Cohasset. Hingham is third on the current wait list for construction funding. The Representative was interested in learning more about the State Aid Program; Technology and Resource Sharing (7000-9506) was one of her three budget priorities last year when she spoke with the House Ways and Means Chairman.

Other MPLCP updates:

Springfield City Library, E. Forrest Park Branch:  In July, the MBLC approved a $4,906,115 provisional construction grant award for the Springfield Public Library’s E. Forrest Park Branch project.  In September, the Library received approval from Springfield City Council and Mayor for local matching funds in order to accept its grant award and build a new 17,000 sq. ft. branch library.  This project qualifies for a MPLCP Green Library Incentive of between $100,000 and $171,714 depending on the level of Leadership in Energy and Environmental Design (LEED) certification received.

Wayland Public Library will be requesting an extension of time to confirm local funding and accept its provisional grant award later this morning.

Design Reviews:  From September to early December Library Building Specialists are meeting with 31 design teams in the 2016-17 grant round.  Meetings are intended to provide feedback from grant reviewers on each library’s design and to answer questions about grant requirements and administration.

Space Planning Framework Study Survey:  The final total for responses in the patron survey is 7,880 completed. We have divided the state as equally as possible by number of responses per county and have determined the emails of the three prize winners. We have contacted the winners and are working with their local libraries to award the prizes.

The staff “Your Voice Your Library” survey is open until the end of October. As an incentive, all respondents from Massachusetts public libraries will be eligible for a tour of new libraries: we will take a small group of library staffers to as many recent MBLC projects (new and renovated library buildings) as we can visit in one day (dates and libraries to be determined). There will be two different tours offered on two different days for up to ten people on each tour.

**LEGISLATIVE REPORT**

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

September is a significant month for revenues because many individuals and corporations are required to make estimated payments, usually producing about 10% of annual revenue and making September the fourth-largest revenue month of the year. Massachusetts Department of Revenue Commissioner Christopher C. Harding announced that preliminary revenue collections for September totaled $2.840 billion, which is $135 million or 5.0% above the monthly benchmark, and $97 million or 3.5% more than the actual collections in September 2016. For the fiscal year-to-date through September, revenue collections totaled $6.349 billion, $124 million or 2.0% more than the year-to-date benchmark and $164 million or 2.6% more than the same fiscal year-to-date period in 2016.

* Income tax collections for September were $1.594 billion, which is $104 million or 7.0% above benchmark and $90 million or 6.0% above last year.
* Withholding collections for September totaled $1.083 billion, $134 million or 14.2% above benchmark and $114 million or 11.8% more than 2016.
* Income tax estimated payments totaled $516 million for September, $17 million or 3.2% less than benchmark and $10 million or 2.0% below September 2016.
* Income cash refunds in September totaled $47 million in outflows, $17 million greater than benchmark and also $17 million greater than prior year.
* Sales and use tax collections for September totaled $540 million, which is $12 million or 2.4% more than benchmark and $14 million or 2.6% more than September 2016.
* Corporate and business tax collections for the month totaled $503 million, $16 million or 3.3% above benchmark and $9 million or 1.8% below last September.
* Other tax collections for September totaled $204 million, which is $2 million or 1.2% more than both the benchmark and the month of September 2016.

As of the date of the October Board Meeting, the House has overridden $284 million of the Governor’s $320 million in FY 2018 budget vetoes, including the $200,000 in funding for the Center for the Book and the $50,000 earmark for the Worcester Public Library bookmobile attached to the MBLC budget line which funds the Worcester Talking Book Library.

The Senate overrode $25 million in their first formal session since the summer recess in late September and restored funding to several other budget lines on October 4. According to Senate Ways and Means Chair, Karen Spilka, the Senate is expected to take up additional veto overrides totaling at least $66 million. The Center for the Book was not included in the first two veto override sessions in the Senate.

In addition to the remaining overrides for both the House and Senate, the Legislature still needs to approve funding to address the budget deficit for last fiscal year and to close out and balance the books for FY 2017. The budget work for FY 2017 and FY 2018 needs to be completed before mid-November.

The Agency is working with State Sen. O’Connor Ives’ staff to set up a meeting to discuss the Legislative Library Caucus. The Senator has asked that the MBLC reach 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.

Massachusetts Library Association (MLA) Legislative Day at the State House is scheduled for Tuesday, March 6, 2018. The Legislative Committee will be meeting in October to continue discussions about Legislative Breakfasts and the Legislative Day program.

**Discussion and consideration of the fy2019 Legislative Agenda**

Mary Rose Quinn, Head of State Programs and Government Liaison presented the draft Legislative Agenda to the Commissioners. The focus of the FY2019 Legislative Agenda will be technology and the administrative budget lines. These two lines are the priorities because they are the most damaged. More money is needed in the agency budget to pay the agency’s obligations.

Chairman Cluggish stressed that the Board needs to agree that 9101 and 9506 will be the priorities in the FY2019 Legislative Agenda. She also noted that some editorial changes will be made before this goes to print.

**Libraries Need High Speed Internet**

**Fund: 7000-9506**

Residents routinely access the internet at libraries to apply for jobs, work on projects, conduct research and do countless other things that are made possible through reliable high speed internet connections. In fact, 27,622 people on average use the internet and wi-fi in Massachusetts libraries every day, over 10 million a year. Yet less than 5% of the 370 Massachusetts Public Libraries meet the national bandwidth standard set by the FCC. Libraries rely on one of the nine Automated Library Networks for the most cost-effective connectivity, but state funding cuts have left networks unable to make improvements to infrastructure that will increase internet speed.

Under-funding of this account passes costs of library networking back to cities and towns, denies residents (especially students) access to essential electronic research materials to support education and economic development, and relegates residents of small towns, mostly in the west and Cape Cod, to second-class status when it comes to accessing the state’s library resources.

**The Massachusetts Board of Library Commissioners**

**Fund: 7000-9101**

Strong libraries need leadership at the state level. Under the direction of the MBLC, library services have been automated and streamlined, cooperative purchasing agreements have been established, and many needs of local libraries and residents are addressed through statewide contracts, services, and grants, saving time and money.

