MINUTES OF THE BOARD OF LIBRARY COMMISSIONERS

Date : July 13, 2017

Time : 10:00 A.M.

Place : Needham Free Public Library

 Needham, Massachusetts

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

Absent : Mary Kronholm

**Staff Present:**

James Lonergan, Director; Celeste Bruno, Communications Director; Kate Butler, Electronic Services Specialist; Tracey Dimant, Head of Operations & Budget; Lyndsay Forbes, Project Manager & Grants Specialist; Paul Kissman, Library Information Systems Specialist; Rachel Masse, Assistant to the Director; Matthew Perry, Outreach Coordinator; Shelley Quezada, Consultant to the Unserved ; Mary Rose Quinn, Head of State Programs / Government Liaison; Lauren Stara, Library Building Specialist; Gregor Trinkaus-Randall, Preservation Specialist ; Ruth Urell, Head of Library Advisory & Development; Rosemary Waltos, Library Building Specialist; Erin Williams Hart, Trustee/Friends Information Specialist

**Observers Present:**

Ed Boylan, Trustee, Hingham Public Library; Nicholas Bulens, Coordinator of Administrative Services, Mayor’s Office, Weymouth Public Library; Jean Canosa Albano, SACL Chair, Springfield City Library; Patricia Feeley, Collaborative Services Librarian, Boston Public Library; Beth Gallaway, Director, Grafton Public Library; Linda Harper, Director, Hingham Public Library; Patience Jackson, Library Consultant, MBLC Retired; Sandra Jasler, Friends of Needham, Needham Public Library; Terry Johnson, Amherst; Vicki Kaufman, Trustee, Weymouth Public Library; Ann MacFate, Director, Needham Free Public Library; Robert MacLean, Director, Weymouth Public Library; Peggy Matthews Nilson, Amherst; Patricia O’Leary, Trustee Vice-Chair, Weymouth Public Library; Carol Pope, Amherst; Christina Pratt, Amherst; Carol Thomas, Trustee Chair, Needham Free Public Library; Cathy Torrey, Trustee Chair, Weymouth Public Library

**Call to Order**

Chairman Cluggish welcomed everyone to the Needham Free Public Library. She introduced the Library Director Ann MacFate. Director MacFate welcomed the Commissioners to Needham. She noted that, if it wasn’t for the Board, the addition and renovations to the library would have never happened. Needham Free Public Library received a grant for $3,043,503 in the 2002 grant round.

Commissioner Cluggish presented Director MacFate with a team signed Boston Bruins hockey stick in thanks for hosting the 2017 Summer Reading Kick-off on July 7, 2017.

**Approval of Minutes- June 1, 2017**

Commissioner Shesko moved and Commissioner Caro seconded that the Massachusetts Board of Library Commissioners approve the minutes for the monthly business meeting June 1, 2017 as presented.

**The Board voted unanimous approval.**

**Chairman’s Report**

Many of you are here today because of the awarding of provisional construction grants. Before we go any further today, I’d like to begin by expressing our shock and sadness at the tragic accident where a worker was killed at the Woburn Library construction site on Tuesday. On behalf of the Commissioners and MBLC staff, we'd like to offer our condolences to the family, friends and co-workers of the young man who lost his life while at work at the site.

Today is certainly the beginning of a new era with our new Executive Director. James Lonergan's first official Board meeting. On behalf of the rest of the Commissioners, who I am sure will speak for themselves, may I say Welcome James....we are all very pleased that you're here and we're all looking forward to your leadership and working with you to achieve the best for Massachusetts libraries for years to come.

Much of my time in the past month was spent talking with and contacting Senators about our budget, certain members of the House, and then the 6 members of the conference committee. To no avail and much to our disappointment. I'm sure we'll discuss this more during the legislative report.

We had a good discussion at the Executive Board Meeting two weeks ago about various upcoming items.

We kicked off the Summer Reading Program here in Needham last Friday; it was very successful. 75 children attended....everyone had a good time..I talked to a lot of the parents...they were thrilled. The 9 new Bruins rookies were there and participated with the kids. There were some new activities that the staff added, instead of crafts...word games...which worked well, better group participation. The goodie bags were great. And instead of a messy cake there were wonderful frosted individually bagged cookies that looked like Bruins shirts with numbers and players names on them. Not messy and looking more like a keepsake...so certainly lots of improvements that made the day easier and go more smoothly. So great work to all the staff who made it happen.

Today is also the big day....announcing the Construction Grant Awards that our Construction teams have been working on for the last two years. It comes early in the agenda. After the announcements, we'll take a short 5 minute break so that anyone who is attending only for the announcements can leave if they wish. Also, if you have any questions for our two building specialists, Rosemary Waltos and Lauren Stara....they'll go out in the hall with you to answer any specific questions you may have. The Commissioners will then reassemble for any further discussion that the Commissioners may wish to have.

**DIRECTOR’S REPORT**

The management team has started discussions about the **Conference Committee’s budget** for line 7000-9101--the agency’s administrative line, which was level funded at $1,077,431. This final figure is below the Governor’s budget recommendation and House Ways and Means budget recommendation, which raised the line to $1,088,205, and the Senate Ways and Means recommendation which funded the line at $1,225,000.

Regarding our federal funding, the House Appropriations Subcommittee that oversees library funding announced that it will vote this [afternoon (July 13 at 4:30 p.m.](https://appropriations.house.gov/calendar/eventsingle.aspx?EventID=394967)) on a large spending bill that includes funding for the[**IMLS**](https://www.imls.gov/)**, including funding for the Library Services and Technology Act** ([LSTA](http://www.ala.org/advocacy/advleg/federallegislation/lsta)—currently budgeted at $186.6 million). The President’s FY 2018 budget request to Congress includes $23 million for administrative expenses to begin conducting a closeout of IMLS’s operations starting in Federal Fiscal Year 2018. The budget request expands upon the initial Administration budget request released in March, [proposing the elimination of IMLS](https://www.imls.gov/news-events/news-releases/institute-museum-and-library-services-issues-statement-presidents-proposed). The FY2018 request includes no funding for IMLS grant programs.