The MBLC’s statewide programs and services increase residents’ access to library services and level the playing field so that everyone -- no matter where they live -- has equal access to library services. Due to lack of funding, statewide research databases, which are so important to students, have already been cut. MBLC has lost staff positions and struggles to carry out the agency’s statutory mandate to improve library services for all of the residents of the Commonwealth.

Commissioner Ochsenbein moved and Commissioner Murphy seconded that the Massachusetts Board of Library Commissioners adopts the FY2019 Legislative Agenda with the understanding that minor editorial and graphic changes may be made prior to publication.

**Board voted unanimous approval.**

**Consideration of a request from the Wayland Public Library for an extension of time to confirm local funding and accept its provisional grant award in the Massachusetts Public Library Construction Program**

Aida Gennis, Chair of the Board of Library Trustees of the Wayland Free Public Library presented the following presentation to the Board:

Thank you for allowing me to appear before you. The Wayland Board of Library Trustees is very thankful that our town has been awarded a provisional grant of $10,137,980 to support the construction of a new library for our community. I am here today to request an extension of the deadline to secure town funds for this important project.

When we were notified about our grant award in July, we informed everyone in town about this opportunity – boards and committees, private organizations, and the community at large – and we received enthusiastic support from many quarters. Since then, we have been working diligently to gain community approval of the project by the January 12, 2018, deadline.

Our town has scheduled a special town meeting (STM) this fall (November 14 and November 15). From the beginning, it has been our intention to bring a funding article to STM and to request a special election for a ballot question to secure our local funding by the January deadline.

I immediately began conversations with the chairs of the Board of Selectmen and the Finance Committee to discuss the process to bring this funding request before the town for a vote. The Trustees were congratulated on our thorough process, our transparency and our communication with the public and boards during the Library Planning and Design Study; in the successes at 2 Town Meetings to further the Study and at yet another to acquire authorization to submit the grant application.

I was reminded that Wayland holds an Annual Town Meeting in the spring and a town election the week prior to that. Typically, it is at this time that the town reviews, debates and votes funding articles for the next fiscal year. It provides confidence for the taxpayers that there will be stability in their tax rate throughout the fiscal year. Our town occasionally holds STM-s, usually in the fall. However, these STM-s are traditionally held to address housekeeping articles. Their purpose is to shorten the length of our Annual Town Meeting, which has been known to run three to even five nights.

On August 21, we attended a Board of Selectmen’s meeting to publicly discuss next steps to bring an article to STM, and a ballot question to the town for a vote. Just prior to that meeting, the Selectmen had received a clear request from the Finance Committee not to allow **any** funding requests at STM. As a result, the Selectmen asked that we submit a request for an extension of the deadline and delay submitting an article for the warrant until the spring.

In spite of this, we prepared an article for the warrant for STM, with the assistance of Town Counsel, and submitted it by the Selectmen’s deadline of August 31.

On September 5, the Finance Committee held a public meeting to review submitted articles. There was some discussion about whether a ballot question would be needed for the library project and how borrowing would be structured. At that meeting, it was again requested that the Library Trustees seek an extension of our deadline so that we would be in alignment with the funding protocols of the town.

September 11, was the Selectmen’s deadline for the commentary for warrant articles for STM. We prepared and submitted the commentary on time.

On September 12, I received a letter from the Board of Selectmen formally urging the Trustees to petition the Massachusetts Board of Library Commissioners for an extension of the *January 12*deadline to secure local funding for our grant and requesting that the deadline be extended through our Annual Town Meeting which begins on Monday night, April 2and is scheduled for three nights. We were asked to submit a ballot question, if required, for the already scheduled town election on Tuesday, March 27. I was *separately* reminded that a Special Election cannot be called by a town board, but must be: requested by a board, recommended by the Finance Committee, and called by the Selectmen. (\*Once called it cannot be rescinded.)

With the receipt of the Selectmen’s letter, the Trustees submitted a formal request to your Board to extend the deadline to secure local funding for our library project through our Annual Town Meeting to the end of the day, Friday, April 6. We have the assurance of the Board of Selectmen that our funding article will be accepted for submission to the warrant and that if a ballot question is required, it will occur at our scheduled town election on March 27.

This extension will bring the request for funding this important project into alignment with other funding articles that the town may consider [\*in the context of our budget and long term financial plan]and will give the town time to consider and appreciate the benefits our community will gain from a new library -- a facility that will be the cornerstone of our community, one that reflects our commitment to education, culture, and democracy.

We appreciate your invitation to today’s meeting and hope that you will grant Wayland’s request for this extension.

Commissioner Murphy expressed his concern of the extension date being April 6, 2018. Commissioner Murphy felt that the Trustees should just give themselves at least a week just in case something was to happen at the Annual Town Meeting. The Commissioners agreed.

Commissioner Murphy moved and Commissioner Shesko seconded that the Massachusetts Board of Library Commissioners grants an extension of time to confirm local funding and accept its provisional grant to the City of Wayland for its library construction project for the Wayland Public Library to April 11, 2018.

**Board voted unanimous approval.**

**Consideration of approval of policies for the State Aid to Public Libraries Program**

Liz Babbitt, State Aid Specialist, presented the Board policies related to the FY2020 State Aid to Public Libraries program: a) Extending a Grace Period for Increased Population-based Minimum Standards; b) Minimum Standards of Hours of Service for Public Libraries; c) Minimum Materials Expenditure Standard Calculation; d) Materials Expenditure and Hours Open Accommodation Policy; e) Municipal Appropriation Requirement (MAR) Calculation; f) Determining Eligibility for a Waiver of the FY2020 Municipal Appropriation Requirement; g) The Closure of a Public Library.

One FY2019 policy will also be presented for review of deadline to be earlier.

h) Determining eligibility for a waiver of the FY2019 Municipal Appropriation Requirement

**FY2020 STATE AID TO PUBLIC LIBRARIES PROGRAM**

**EXTENDING A GRACE PERIOD FOR INCREASED POPULATION-BASED MINIMUM STANDARDS**

1) To be eligible for the extension of a grace period for increased population-based requirements due to new population figures, the library must:

a. be in compliance with or receive a waiver of the FY2020 Municipal Appropriation Requirement (MGL, c.78, s.19A).

b. meet the other minimum library standards required for receipt of FY2020 State Aid to Public Libraries (MGL, c.78, s.19B):

*(1)* *“be open to all residents of the commonwealth,*”

*(2)* *“make no charge for normal library services*,”

*(6)* *“lend books to other libraries in the commonwealth and extend privileges to the holders of cards issued by other public libraries in the commonwealth on a reciprocal basis.*”

2) If a municipality is in a different population group according to the population estimates mandated by the General Court for use with the FY2020 State Aid program, it is eligible for a grace period of up to three years to meet the increased standard for hours open or materials expenditure. This grace period is for the FY2020 State Aid to Public Libraries grant round. Compliance for State Aid to Public Libraries in the FY2020 grant round is measured by library performance in FY2019. To be eligible for this grace period the library must be meeting the prior lower standard.

3) A library director whose educational requirement is now “graduation with a degree from an approved library school” because the population of his or her community has gone above 10,000 will be exempt (*grandfathered*) from the increased requirement. However, any work in progress by the director on prior educational/professional requirements of the Basic Library Techniques must be completed within the previously established time limits. When a *grandfathered* director leaves the library, his or her replacement must meet the changed requirement at the time of appointment as library director.

**Initial Approval of Policy: January 9, 1997**

**FY2020 Approval Date: October 5, 2017**

**State Aid Policies are reviewed annually.**

Commissioner Welch moved and Commissioner Caro seconded that the Massachusetts Board of Library Commissioners adopt for the FY2020 State Aid to Public Libraries program the following proposed policy: Extending a Grace Period for Increased Population-Based Minimum Standards.

**Board voted unanimous approval.**

**MINIMUM STANDARDS OF HOURS OF SERVICE FOR PUBLIC LIBRARIES**

Minimum Hours Open Per Week:

In keeping with the regulation that "library service should be available to the community a minimum number of hours per week," (605 CMR 4.0) the minimum hours requirement will apply during each week of the compliance period. To meet the requirement, a public library must be open the required hours, days and evenings during each week of the compliance period.

Compliance Period

The compliance period will be defined as 38 consecutive weeks per year. The 38 weeks may span two fiscal years if compliance includes summer months.

Massachusetts Legal Holidays:

Libraries may close on Massachusetts legal holidays and local municipal holidays, and not affect their compliance with the hours of service standards.

**Initial Approval of Policy: February 4, 1993**

**Revision of Definition: March 22, 2017**

**FY2020 Initial Approval Date: October 5, 2017**

**State Aid Policies are reviewed annually.**

Commissioner Caro moved and Commissioner Shesko seconded that the Massachusetts Board of Library Commissioners adopt for the FY2020 State Aid to Public Libraries program the following proposed policy: Minimum Standards of Hours of Service for Public Libraries.

**Board voted unanimous approval.**

**MINIMUM MATERIALS EXPENDITURE STANDARD CALCULATION**

The minimum materials expenditure standard is computed for all municipalities using the amount appropriated by the municipality to the library for operations and the percentage requirement as stated in regulation. (MGL, c.78, s.19B; 605 CMR 4.01(5))

Operating expenditures include:

1. Personnel

*Salaries only.*

2. Library Materials

*The cost of books, serials, audio materials, electronic, and other non-print materials that circulate to library patrons or are used by library patrons within the library. Included are online costs, (including money paid to networks for electronic content), and museum passes. Supplies used to prepare library materials for circulation are not included (e.g. bar codes, book pockets, etc.) and the monetary value of donated books may not be included.*

*Up to 10% of the materials expenditure requirement may be used to purchase hardware for direct patron use. This includes but is not limited to hard drives, laptops, peripherals (mouse, keyboard, etc.), adaptive technology, and scanners.*

3. Other Operating Expenditures

*The current and recurrent costs necessary to support the provision of library services. These include expenditures made by the library that are not capital, personnel, or for library materials. Other operating expenditures include building maintenance, energy and utilities, network membership, supplies, repair or replacement of existing furnishing and equipment, and other miscellaneous expenditures.*

**Initial Approval of Policy: January 9, 1997**

**Revision of Definition: March 22, 2017**

**FY2020 Approval Date: October 5, 2017**

**State Aid Policies are reviewed annually.**

Commissioner Shesko moved and Commissioner Caro seconded that the Massachusetts Board of Library Commissioners adopt for the FY2020 State Aid to Public Libraries program the following proposed policy: Minimum Materials Expenditure Standard Calculation.

**Board voted unanimous approval.**

**MATERIALS EXPENDITURE AND HOURS OPEN ACCOMMODATION POLICY**

The Board of Library Commissioners recognizes the necessity of continuing the policy of accommodation of the standards of the State Aid to Public Libraries program. This policy for the accommodation of the Materials Expenditure and the Hours Open standards seeks to certify as many municipalities as possible while still reinforcing the principles of library service represented by the minimum standards of public library service.

A municipality will receive certification for FY2020 State Aid to Public Libraries if it:

meets the FY2020 Municipal Appropriation Requirement (MAR), or receives a waiver of the FY2020 MAR,

meets the materials expenditure and hours open standard at either a full (100%), or mid-level (90%), meets all other statutory and regulatory requirements for State Aid to Public Libraries as contained in 605 CMR 4.01.

State Aid to Public Libraries grants will be awarded to all certified municipalities.

A municipality may meet a reduced standard of as low as 90% of the materials expenditure and hours open requirement contained in regulation (605 CMR 4.01), while continuing to remain certified and receive State Aid to Public Libraries. Award amounts will be unchanged for municipalities meeting 100% of both standards.

Awards for municipalities meeting adjusted standards will be reduced according to compliance with reduced standard, and will be no less than 75% of the full award for meeting the minimum (90%) of both standards. Each standard that is met at a lower level will result in a 12.5% reduction to the full award for each level of reduction. Awards may be made in amounts of; 100%, 87.5%, 75%. If at the end of the FY2020 grant round funds remain, no additional award of State Aid to Public Libraries will be made to a municipality using this policy of accommodation.