The **LSTA Five-Year Plan 2018-2022** and required certifications and assurances were submitted on time to IMLS (June 30th)—a special thanks to Ruth and her staff for all their hard work on this. Given today’s full agenda, we will discuss the plan at the August Board meeting. We should hear from IMLS regarding approval or required revisions within 90 days—according to our Program Officer, our plan will be reviewed towards the end of the 90 day period, since she is first reviewing the plans of states where she will conduct site visits this summer. Once the plan is approved MBLC staff will inform stakeholders and post it on our website.

We continue to work with Alan Brickman on revisions to the agency’s **Strategic Plan 2018-2020** and on developing the **Implementation Plan**—multiple groups have held conference calls with Alan to develop action plans for the major sections of the plan, including MBLC programs; System Coordination and Alignment; State-Level Partnerships; Messaging and External Communication; Staffing, Staff Structure and Operations; Board Development; and Finances and Funding. The Strategic Plan will be presented to the Commissioners at our August Board meeting.

The State Aid Unit is compiling comments from meetings and survey data regarding the **State Aid Review Task Force** recommendations for the MAR calculation and waiver processes and procedures. The final report will be presented at the Board meeting in September.  The ARIS survey opened on July 1st. Libraries have until August 18th to submit the Annual Report Information Survey.

Mary Rose Quinn and I traveled to Douglas yesterday to meet with State Senator Ryan Fattman and State Representative Joseph McKenna and Simon Fairfield Public Library Director Justin Snook to clarify requirements of the **State Aid to Public Libraries** program.

Our **Summer Reading Kick-Off event** here at the Needham Public Library last Friday was a big success.

* Close to 90 children and 9 Bruins prospect players participated.
* Commissioner Cluggish welcomed the crowd.
* Activities included a story time (led by Shelley)  in which the players read a story about teamwork, talked about the importance and value of working as part of a team,  answered questions about playing hockey and talked about their favorite books.
* Other activities including taking a shot on a prospect player in the goalie net, giant Jenga, word puzzles and volley ball.
* Special thank yous to Celeste, Rachel, Matt, Rosemary, Lyndsay and Shelley and the Needham Public Library staff, especially Paula, Gay Ellen and Ann.

Ruth, Liz and Erin held three trustee orientations in June (in Mansfield, Lee, and North Andover) and presented an overview of trustee responsibilities and MBLC and MLS programs and answered questions from trustees.

We are pleased to welcome Kate Butler to the MBLC staff. Kate started work as our new Electronic Systems Specialist yesterday.

**LEGISLATIVE REPORT**

Mary Rose Quinn presented the following report:

According to the Department of Revenue (DOR), the final monthly revenue figures for June and the end of the year revenue tally will be released at the end of this week or early next week. Mid-June total taxcollections for the month-to-date period were $1.343 billion, up $68 million or 5.4% versus the same period last year. On a fiscal year-to-date basis, Total Tax collections through June 15 were $24.248 billion, which is $342 million or 1.4% greater than the same period last year.

The Conference Committee budget was released publically the morning of July 7 and was approved by the House and Senate in separate sessions that afternoon. As expected, the Conference Committee reduced overall spending from $40.3 billion to $40.183 billion in the FY 2018 budget to address the anticipated shortfall in revenues. The Agency budget, Worcester Talking Book Library, and Center for the Book were all level funded to the FY 2017 budget. The earmark on the Worcester TBL of $50,000 for the Worcester Public Library Book Mobile made it through the Conference Committee as well.

The Regional Line (9401), State Aid (9501), and Technology and Resource Sharing (9506) were increased by 1% over the FY 2017 appropriation (see the Governor’s House 1 figures).  The per capita for LFC will remain 40.7 cents. Perkins, although technically not in Conference Committee since it received a 3% increase in both the House and Senate final budgets, was reduced to the Governor’s House 1 figure of a 1% increase. The FY 2018 Final Legislative Budget is reflected in the chart below. The Governor has until Monday, July 17, to sign and approve the budget in its entirety or line item veto individual lines or sections of the budget adopted by the Legislature. The Governor can reduce lines but he cannot add money to the budget during this process.

To close a more than $400 million budget gap to balance the FY 2017 budget at year’s end, the Governor relied on trust funds, budget reversions after freezing spending, and monies from the larger Independent Authorities. Revenue figures ran significantly below the benchmarks used to establish the FY 2017 budget a year ago January (2016) which resulted in the year end deficit. In January 2017, the Governor and House and Senate Leadership based budget projections on revenue increases of 3.9% for FY 2018. The final version of the FY 2018 Budget from the Legislature is based on anticipated revenue growth of 2.9%.



Upcoming meetings: The MBLC PR and MLA Legislative Committee will meet on Thursday, July 27 at West Springfield; The MLA Legislative Committee will meet Friday, August 25 at the Plymouth Public Library.

**Consideration of Grant Awards under the massachusetts public library construction program**

Rosemary Waltos, Library Building Consultant and Lauren Stara, Library Building Consultant presented the grants awards for the Massachusetts Public Library Construction Program. Ms. Waltos noted that they are here today to make recommendations for provisional construction grant awards and for placement on the waiting list. It has taken over two years to get to this point.

Ms. Waltos and Ms. Stara wanted to thank the 25 Independent Grant Reviewers who applied their expertise to analyze and evaluate applications and provided invaluable feedback that will be passing on to each library in the days to come.

Ms. Waltos and Ms. Stara also wanted to thank the Agency’s Construction Team for their time and careful attention to Program details. Our team includes: 3 representatives from the Board Commissioners; Mary Ann Cluggish, Greg Shesko and George Comeau; former Director Dianne Carty; and new Director James Lonergan. Also thanks to Construction Department Head Mary Rose Quinn, Rachel Masse, Assistant to the Director, and our Communications Team, Celeste Bruno and Matt Perry with the help of Paul Kissman.