Example: Library A

Library A has a population of 17,000 and is meeting its MAR. It is required to be open 50 hours each week and expend15% of its municipal appropriation on materials. It was only open 46 hours and spent 14% on library materials, mid-level compliance for both standards. As a result, the FY2020 State Aid award will be reduced to 75% of the Cherry Sheet total.

**Initial Approval of Policy: April 3, 2003**

**FY2020 Approval Date: October 5, 2017**

**State Aid Policies are reviewed annually**

**Adjusted Awards**

|  |  |
| --- | --- |
| **Award Amount** | **Level of Compliance with Materials Expenditure Requirement and Hours Open** **Standards** |
| **100%** | **Full** (100%) compliance with both standards. |
| **87.5%** | **Full** (100%) compliance with onestandard and **Mid-level** (90%) compliance with the otherstandard. |
| **75%** | **Mid-Level** (90%) compliance with both standards. |

**Materials Expenditure Requirement**

|  |  |  |
| --- | --- | --- |
| **Population Group** | **Full**  **Compliance**  **(100%)** | **Mid-Level**  **Compliance**  **(90%)** |
| Under 2,000 | 20.00% | 18.00% |
| 2 – 4,999 | 19.50% | 17.55% |
| 5 - 9,999 | 19.00% | 17.00% |
| 10 - 14,999 | 16.00% | 14.40% |
| 15 - 24,999 | 15.00% | 13.50% |
| 25 - 49,999 | 13.00% | 11.70% |
| over 50,000 | 12.00% | 10.80% |

**Hours Open Requirement**

|  |  |  |
| --- | --- | --- |
| **Population Group** | **Full**  **Compliance**  **(100%)** | **Mid-Level**  **Compliance**  **(90%)** |
| Under 2,000 | 10 hours, including some evening | 9 hours, including some evening |
| 2 - 4,999 | 15 hours, including some evening | 13.50 hours, including some evening |
| 5 - 9,999 | 25 hours, including some evening | 22.50 hours, including some evening |
| 10 - 14,999 | 40 hours, 5 days, including some evening | 36 hours, 4 days, including some evening |
| 15 - 24,999 | 50 hours, 5 days, including some evening | 45 hours, 4 days, including some evening |
| 25 – 49,999 | 59 hours, 6 days, including some evening | 53 hours, 5 days, including some evening |
| over 50,000 | 63 hours, 6 days, including some evening | 57 hours, 5 days. Including some evening |

Commissioner Ochsenbein moved and Commissioner Resnick seconded that the Massachusetts Board of Library Commissioners adopt for the FY2020 State Aid to Public Libraries program the following proposed policy: Materials Expenditure and Hours Open Accommodation Policy.

**Board voted unanimous approval.**

**MUNICIPAL APPROPRIATION REQUIREMENT CALCULATION**

The Municipal Appropriation Requirement (MAR) for each award year is computed using figures for the three prior fiscal years. For each of those three years that a municipality received a State Aid to Public Libraries award, the figure used will be either the MAR or Total Appropriated Municipal Income, (TAMI), whichever is higher. If the municipality was not certified for State Aid to Public Libraries in any year, the actual TAMI for that year will be used.

For the **FY2020** grant round:

The **FY2017** figure will be either the **FY2017 MAR** or the **FY2017 TAMI**, whichever is **higher**. If the municipality was not certified for State Aid to Public Libraries in FY2017, the actual final FY2017 TAMI will be used.

The **FY2018** figure will be either the **FY2018 MAR** or the **FY2018 TAMI**, whichever is **higher**. If the municipality was not certified for State Aid to Public Libraries in FY2018, the actual final FY2018 TAMI will be used.

The **FY2019** figure will be either the **FY2019 MAR** or the **FY2019 TAMI**, whichever is **higher**. If the municipality was not certified for State Aid to Public Libraries in FY2019, the actual final FY2019 TAMI will be used.

FY2020 Municipal Appropriation Requirement Calculation:

(FY2017 + FY2018 + FY2019) ÷ 3 = average of three years

average x 1.025 = FY2020 MAR (average of three years plus 2.5 %)

**Initial Approval of Policy: August 8, 1991**

**FY2020 Approval Date: October 5, 2017**

**State Aid Policies are reviewed annually.**

Commissioner Murphy moved and Commissioner Resnick seconded that the Massachusetts Board of Library Commissioners adopt tor the FY2020 State Aid to Public Libraries program the following proposed policy: Municipal Appropriation Requirement Calculation.

**Board voted unanimous approval.**

**DETERMINING ELIGIBILITY FOR A WAIVER OF THE FY2020 MUNICIPAL APPROPRIATION REQUIREMENT (MAR)**

The Board of Library Commissioners will consider requests for waivers of the FY2020 Municipal Appropriation Requirement (MAR) from municipalities that demonstrate fiscal hardship. Requests for waivers must include the following documentation and must be received by the MBLC State Aid and Data Coordination Unit **with a postmark no later than October 4, 2019:**

1. a signed *Petition for Waiver of the FY2020 Municipal Appropriation Requirement.*

**And, with a postmark no later than November 1, 2019:**

2. a completed *FY2019/FY2020 Total Municipal Operating Budget Worksheet*, and

3. supporting municipal budget document(s) (such as copies of warrant articles or summary pages from the municipal budget), listing for FY2019 and FY2020 both the total operating and departmental budgets for the municipality,

4. a statement from a senior municipal official:

a. citing the fiscal hardship surrounding the municipality’s inability to meet the FY2020 MAR,

b. explaining the municipality's FY2020 budget process regarding the library,

c. providing evidence that any reduction to the library budget is not disproportionate relative to changes in other municipal departments and the overall municipal budget.

5. a cover letter from the library director and trustee chair, with enclosures if appropriate, explaining the library's FY2020 budget process and reasons why the community did not comply with the FY2020 MAR. (Examples of enclosures include: narratives from municipal officials describing the fiscal situation, text of referenda.)

**The Waiver Review Process**

According to Massachusetts General Laws, c.78, s19A:

No city or town shall receive any money under this section in any year when the appropriation of said city or town for free public library services is below an amount equal to the average of its appropriation for free public library service for the three years immediately preceding, increased by two and one‑half per cent of said average. Said board may, upon petition of a community, waive aforesaid requirement upon demonstration of fiscal hardship.

The number of waivers available for FY2020 will not be determined until the budget language is final for FY2020.

1. Petitions for a waiver will be reviewed by the Board of Library Commissioners at their January 2020 meeting.

2. All petitioners for a waiver determined to have a disproportionate cut to their budget must present their petition in person at the January 2020 meeting.

3. The Board will review FY2020 MAR Waiver Petitions based on:

a. evidence of municipal fiscal hardship, and

b. demonstration by the municipality that the library’s budget was not disproportionately reduced.

4. The Board will vote on the petitions for waivers of the FY2020 MAR at their February 2020 meeting.

5. The Board will hear any appeals of the denial of an FY2020 MAR waiver at their March 2020 meeting.

6. The Board will act on any appeal at their April 2020 meeting.

7. The FY2020 State Aid to Public Library Program officially concludes at the conclusion of the April 2020 Board of Library Commissioners meeting.

**Initial Approval of Policy: February 7, 2002**

**FY2020 Approval Date: October 5, 2017**

**State Aid Policies are reviewed annually.**

Commissioner Resnick moved and Commissioner Murphy seconded that the Massachusetts Board of Library Commissioners adopt for the FY2020 State Aid to Public Libraries program the following proposed policy: Determining Eligibility for a Waiver of the FY2020 Municipal Appropriation Requirement.

**Board voted unanimous approval.**

**THE CLOSURE OF A PUBLIC LIBRARY**

The Massachusetts Board of Library Commissioners considers any municipality that closes its main public library or ceases offering library service to the public for any reason other than the undertaking of a project to improve library services (such as construction, automation preparation or inventory) or the occurrence of a natural catastrophe (including a limited emergency closing due to illness or death) to be, as of the date of that termination of service, no longer a certified participant in the State Aid to Public Libraries program.

The Commissioners will confirm the municipality's loss of certification at their next regularly scheduled Board meeting.

Once the municipality has lost certification, it cannot be recertified as meeting the minimum standards of public library service for State Aid to Public Libraries (as set forth in MGL c.78, s. 19A and 19B, 605 CMR 4.0, and current budget language) until the municipality's library has been meeting the standards for one complete fiscal year (July 1 through June 30) and proper application for State Aid to Public Libraries is made to the Board of Library Commissioners.

**Initial Approval of Policy: March 5, 1993**

**FY2020 Approval Date: October 5, 2017**

**State Aid Policies are reviewed annually.**

Commissioner Kronholm moved and Commissioner Resnick seconded that the Massachusetts Board of Library Commissioners adopt for the FY2020 State Aid to Public Libraries program the following proposed policy: The Closure of a Public Library.

**Board voted unanimous approval.**

**DETERMINING ELIGIBILITY FOR A WAIVER OF THE FY2019 MUNICIPAL APPROPRIATION REQUIREMENT (MAR)**

The Board of Library Commissioners will consider requests for waivers of the FY2019. Municipal Appropriation Requirement (MAR) from municipalities that demonstrate fiscal hardship. Requests for waivers must include the following documentation and must be received by the MBLC State Aid and Data Coordination Unit **with a postmark no later than October 5, 2018:**

1. a signed *Petition for Waiver of the FY2019 Municipal Appropriation Requirement.*

**And…with a postmark no later than November 2, 2018:**

2. a completed *FY2018/FY2019 Total Municipal Operating Budget Worksheet*, and

3. supporting municipal budget document(s) (such as copies of warrant articles or summary pages from the municipal budget), listing for FY2018 and FY2019 both the total operating and departmental budgets for the municipality,

4. a statement from a senior municipal official:

a. citing the fiscal hardship surrounding the municipality’s inability to meet the FY2019 MAR,

b. explaining the municipality's FY2019 budget process regarding the library,

c. providing evidence that any reduction to the library budget is not disproportionate relative to changes in other municipal departments and the overall municipal budget.

5. a cover letter from the library director and trustee chair, with enclosures if appropriate, explaining the library's FY2019 budget process and reasons why the community did not comply with the FY2019 MAR. (Examples of enclosures include: narratives from municipal officials describing the fiscal situation, text of referenda.)

**The Waiver Review Process**

According to Massachusetts General Laws, c.78, s19A:

No city or town shall receive any money under this section in any year when the appropriation of said city or town for free public library services is below an amount equal to the average of its appropriation for free public library service for the three years immediately preceding, increased by two and one‑half per cent of said average. Said board may, upon petition of a community, waive aforesaid requirement upon demonstration of fiscal hardship.

The number of waivers available for FY2019 will not be determined until the budget language is final for FY2019.

1. Petitions for a waiver will be reviewed by the Board of Library Commissioners at their January 2019 meeting.

2. All petitioners for a waiver determined to have a disproportionate cut to their budget must present their petition in person at the January 2019 meeting.

3. The Board will review FY2019 MAR Waiver Petitions based on:

a. evidence of municipal fiscal hardship, and

b. demonstration by the municipality that the library’s budget was not disproportionately reduced.

4. The Board will vote on the petitions for waivers of the FY2019 MAR at their February 2019 meeting.

5. The Board will hear any appeals of the denial of an FY2019 MAR waiver at their March 2019 meeting.

6. The Board will act on any appeal at their April 2019 meeting.

7. The FY2019 State Aid to Public Library Program officially concludes at the conclusion of the April 2019 Board of Library Commissioners meeting.

**Initial Approval of Policy: February 7, 2002**

**FY2019 Approval Date: October 6, 2016**

**FY2019 Revised Approval Date: October 5, 2017**

**State Aid Policies are reviewed annually.**

Commissioner Welch moved and Commissioner Shesko seconded that the Massachusetts Board of Library Commissioners adopt for the FY2019 State Aid to Public Libraries program the following proposed policy: Determining Eligibility for a Waiver of the FY2019 Municipal Appropriation Requirement.

**Board voted unanimous approval.**

**Consideration of final report from the State Aid Task Force**

Mary Rose Quinn presented the Report of the State Aid Review Task Force which includes revisions made as a result of the Board discussion at the September 7, 2017 meeting. The required financial report section for the waiver recommendation now includes “Senior Municipal Official”. The final sentence now reads: Failure to meet the MAR at the end of this Waiver process will result in the municipality not being certified by the Board and ineligible to participate in the State Aid to Public Libraries Program.