Most of all, Ms. Waltos and Ms. Stara want to acknowledge our applicants for their grit, hard work and vision in tackling a major library building project and construction grant application. The applicants deserve our recognition, admiration, and sincere appreciation.

**Grant Round Submission Summary**

* Program regulations revised in 2014
* Starting in 2014, approx. 36 libraries engaged in a planning and design process
* Application round announced to library community on May 6, 2016
* Letters of Intent due October 7, 2016
* Received 34 letters
* Applications due on January 27
* Received 33 applications that were evaluated over the next few months
* Applications represented libraries from small rural communities to urban centers across the state

**Review Process Summary**

* Characterized as rigorous, methodical and lengthy process
* Extended from February through June
* Two step process
	+ 1st - Technical review
		- conducted by MBLC staff
		- verify that application requirements were met
		- make adjustments to eligible costs, if necessary
	+ 2nd - Program review
		- conducted by 25 independent reviewers
		- evaluating the elements of the application’s narrative, data and design

**Program review in Detail**

* Applications were grouped together by population served and divided among 5 review teams
	+ - teams consisted of 5 professionals with library building experience:
			* a Massachusetts and an out-of-state library director
			* trustee or building committee member
			* architect
			* MBLC staffer not associated with the construction program
		- each team member read and evaluated 6 – 7  application assigned to their team. To help the MBLC provided
			* online resources
			* reviewer worksheets based on criteria spelled out in regulations
			* info from team architects who visited project sites to report back findings to team
		- each team met in one all-day session to discuss and score applications assigned to their group
		- MBLC Library Building Consultants Lauren Stara and Rosemary Waltos attended all review meetings and functioned in an informational and non-voting capacity
	+ Projects receiving a minimum 150 points out of 200 remained in grant round

**Recommendations** – Following the last team meeting the MBLC pulled together the results to formulate preliminary recommendations and then

* + Met with internal Construction Team that included 3 representatives from the Board to go over the
		- grant round
		- grant review results
		- preliminary recommendations for
			* + provisional grant award in FY18
				+ waiting list rankings
	+ Subsequently, the Agency’s director went over and finalized recommendations for the three motions to be presented to the Board today

**Construction Projects Application Round 2016-17**

**Provisional Grant Awards**

Project Type Summary: A Construction Project may either be a project to construct a new facility, an addition/renovation to an existing building that may or may not add space, but does involve a significant reorganization of functional space, or a joint library project that will involve construction of a facility by two or more municipalities.

Commissioner Comeau moved and Commissioner Shesko seconded that the Massachusetts Board of Library Commissioners approves provisional grant awards totaling $66,905,603 to the following 9 library construction projects in amounts listed below. The date by which projects must accept their awards is January 12, 2018.

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| --- |
| 2016-17 Construction Grant Round FY18 Provisional Grants |
| **Municipality** | **Library** | **Grant Award** |
| Dartmouth | Dartmouth Public Libraries - North Dartmouth Branch | $5,346,004  |
| Hadley | Goodwin Memorial Library | $3,905,625  |
| Kingston | Kingston Public Library | $6,893,430  |
| Medford | Medford Public Library | $12,290,917  |
| Norwell | Norwell Public Library | $6,360,764  |
| Springfield | Springfield City Library - East Forest Park Branch | $4,906,115  |
| Sutton | Sutton Public Library | $4,979,584  |
| Wayland | Wayland Free Public Library | $10,137,980  |
| Weymouth | Weymouth Public Libraries - Tufts Library | $12,085,184  |

\*Medford Public Library will receive a partial payment in FY18.

**The Board voted unanimous approval.**

**Construction Projects Application Round 2016-17**

**Green Library Incentive – July 13, 2017**

Project Type Summary: An applicant may qualify for a MPLCP Green Library Incentive (GLI) in order to receive an additional 2% to 3.5% of its total construction grant award, depending on the level of LEED (Leadership in Energy and Environmental Design) certification that a project receives. When the project is complete, it must receive official LEED certification and must submit US Green Building Council documentation to the MBLC confirming receipt of certification.

Commissioner Shesko moved and Commissioner Comeau seconded that the Massachusetts Board of Library Commissioners authorizes Library Green Incentives totaling $2,341,695, the maximum allowed as per 605 CMR 6.00, to the following nine libraries upon their receipt of LEED (Leadership in Energy and Environmental Design) certification.

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| --- |
| 2016-17 Construction Grant Round FY18 Maximum Green Library Incentive |
| **Municipality** | **Library** | **Maximum Green Incentive** |
| Dartmouth | Dartmouth Public Libraries - North Dartmouth Branch |  $ 187,110  |
| Hadley | Goodwin Memorial Library |  $ 136,697  |
| Kingston | Kingston Public Library |  $ 241,270  |
| Medford | Medford Public Library |  $ 430,182  |
| Norwell | Norwell Public Library |  $ 222,627  |
| Springfield | Springfield City Library - East Forest Park Branch |  $ 171,714  |
| Sutton | Sutton Public Library |  $ 174,285  |
| Wayland | Wayland Free Public Library |  $ 354,829  |
| Weymouth | Weymouth Public Libraries - Tufts Library |  $ 422,981  |

**The Board voted unanimous approval.**

**Construction Projects Application Round 2016-17**

**Waiting List – July 13, 2017**

Project Type Summary: A Construction Project may either be a project to construct a new facility, an addition/renovation to an existing building that may or may not add space, but does involve a significant reorganization of functional space, or a joint library project that will involve construction of a facility by two or more municipalities.

Commissioner Murphy moved and Commissioner Comeau seconded that the Massachusetts Board of Library Commissioners approves Waiting List placements totaling $172,155,456 to the following library construction projects in amounts listed below.