Recommendation Two is included below:

Recommendation Two: Waiver Process and Procedures

The Task Force recommends that the Board approve the following five-year plan to help municipalities and their libraries meet the Municipal Appropriation Requirement after being granted MAR waiver(s). NOTE: Beginning in FY 2020 (as of July 1, 2019), all libraries applying for waivers, regardless of the number of waivers received in prior years, would be considered “Year 1” filers.

Year 1: Standard MAR waiver application process for all MAR waiver applicants. (No change to current procedures)

Year 1 with a “Disproportionate Cut”: Municipalities that reduced the library budget disproportionately (5% or more) in relation to other municipal departments and budgets (see Disproportionate Cut worksheet: Appendix C), must appear in person before the Board in January and must submit a financial plan to restore MAR funding as part of its waiver documentation and presentation to the Commissioners.

Year 2: If the municipality needs to apply for a waiver again, the municipality must submit a financial plan written in conjunction with the library trustees and director. The financial plan must be signed by the Library Director, Trustee Chairperson, and Senior Municipal Official. At the discretion of the Board, the library and municipality may need to appear at the January Board meeting if the plan does not meet minimum standards for library services (605 CMR 4.00). (This is true for all subsequent years of the 5 year plan.)

Municipalities that disproportionately cut their libraries in Year 1, in addition to submitting an updated financial plan, are required to report to the Board in person to advise the Commissioners on the progress made toward meeting the MAR in year 2. If the Board has questions or concerns, in person presentations may be required in subsequent years as well.

Year 3: The Municipality submits an updated financial report that includes details on progress made towards meeting the MAR, completed and signed by the Library Director, Trustee Chairperson, and Senior Municipal Official.

Year 4: The Municipality submits an updated financial report that includes details on progress made towards meeting the MAR, completed and signed by the Library Director, Trustee Chairperson, and Senior Municipal Official. The MBLC will provide a warning that there is only one year remaining in the five year- plan.

Year 5: If the Municipality/Library does not meet the MAR in Year 5, it is invited to apply for a waiver and is required to appear before the Board; in addition to the updated Financial Report (and Waiver forms), the Municipality/Library is required to provide documentary evidence of a preliminary budget for the upcoming budget cycle that meets the MAR or requests a one-year extension, citing evidence of ongoing fiscal hardship.

Failure to meet the MAR at the end of this Waiver process will result in the municipality not being certified by the Board and ineligible to participate in the State Aid to Public Libraries Program.

Commissioner Shesko moved and Commissioner Caro seconded to approve the final Report of the State Aid MAR/Waiver Task Force and adopt the Task Force’s recommendation regarding Municipal Appropriation Requirement Waiver processes and procedures (Recommendation Two from the Report) to start in Fiscal Year 2020.

**Board voted unanimous approval.**

**Consideration of Grant Awards under account 7000-9506**

Paul Kissman, Library Information Systems Specialist, presented grant award recommendations for the following four grants, to be funded out of account 7000-9506, Library Technology and Resource Sharing.

* Resource Sharing Program ($902,672)
* Telecommunications for Resource Sharing ($372,837)
* Network Infrastructure ($153,355)
* Small Libraries in Networks ($288,700)

The total for the four award recommendations is: $1,717,564, level-funded to FY17. The grant opportunities were approved by the Board at the June 1, 2017 meeting.

**Resource Sharing Program**

The Resource Sharing program provides an incentive for libraries that are members of the nine automated resource sharing networks to list their titles and holdings in a publicly accessible database, and to lend materials to users of other libraries. Annual assessments that network member libraries pay are reduced with the help of these funds. Libraries, in turn, can show their funding authorities that there is a direct monetary benefit for their sharing materials, as well as the opportunity for their own users to have access to a much larger pool of resources.

With the influx of significant numbers of electronic titles --sometimes held by only one library in a network—and the need for more predictable funding from this program, the networks agreed upon an alternative approach to calculating the resource sharing awards for FY17 through FY19. An award of $20,000 per network provides a common baseline. Counts for titles, holdings and ILLs from data reported for the five year period of FY11 – FY15 have been averaged for each network, and the standard ratio of 50% for titles, 20% for holdings and 30% for ILLs applied to the remaining funds.

Proposals were reviewed by MBLC staff, and final calculations shared with the nine automated resource sharing networks on September 26, 2017.

Commissioner Caro moved and Commissioner Resnick seconded to approve the following nine Resource Sharing Program Grants totaling $902,672 for FY2018.

|  |  |  |
| --- | --- | --- |
| **Network** | **Municipality** | **Award** |
| CLAMS | Barnstable | $59,053 |
| C/W MARS | Worcester | $163,703 |
| FLO | Boston | $53,483 |
| MBLN | Boston | $132,550 |
| Minuteman Library Network | Natick | $152,979 |
| MVLC | North Andover | 80,741 |
| NOBLE | Danvers | $98,854 |
| OCLN | Braintree | $74,458 |
| SAILS | Lakeville | $86,851 |
| **$902,672** | | |

**Board voted unanimous approval.**

**Telecommunications for Resource Sharing Program**

The Telecommunications for Resource Sharing program offsets the annual operating expense of library connections to the Internet and to the services provided by their automated library network, including core library business transactions, such as searching, circulation, cataloging, and patron registration. Automated resource sharing networks have received state-funded telecommunications support for 30 years (since 1987).

For FY2018, the Telecommunications for Resource Sharing program will offset, on average, 65% of the total cost of network telecommunications after E-rate discounts have been factored in. Central site connections are supported at 85%, and library connections at 58%. Since the total telecommunications award is essentially level-funded for FY18, the local library offset increase from 49% in FY17 is due other factors: cost savings achieved by several networks through new service contracts, C/W MARS having successfully applied for an E-rate discount for the first time in many years, as well as some libraries having moved to municipally-provided connectivity.

The program supports direct connections to 410 library outlets. Shared central site internet connections benefit all 414 members (525 outlets).