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| --- | --- |
| 2016-17 Construction Grant Round Waiting List |  |
| **Rank** | **Municipality** | **Library** | **Grant Award** |
| 1 | Greenfield | Greenfield Public Library | $9,378,183  |
| 2 | Monterey | Monterey Library | $1,855,675  |
| 3 | Hingham | Hingham Public Library | $9,151,270  |
| 4 | Marlborough | Marlborough Public Library | $10,186,626  |
| 5 | Littleton | Reuben Hoar Library | $5,844,747  |
| 6 | Sharon | Sharon Public Library | $7,485,943  |
| 7 | Erving | Erving Public Library | $2,720,146  |
| 8 | East Bridgewater | East Bridgewater Public Library | $7,710,780  |
| 9 | Amherst | Jones Library | $13,871,314  |
| 10 | Melrose | Melrose Public Library | $7,993,290  |
| 11 | Westborough | Westborough Public Library | $9,403,090  |
| 12 | Deerfield | Tilton Library | $3,944,338  |
| 13 | Gloucester | Sawyer Free Library | $9,030,047  |
| 14 | Seekonk | Seekonk Public Library | $7,322,855  |
| 15 | Westford | J.V. Fletcher Library | $7,851,994  |
| 16 | Grafton | Grafton Public Library | $7,435,041  |
| 17 | Orange | Wheeler Memorial Library | $5,218,803  |
| 18 | Fitchburg | Fitchburg Public Library | $12,449,949  |
| 19 | Lynnfield | Lynnfield Public Library | $8,193,792  |
| 20 | Boston | Boston Public Library - Dudley Branch | $5,597,374  |
| 21 | Dighton | Dighton Public Library | $4,099,212  |
| 22 | Cambridge | Cambridge Public Library - Valente Branch | $3,879,407  |
| 23 | Brewster | Brewster Ladies' Library | $4,655,737  |
| 24 | Swansea | Swansea Free Public Library | $6,875,844  |

**The Board voted approval: 7 votes For, 1 Abstention**

**Commissioner Caro abstained.**

Commissioner Caro explained that the reason she abstained from the vote on the Waiting List was because of a small project like Monterey that was showing a decrease in the projected population shouldn’t be supported by the Board. She felt that that library should be moving toward joining with a bigger town. She thinks that the idea of Regionalization of Libraries should be encouraged.

Commissioner Comeau respectfully disagreed with Commissioner Caro by stating that just because a library has a small population does not mean that those people in the town don’t deserve a good library.

Commissioner Resnick agreed with Commissioner Comeau's point and added that many small communities are isolated.  We don't restrict grants from communities close to one another.  We should also not restrict by community size.   Merging with another community will still not make buildings accessible or easy to reach.  Grants should not be precluded just because a community is small.

**Consideration of approval of the FY2018 Library Services and Technology Act (LSTA) Grant Awards**

Ruth Urell, Head of Library Advisory and Development, presented the following report:

MBLC staff would like to thank the five members of the State Advisory Council on Libraries whose terms are ending with this review: Maureen Ambrosino, Director, Westborough Public Library; Jean Canosa Albano, Assistant Director for Public Services, Springfield City Library; Alison Kenney, User, Marblehead/Swampscott; Amy Hwang, Reference / Electronic Resources Librarian, Eastern Nazarene College, Quincy; Carol Mahoney, Consultant, Special Libraries. Maureen, Jean, Alison, and Amy have served on SACL for six years; Carol since 2015.

**LSTA FY18 Round in brief**

This year, there were 46 applications received compared to 36 in the previous year, and the are recommending funding 42 projects, compared to 34 last year. Four libraries weren’t quite ready and withdrew their applications and our LSTA consultants are working with them to develop their proposals for next year.

**Total awards FY18 grant round $468,102 compared to $309,453 in FY 17 grant round.**

In the words of Commissioner Frank Murphy, speaking of “much loved” programs, we LOVE our LSTA!

This year MBLC staff undertook extensive promotion and outreach activities about LSTA grants and learning opportunities. The program was presented several times at various network meetings and other library events, and at the New England Library Association and Massachusetts Library Association conferences. Slides were shown and project highlights from successful grants, encouraged grantees to talk about their experiences firsthand, and exhibited at a prestigious statewide gathering of school administrators and educators at a STEM summit in Worcester. Shelley once again brought together a group of grant recipients for training in the “Mind in the Making” projects and over 100 librarians attended two workshops presented by a nationally recognized preschool educator. Outreach and education activities focused particularly on themes that are real strengths in the MBLC: preservation, disaster preparedness, early childhood learning, and services to the underserved and targeted populations.

The grant awards that are being presented to approve didn’t arrive fully-baked: the LSTA consultants – Erin Williams Hart, Shelley Quezada, Gregor Trinkaus-Randall, and now Lyndsay Forbes- worked very closely with the libraries to develop and refine their proposals and come up with projects that are the most likely to be successful. MBLC staff guided libraries in thinking about and assessing local needs, connecting to their strategic plans and priorities, and writing good proposals with measurable outcomes. At the state level, strong partnerships have been build and knowledge that can have a big impact, leveraging the work that is done locally and helping to enhance the role of the libraries in their communities.

Like so many investments in Massachusetts libraries, the results of the LSTA grants are wildly disproportionate to the average amount of the awards – in this round, the average grant award (excluding the two $30,000 preservation awards) is $10,202. Libraries use these awards to do remarkable work serving their communities:

* creating citizenship corners and expanding English language learning and programming for adult basic education learners who are trying to become citizens;
* training staff to assist patrons with increasingly sophisticated technologies and reference materials;
* increasing access to health information in a challenged community and stress reduction for Boston high school students;
* providing assistive technologies that expand student access to literature, research, AND pleasure reading and promoting disability awareness for faculty and staff on a college campus.

And more - the preservation projects that conserve and create access – often for the first time ever – to unique, priceless, irreplaceable local documents and artifacts have value beyond measure.

Six libraries will run Mind in the Making projects in 2018. Children’s and families’ lives are transformed when parents learn that singing reading writing talking and playing with their young child develops essential skills they need for life!

Ms. Urell expressed how proud to be associated with this wonderful grant program – and very proud of the forty-two librarians who poured their hearts and souls into these fine grant proposals!

Then Ms. Urell introduced the current Chair of the State Advisory Council on Libraries and Assistant Director of the Springfield City Libraries, Jean Canosa Albano.

Jean Canosa Albano presented:

Commissioners, Ms. Chairwoman, Mr. Director. I’m pleased to appear before you today representing the State Advisory Council on Libraries. It has been a wonderful learning experience and a great honor to serve on SACL, as the Council is known, for six years, and to serve as Chair during this, my final year of service. SACL members are appointed by the Massachusetts Board of Library Commissioners and represent libraries of all types, including libraries serving people with disabilities, as staff members, trustees, or users. Our primary role is to review and recommend grant applications for disbursement of federal LSTA funds received by the agency. During my tenure, every April has felt like a second birthday celebration to me as I unpacked the applications and began my review, making extensive notes and awarding thoughtful scores. The next step is for SACL members, who represent library staff and library users throughout the Commonwealth, to come together at the MBLC office to compare scores, advocate for projects, and reach consensus on which grants we recommend that you fund. Each year, I have been inspired by the creative projects librarians across the state submit for SACL’s consideration, always mindful of their unique communities, and impressed by the great impact libraries are able to achieve with the relatively small budgets afforded through the LSTA grants.

The FY18 projects submitted for your approval are no different in their creativity and responsiveness. I’d like to highlight the Innovative, or Open, proposed projects. This category allows libraries to reach back for a category no longer on the menu of options but still relevant to their community (Reader’s Advisory, Community Languages) or to look forward towards something new. Some of the themes that emerged this year address **Aging in Place** (Northborough, Sutton, and Eldredge in Chatham); **Community Building** (Blackstone, Morrill Memorial in Norwood, Chicopee); and **Libraries as Partners in Education** (West Bridgewater, Stevens Memorial in North Andover). For example, Blackstone Public Library will provide a neutral place to read, discuss, and attend programs about controversial and current topics such as survival, women’s rights, sexuality, and gender. A SACL member described this multifaceted project as “bold and brave.” Chicopee Public Library’s project will address food insecurity and poor nutrition-related health outcomes through classes, collections, and a robust programming schedule including healthy eating, gardening, and cooking. And the list of wonderful projects goes on.

I’d like to recognize my fellow SACL members who are also completing their service to the Commonwealth and to library users across the state. Maureen Ambrosino, of the Westborough Public Library, is a former SACL Chair, and our very own Library Journal “Mover and Shaker.” Amy Hwang, is the Director of Library Services at the Nease Library at Eastern Nazarene College and another former Chair. Carol Mahoney is a library consultant, the former director of the Greenwich Public Library in Connecticut, and provided many years of service at the Boston Public Library. And Alison Kenney, a resident of Marblehead involved with the Friends of the Swampscott Library for 17 years. Her calm, insightful perspectives as a public relations professional and her time as a strong library advocate made her an outstanding SACL member.

Thank you for your consideration of the grant applications that SACL brings before you today.

**Citizenship Corners and Expanded Language Services**

This grant will help develop a range of services for New Americans. Libraries may choose to set up Citizenship Corners that provide dedicated space for circulating materials and informational resources on citizenship and other immigration related topics. This would include offering a series of workshops at least twice a year to understand the naturalization process.

The library could also seek to expand existing English as a Second Language classes or create a Conversation Circle program they could apply for the higher range of funds. This funding could be used for a part-time volunteer coordinator and to pay for support materials on English language instruction. Libraries would need to commit staff time to organizing and training volunteers and agree to designate at least one staff member as support for this program. In addition, the library would set up a Citizenship Corner and offer informational workshops. Libraries applying for the ESL support program would need to commit to a two-year time frame.

Commissioner Murphy moved and Commissioner Resnick seconded that the Massachusetts Board of Library Commissioners approve the following Citizenship Corners and Expanded Language Services Grants totaling $30,000 to start no earlier than October 1, 2017.

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| --- | --- | --- | --- |
| **Agency** | **Amount Recommended** | **FY18** | **FY19** |
| Framingham Public Library | $15,000 | $9,300 | $5,700 |
| Springfield City Library | $15,000 | $7,500 | $7,500 |
| **Total:** | **$30,000** | **$16,800** | **$13,200** |

**The Board voted unanimous approval.**

**Conserving and Digitizing Historical Resources Grant Program**

This program will support the conservation of library and/or archival research materials with significant research value of long-term significance. Proof of ownership will be required for any project that involves the direct treatment of materials. The institution must commit to maintaining the digital files and making them available to researchers for the foreseeable future both in-house and through the Digital Commonwealth.

Commissioner Resnick moved and Commissioner Murphy seconded that the Massachusetts Board of Library Commissioners approve the following Conserving and Digitizing Historical Resources Grant totaling $30,000 to start no earlier than October 1, 2017.

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| --- | --- |
| **Agency** | **Amount Recommended** |
| Thayer Memorial Library, Lancaster | $30,000 |
| **Total:** | **$30,000** |

**The Board voted unanimous approval.**

**Customer Experience in a Digital Age Grant Program**

This grant program provides the funding for library training in basic customer service and the use of emerging technologies and digital media in the provision of that service. Libraries will agree to conduct some kind of pre- and post-survey of the community as a part of this project. In addition awardees will commit to incorporating best practices in technology planning including assessment and evaluation of current policies related to customer service. Libraries are encouraged to partner with local high schools, colleges or other institutions that can provide technical advice and assistance.

Commissioner Ochsenbein moved and Commissioner Shesko seconded that the Massachusetts Board of Library Commissioners approve the following Customer Experience Grants totaling $55,000 to start no earlier than October 1, 2017.