Telecommunications for Resource Sharing also provides the annual ongoing “internet only” connectivity funding for small public libraries that are not part of a network. C/W MARS is now responsible for providing broadband Internet access to 14 libraries. The Massachusetts Library System worked with C/W MARS on this transition through the spring of 2017. The offset for libraries is 85% but does not exceed $96.05/month.

Proposals were reviewed by MBLC staff and preliminary calculations shared with the automated networks prior to the final recommendation. This is a formula-based grant program.

Commissioner Ochsenbein moved and Commissioner Murphy seconded to approve the following nine Telecommunications for Resource Sharing Grants, totaling $372,837 for FY2018.

**Telecommunications for Resource Sharing**

|  |  |  |
| --- | --- | --- |
| **Network / MLS** | **Municipality** | **Award** |
| CLAMS | Barnstable | $27,464 |
| C/W MARS | Worcester | $138,168 |
| FLO | Boston | $5,100 |
| MBLN | Boston | $33,211 |
| Minuteman Library Network | Natick | $50,358 |
| MVLC | North Andover | $31,385 |
| NOBLE | Danvers | $27,895 |
| OCLN | Braintree | $37,072 |
| SAILS | Lakeville | $22,184 |
| **$372,837** | | |

**Board voted unanimous approval.**

**Network Infrastructure**

The Network Infrastructure program provides annual support for the capital and infrastructure costs of the nine automate resource sharing networks that form the foundation for essential library services throughout the Commonwealth. It replaces funding under the Network Connections and Servers grant category formerly offered under LSTA.

Applications were reviewed by MBLC staff and outlet data verified prior to the final recommendation. This is a formula-based grant program that includes a common base amount for each network and a per outlet amount based on the number of network member libraries and branches. In FY18, as in previous years, the base amount remains at $7,500. The per-outlet amount is $163.53 (525 total outlets). Bookmobiles are included as outlets; closed storage facilities are not included.

Commissioner Shesko moved and Commissioner Resnick seconded to approve the following nine Network Infrastructure Grants totaling $153,355 for FY2018.

**Network Infrastructure**

|  |  |  |
| --- | --- | --- |
| **Network / MLS** | **Municipality** | **Award** |
| CLAMS | Barnstable | $13,714 |
| C/W MARS | Worcester | $36,772 |
| FLO | Boston | $9,626 |
| MBLN | Boston | $14,368 |
| Minuteman Library Network | Natick | $17,803 |
| MVLC | North Andover | $13,878 |
| NOBLE | Danvers | $13,387 |
| OCLN | Braintree | $14,041 |
| SAILS | Lakeville | $19,766 |
| **$153,355** | | |

**Board voted unanimous approval.**

**Small Libraries in Networks**

In FY2018, $288,700 from the Library Technology and Resource Sharing Account (7000-9506) will be used to support connectivity and network membership through the Small Library in Networks program for 162 libraries.

In FY18, as in FY17 and FY16, the calculated Small Libraries in Network awards have been reduced due to limited funding. For each network, the offset for each participating library is reduced by $300 from the formula.

The offsets for the seven libraries in municipalities over 12,000 in population –which are being phased out of the program—have been reduced in FY18 by the expected $500 to $500 per library. This is the last year that these libraries will participate in the program.

MBLC staff provided an initial list of eligible libraries and offset calculations, which were confirmed by the networks.

C/W MARS’ award consists of two components: $200,550 for 100 member libraries, and $5,250 for 14 non-member public libraries with internet-only access.

Commissioner Murphy moved and Commissioner Resnick seconded to approve the following six Small Libraries in Networks Grants totaling $288,700 for FY2018.

**Small Libraries in Networks Expansion**

|  |  |  |
| --- | --- | --- |
| **Library** | **Municipality** | **Award** |
| CLAMS | Barnstable | $18,100 |
| C/W Mars | Worcester | $205,800 |
| Minuteman Library Network | Natick | $8,500 |
| MVLC | North Andover | $35,250 |
| OCLN | Braintree | $2,550 |
| SAILS | Lakeville | $18,500 |
| **Total Recommended: $288,700** | | |

**Board voted unanimous approval.**

**Consideration of appointments to the state Advisory council on libraries (SACL)**

Paul Kissman, Library Information Systems Specialist presented the SACL Recommendations.

The Statewide Advisory Council on Libraries has an opening for a new member to represent special libraries. We present the following candidate for your consideration to fill that vacancy:

Jessica Bell, Director of the Library and Instruction Design, Massachusetts General Hospital (MGH) Institute of Health Professions, Bellack Library and Study Commons, Boston

Three current SACL members terms are expiring and we present them for reappointment:

Anne Gancarz, Community Services Librarian, Chicopee Public Library, representing public libraries

Beth Linker, Arlington, representing library users

Karen Traub, Shutesbury, representing library users.

Commissioner Resnick motioned and Commissioner Murphy seconded that the Massachusetts Board of Library Commissioners appoints Jessica Bell, Director of Library and Instruction Design, MGH Institute of Health Professions for a term to begin October 1, 2017 and end September 30, 2020. The MBLC reappoints Anne Gancarz, Community Services Librarian, Chicopee Public Library; Beth Link, Arlington, and Karen Traub, Shutesbury, to second terms beginning October 1, 2017 and ending September 30, 2020.

**Board voted unanimous approval.**

**Update of the MBLC Budget**

Tracey Dimant presented the following report about the MBLC Budget:

As you are well aware, the BLC administration line (7000-9101) was funded for fiscal year 2018 to the same amount we received for fiscal year 2017, which was $1,077,431. This leaves us in a continuing difficult situation, as we were already operating in deficit in fiscal year 2017 in both our 9101 salary line as well as our 9101 rental line. (Our lease greatly increased in 2017 with no equivalent increase in the line.)

I do want to note that the spreadsheet you received doesn’t include the Senate overrides announced last week. I’ll update this budget once the overrides are complete, and also when the Spending Plan is confirmed, which we anticipate to be by early next week.

**9101- MBLC Administrative Line**

FY2017 Budget: $1,077,431

FY2018 Budget Request: $1,225,000 (13.7% increase)

FY2018 Funding Received: $1,077,431 (level-funded to FY2017)

I’ve provided you with an updated cost center budget for FY2018 that allocates both revenues and expenses to an Administration cost center, as well as the five program cost centers (i.e., library advisory services, direct funding to libraries, construction, statewide and regional partners, and statewide resources for patrons).

As was noted in the strategic plan, allocating revenues and expenses in this manner gives us the ability to understand the true cost of each program component, and informs both future revenue and staff workload.

The revenue from four appropriations (the 9101 administration line, the 9506 Library and Technology Resource Sharing line, the 9702 LSTA line, and the 9091 bond bill line) are each encumbered in two ways: salaries and operating (non-personnel). The salary portion of the revenues has been spread to the cost centers as determined by the allocation of staff members’ time and the operating (non-personnel) portion of those revenues have been spread in the same proportions as the salaries.

As with the revenues, the personnel expenses (salaries, benefits, and payroll taxes) have been spread according to staff members’ job descriptions and allocation of time to specific tasks, and the office and occupancy expenses have been spread proportionally with personnel costs. The non-personnel program costs have been spread to the appropriate program cost centers.

**Capital Bond Bill:**

In this fiscal year, in order to attempt to alleviate our fiscal issues on the 9101 line, we received permission from ANF to increase the administrative cap on our bond bill (construction) line (9091) and allow us to charge the salaries of our two dedicated Library Building Specialists to the capital Construction Bill line. The immediate result of this is that there is less funding for the construction projects (approximately $200,000 less).

**9506 (Library Technology and Resource Sharing) Line:**

We also requested that ANF allow us to charge salary lines to the 7000-9506 Library Technology and Resource Sharing line and, for FY2018, have received approval to charge the salary lines of our Library Information Systems Specialist and our Electronic Systems Specialist to that line. The immediate result of this is that the increase we received in that line ($20,766) went to those salaries, as well as a portion of the line that had previously gone toward the Cengage database funding. We were able to have our LSTA line absorb that additional database funding, which means that, for now, while there was no increase to the funding available to support the networks, there is no decrease, either.

**Trustees and Friends Information Specialist position:**

This position has remained vacant since mid-August, as we work on achieving enough financial stability to fill it. It is a key position for MBLC, and it is a priority to create a situation where we have the funds available to fill it. If the spending plan is fully approved and we are able to shift the funding around as indicated in the budget, we will have the funding to fill this position during this fiscal year.

As you are well aware, the BLC administration line (7000-9101) was funded for fiscal year 2018 to the same amount we received for fiscal year 2017, which was $1,077,431. This leaves us in a continuing difficult situation, as we were already operating in deficit in fiscal year 2017 in both our 9101 salary line as well as our 9101 rental line. (Our lease greatly increased in 2017 with no equivalent increase in the line.)

I do want to note that the spreadsheet you received doesn’t include the Senate overrides announced last week. I’ll update this budget once the overrides are complete, and also when the Spending Plan is confirmed, which we anticipate to be by early next week.

**Report from the Library for the Commonwealth**

Patricia Feeley, Collaborative Services Librarian reported the following report for Library For the Commonwealth (LFC):

**Prints Department update**

* Initial inventory is finished.
* Now working on making sure that every print box has a barcode
* Also started a massive print digitization project- funded by the BPL Associates
* Digitizing complete collections, instead of greatest hits

**Dudley Renovation**

* The Dudley Branch will close on November 17 for a two- year renovation
* Will break ground probably in early 2019
* It has been called a building without a front door due to the odd entrance… this is a striking change in the new plans. Front door will be major part of new layout. Plans can be seen on BPL website: <http://www.bpl.org/branches/2017-0627-Dudley-CAC_Final.pdf>

**Chinatown branch**

* We expect the temporary location in Chinatown to open in December.
* We are currently hiring staff.
* The planning study into a long term location for a branch in Chinatown is wrapping up and this project will go into design phase soon

**Recovery, Homelessness, Prisons**

* Article in Herald mentioned drug problem at BPL that was talked about at last trustees’ meeting, sadly didn’t discuss all the good things going on
* BPL has made strong connections with community agencies that work in recovery services.
* One of the recent efforts has been the engagement center … located in New Market Square. Safe place for people to go to get out of the elements, get a snack, receive referrals to services. Also a place to relax… BPL donated all of the books. Has been widely popular. We stocked the shelves in early August and went back two weeks ago and most of the shelves were empty. People came up to us asking about specific authors as we filled them back up.
* Library is not in position to solve these issues but we want to be part of the solution. Given that our patrons are suffering from substance issues and homelessness… also we have a lot of resources that can supplement the work of others. Such as skills training like our computer instruction classes or Lynda.com.
* We had a part time social worker start on Monday. He will be in library five days a week for five hours a day. The goal is to have him assist patrons as needed but also be a resource for staff who are not sure how to handle a patron or need help directing a patron towards appropriate services.
* We are close to securing funding for another part time social worker that could concentrate on the branches
* Due to funding, we have limited our prison outreach to Suffolk County, but we have written a plan that includes outreach and addresses the specific issues that both county and state libraries raised with us.. such as professional development opportunities and Help with resources for both entry and re-entry.
* We are providing ILL services to South Bay Correctional Institute and donating books to Nashua Street Jail.

**Digital Commonwealth**

* The search committee for the Repository Developer position has selected a final candidate. We are currently awaiting City of Boston approval to make an official offer.

**Standing Committee and Liaison Reports**

**COMMISSIONER ACTIVITIES**

**Commissioner Murphy**

* Attended monthly MLS Board Meeting

**Commissioner Kronholm**

* September 15 attended MMA in Stockbridge
* Executive Committee on September 25
* WMLA Annual Meeting in South Hadley on October 19

**Commissioner Welch**

* Upcoming Friends Sharing with Friends in Chicopee on October 21

**Commissioner Ochsenbein**

* Executive Committee on September 25
* September 28 Commonwealth eBook Committee Meeting

**Commissioner Resnick**

* Meeting with Michael Knapik on October 4

**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 Welch seconded to adjourn the October 5, 2017 monthly business meeting of the Board of Library Commissioners at 12:15 P.M.



Mary Kronholm

Secretary