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| --- | --- |
| **Agency** | **Amount Recommended** |
| Fitchburg Public Library | $10,000 |
| Milton Public Library | $8,500 |
| New Bedford Free Public Library | $10,000 |
| Newton Free Library | $9,000 |
| Pembroke Public Library | $7,500 |
| West Tisbury Free Public Library | $10,000 |
| **Total:** | **$55,000** |

**The Board voted unanimous approval.**

**Financial Literacy for All Ages**

This grant will help libraries to strengthen their role as a resource for improving financial literacy in their community or organization. The goal of this grant is to enhance or develop up-to-date multi-media consumer financial literacy collection. Provide staff training on financial information resources, including, but not limited to statewide library resources, to successfully address patron inquiries. Plan and hold workshops and programming to meet the needs of the project audience. Create/update library web page(s) relevant to the grant theme that highlights financial education resources and programming, including links to statewide databases. Provide opportunities for the project audience to learn skills to enable them to make informed choices regarding their financial planning and needs. Collaborate with appropriate municipal government departments, local community organizations, educational institutions and businesses. Libraries are also encouraged to form an advisory group with these organizations as well as a member of the project audience as appropriate to help the library carry out the grant.

Commissioner Caro moved and Commissioner Resnick seconded that the Massachusetts Board of Library Commissioners approve the following Financial Literacy for All Ages Grant totaling $7,500 to start no earlier than October 1, 2017.

|  |  |
| --- | --- |
| **Agency** | **Amount Recommended** |
| Bellingham Public Library | $7,500 |
| **Total:** | **$7,500** |

**The Board voted unanimous approval.**

**Framework for Health Literacy**

This grant will help libraries to strengthen their role as a resource for improving the health literacy in their community or organization. The goal of this grant is to enhance or develop up-to-date multi-media consumer health collection. Provide staff training on health information resources, including, but not limited to statewide library resources, to successfully address patron inquiries. Plan and hold workshops and programming to meet the needs of the project audience. Create/update library web page(s) relevant to the grant theme that highlights health resources and programming, including links to statewide databases. Provide opportunities for the project audience to learn skills to enable them to make informed choices regarding their health decisions. Collaborate with appropriate municipal government departments, local community organizations, educational institutions and businesses. Libraries are also encouraged to form an advisory group with these organizations as well as a member of the project audience as appropriate to help the library carry out the grant.

Commissioner Welch moved and Commissioner Shesko seconded that the Massachusetts Board of Library Commissioners approve the following Framework for Health Literacy Grants totaling $22,500 to start no earlier than October 1, 2017.

|  |  |
| --- | --- |
| **Agency** | **Amount Recommended** |
| Boston Latin School, Keefe Library | $7,500 |
| MGH Institute of Health Professions | $7,500 |
| Bigelow Free Public Library | $7,500 |
| **Total:** | **$22,500** |

**The Board voted unanimous approval.**

**Full STEAM Ahead: Supporting Science, Technology, Engineering, Math and the ARTS in Public Library Preschool Programming Grant**

Public Libraries offer an array of learning experiences that engages the preschooler’s curiosity of the concepts of science and that introduces how arts and science intertwine with each other. During the project, the library collaborates with local preschools and their Coordinated Family and Community Engagement programs (CFCE) as well as with museums, local businesses, industry (if applicable) and others to promote improved STEAM learning.

Commissioner Shesko moved and Commissioner Comeau seconded that the Massachusetts Board of Library Commissioners approve the following Full STEAM Ahead Grants totaling $7,500 to start no earlier than October 1, 2017.

|  |  |
| --- | --- |
| **Agency** | **Amount Recommended** |
| Nahant Public Library | $7,500 |
| **Total:** | **$7,500** |

**The Board voted unanimous approval.**

**Innovative/ Open Project**

This category is being offered to allow librarians to satisfy needs that are not now being met by current programs. It has always been a priority of the federal program to encourage innovation and risk taking. It is also an interest of the Massachusetts Board of Library Commissioners to provide librarians with opportunities to help fulfill their long range plan goals and objectives. The Innovativeprogram allows applicants to apply new methods to solve problems, build programs, and best carry out their library’s mission and plan. These projects must meet the needs of a specific target audience. Applicants can seek awards for projects that otherwise do not fall under the current LSTA program offerings, whether the project is innovative or a project that is being adapted. The InnovativeProgram offers libraries an opportunity to exercise maximum creativity to implement unique services in a flexible and collaborative grant-making environment.

Commissioner Comeau moved and Commissioner Murphy seconded that the Massachusetts Board of Library Commissioners approve the following Innovative/Open Grants totaling $85,247 to start no earlier than October 1, 2017.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Agency** | **Title** | **Amount Recommended** | **FY18** | **FY19** |
| Blackstone Public Library | Community Read: Embracing Diversity Through Words | $7,500 | $7,500 |  |
| Eldredge Public Library, Chatham | Chatham Reads | $16,847 | $11,205 | $5,642 |
| Chicopee Public Library | Combining Good Ingredients | $5,000 | $5,000 |  |
| Stevens Memorial Library, North Andover | STEM at the Stevens | $7,500 | $7,500 |  |
| Northborough Free Public Library | Going Mobile: Delivering the Northborough Free Library to Your Door | $13,400 | $9,150 | $4,250 |
| Morrill Memorial Library, Norwood | Norwood’s Global Village | $10,000 | $10,000 |  |
| Sutton Free Public Library | Homebound Delivery Service | $7,000 | $7,000 |  |
| West Bridgewater Public Library | STEM Makerspace for Youth | $8,000 | $8,000 |  |
| J.V. Fletcher Library, Westford | Keys for Opening the Reader’s Advisory Toolbox | $10,000 | $10,000 |  |
| **Total** |  | **$85,247** | **$75,355** | **$9,892** |

**The Board voted unanimous approval.**

**Mind in the Making**

This grant allows public libraries to carry out a program to establish or enhance play spaces for children ages 0-6 in public libraries. These play spaces are aimed at early learning and social interaction among children and their caregivers. Funds may be used to support a limited amount of additional staff hours.

Commissioner Murphy moved and Commissioner Comeau seconded that the Massachusetts Board of Library Commissioners approve the following Mind in the Making Grants totaling $58,445 to start no earlier than October 1, 2017.

|  |  |
| --- | --- |
| **Agency** | **Amount Recommended** |
| Attleboro Public Library | $10,000 |
| Ipswich Public Library | $10,000 |
| Middleborough Public Library | $10,000 |
| Peabody Institute Library | $9,945 |
| Plainville Public Library | $8,500 |
| Springfield City Library | $10,000 |
| **Total:** | **$58,445** |

**The Board voted unanimous approval.**

**Preservation Assessment Grant Program**

Libraries will contract with an outside consultant to conduct a preservation survey of their collections and buildings. The purpose is to determine individual item conservation requirements and needs for proper storage, care and handling. The survey will result in a description of the problems observed and recommendations on how to rectify them and how to proceed to develop a long-range preservation plan to extend the life of their holdings. Each library will then develop an action program, based on the survey’s recommendations that will address these issues.

Commissioner Resnick moved and Commissioner Comeau seconded that the Massachusetts Board of Library Commissioners approve the following Preservation Assessment Grants totaling $8,400 to start no earlier than October 1, 2017.

|  |  |
| --- | --- |
| **Agency** | **Amount Recommended** |
| Gloucester Lyceum and Sawyer Free Library | $4,200 |
| Ipswich Public Library | $4,200 |
| **Total:** | **$8,400** |

**The Board voted unanimous approval.**

**Preservation/Conservation of Library & Archival Materials**

This program will support the preservation/conservation of library and/or archival research materials with significant research value, including informational materials in print, non-print, manuscript, or other format or medium.. The completion of a Preservation Assessment and a library Preservation Long-Range Plan are required to be eligible for this program.

Commissioner Ochsenbein moved and Commissioner Comeau seconded that the Massachusetts Board of Library Commissioners approve the following Preservation/Conversation of Library & Archival Materials Grants totaling $51,830 to start no earlier than October 1, 2017.

|  |  |  |  |
| --- | --- | --- | --- |
| **Agency** | **Amount Recommended** | **FY18** | **FY19** |
| Beverly Public Library | $21,830 | $21,830 |  |
| Worcester Public Library | $30,000 | $15,833 | $14,167 |
| **Total:** | **$51,830** | **$37,663** | **$14,167** |

**The Board voted unanimous approval.**

**Science is Everywhere: Supporting Science, Technology, Engineering & Math (STEM) Programs in Libraries Grant**

Public or school librarians working with a science educator as well as local business or industry can offer programs and materials that stimulate creativity and promote innovation. Students can take an early look at “frontier occupations” such as alternative energy, green transportation, biotechnology, nanotechnology, robotics or aquaculture. Library programs can offer materials that help improve non-fiction reading as well as providing a place to explore hands-on STEM activities outside the classroom in a setting that is both fun as well as informative.

Commissioner Caro moved and Commissioner Murphy seconded that the Massachusetts Board of Library Commissioners approve the following Science is Everywhere Grants totaling $22,500 to start no earlier than October 1, 2017.

|  |  |
| --- | --- |
| **Agency** | **Total Amount Recommended** |
| Athol Public Library | $7,500 |
| Mashpee Public Library | $7,500 |
| Maynard Public Library | $7,500 |
| **Total:** | **$22,500** |

**The Board voted unanimous approval.**

**Serving People with Disabilities Grant Program**

Many residents of Massachusetts cannot fully utilize libraries for a variety of reasons including disabling conditions such as visual, hearing and mobility impairments. Moreover, many libraries lack adaptive equipment, have inadequate library collections, and staff may lack the appropriate training to serve a more diverse group of library users. The MBLC has encouraged all types of libraries to consider their role as an information access point for all, including those members of the community who are traditionally under-represented among library users.

Commissioner Welch moved and Commissioner Resnick seconded that the Massachusetts Board of Library Commissioners approve the following Serving People with Disabilities Grants totaling $29,509 to start no earlier than October 1, 2017.

|  |  |  |  |
| --- | --- | --- | --- |
| **Agency** | **Amount Recommended** | **FY18** | **FY19** |
| Boston Arts Academy | $10,000 | $10,000 |  |
| McQuade Library, Merrimack College | $19,509 | $12,524 | $6,985 |
| **Total:** | **$29,509** | **$22,524** | **$6,985** |

**The Board voted unanimous approval.**

**Serving ‘Tweens and Teens Grant Program**

Across Massachusetts, eager and hopeful teens enter the library each afternoon, looking for a place to be with their friends, to relax and to work on homework. They may also be seeking a place to expand their world, to volunteer in the community, and to pursue new projects. The need for programs and services for middle school and senior high school age students is apparent. The average school day ends between two and three in the afternoon and almost every teenager in America must find somewhere to go and something to do after school. At-risk, underserved youth need programs that intervene before these adolescents get into trouble. The purpose of this LSTA program is to help public libraries develop innovative programs and strategies to serve their “tweens and teens.”

Commissioner Shesko moved and Commissioner Caro seconded that the Massachusetts Board of Library Commissioners approve the following Serving ‘Tweens and Teens Grants totaling $59,671 to start no earlier than October 1, 2017.

|  |  |  |  |
| --- | --- | --- | --- |
| **Agency** | **Amount Recommended** | **FY18** | **FY19** |
| Berkley Public Library | $15,000 | $9,289 | $5,711 |
| Georgetown Peabody Library | $15,000 | $7,500 | $7,500 |
| Plymouth Public Library | $15,000 | $8,350 | $6,650 |
| Sharon Public Library | $14,671 | $8796 | $5875 |
| **Total:** | **$59,671** | **$33,935** | **$25,736** |

**The Board voted unanimous approval.**

**Consideration of appointments and re-appointments to the pr committee**

Celeste Bruno presented the appointments and re-appointments to the PR Committee:

Several members of the Public Relations (PR) Advisory Committee have terms that expired in June. The following members wish to be reappointed to serve another two-year term: Pat McLeod, Director of the David & Joyce Milne Public Library in Williamstown; Anna Popp, Advisor at Massachusetts Library System; Ellen MJ Keene, Head of Access and Technical Services at the University of Massachusetts Lowell Libraries; Melina Schuler, Chief of Communications and Strategy at Boston Public Library.

In an effort to expand the MBLC’s coordination with the Massachusetts Library Association and with Automated Library Networks, the following people would like to serve on the PR Advisory Committee: Jennifer Del Cegno, Member Service Assistant at Minuteman Library Network; Laurie Lessner, Assistant Director for Technology Services at SAILS, Inc; Patrick Marshall, Director at Jonathan Bourne Public Library; Holly Mercer, Director at Lynnfield Public Library; Nancy Sheehan, Head of Youth Services at Lucius Beebe Memorial Library; and Jocelyn Tavares, Director of Dighton Public Library.

Commissioner Comeau moved and Commissioner Resnick seconded that the Massachusetts Board of Library Commissioners reappoints Pat McLeod, Director of the David & Joyce Milne Public Library in Williamstown; Anna Popp, Advisor at Massachusetts Library System, and Ellen MJ Keene, Head of Access and Technical Services at the University of Massachusetts Lowell Libraries to the PR Advisory Committee for two-year terms ending in 2019; and appoints Laurie Lessner, Assistant Director for Technology Services at SAILS, Inc; Patrick Marshall, Director at Jonathan Bourne Public Library; Holly Mercer, Director at Lynnfield Public Library; Nancy Sheehan, Head of Youth Services at Lucius Beebe Memorial Library; and Jocelyn Tavares, Director of Dighton Public Library to the PR Advisory Committee for two-year terms ending in 2019.

**The Board voted unanimous approval.**

**Consideration of a FY2017 budget revision for the library for the commonwealth**

Patricia Feeley, Collaborative Services Librarian presented the FY2017 Budget Revision for the Library for the Commonwealth. She noted that the main saving is in salaries.

Commissioner Caro moved and Commissioner Ochsenbein seconded that the Massachusetts Board of Library Commissioners approves the FY2017 Budget Revision filed on July 13, 2017 for the Library for the Commonwealth with a bottom line of $2,501,883, as detailed in the accompanying documentation.

**The Board voted unanimous approval.**

**report from the massachusetts library system**

Steve Spohn presented the report for the MLS:

# **MLS Update**

June / July is a busy time at MLS with much attention focused on end of year activities such as fiscal year financial transitioning, renewals and annual statistics. Many MLS staff members also attended ALA’s Annual Conference in Chicago.

**Commonwealth eBook Collections**

The steering committee and other interested parties will meet on July 18 to discuss the soon-to-be-released RFI for eBooks and eMagazines. MLS Executive Board members are welcome to attend. Please RSVP to steve@masslibsystem.org.

**Delivery**

Saturday delivery has ceased. In addition, MLS and

Optima trimmed delivery days from low volume stops in order to reduce overall delivery costs.

**MassCat**

Nine MassCat circulating public libraries have joined the Commonwealth Catalog as well as the MLS Professional Collection.  Library staff received on-site training in May-June, and the libraries went live mid-June. Technical issues are still being worked out between MassCat’s Koha ILS and the ComCat software, but MassCat libraries are now actively lending and borrowing on ComCat.

* Becket Athenaeum
* Gilbertville Public Library (Hardwick)
* Grace Hall Public Library (Montgomery)
* Huntington Public Library
* MLS Professional Collection
* Nahant Public Library
* Pelham Library
* Phinehas S. Newton Library, Royalston
* Rutland Free Public Library
* Sandisfield Free Public Library

Planning for MassCat’s circulating K-12 schools to join ComCat in the Fall of 2017.  This will add another 15 members to the Commonwealth Catalog.

**Statewide Databases**

The new statewide databases contracts took effect on July 1. Mainly, the offerings are similar to what was previously in place with some cuts to Gale and Britannica offerings to account for the budget reduction. MLS is working closely with MBLC on related activities including training and promotion.

**Selected Upcoming Events**

July 25 Librarians' Critical Role Serving Immigrant Communities [Online]

September 8 Getting to Know InfoTrac Newsstand [Online]

September 11 Rethinking School Outreach [Shrewsbury]

 & Reaching Teachers: Practical Tips for Librarians [Shrewsbury]

October 4 Team Building with Pat Sordill [Northampton]

October 5 Team Building with Pat Sordill [Marlborough]

November 6 MLS Annual Meeting [Worcester]

Planning is underway for additional fall offerings!

**report from the library for the commonwealth**

Patricia Feeley, Collaborative Services Librarian presented the report from the Library for the Commonwealth.

**Database News**

* Regarding Opposing Viewpoints, Gale’s quote was not normal database pricing. They understand that because the product was used heavily statewide, our ecard usage could go through the roof. At this time, we do not have an offer from Gale that we can accept.
* On average database prices go up by 5% each year, in FY18 we expect to cut at least $36,000 in databases. We are working on what will go and in what order now.

**LFC FY18 Budget**

* Given our level funding, we had to make cuts in several areas. We have drastically reduced funding for retro-conversion, from $100,000 to $25,000.
* We had hoped to use additional funding to create a robust prison outreach program. This is not possible now. We are putting aside $750 to start a pilot program with a few libraries in the hopes that we can show legislators how valuable a public library/ prison library collaboration can be.
* We are still trying to shift some LFC expenses over to the city side, if we are not able to do this, the digitization program will be drastically reduced.

**COMMISSIONER ACTIVITIES**

**Commissioner Murphy**

* Attended the Monthly MLS Meeting

**Commissioner Resnick**

* 6/6/2017           Participated in the MLS Compassion Fatigue webinar
* 6/13/2017         Attended the MLS Spring meeting in Devens.  Topic:  Social Justice
* 6/15/2017         Attended WMLA Board meeting
* 6/27/2017         Executive Committee
* 7/6/2017           Visited the newly combined South Hadley/Gaylord Library branch to meet new staff.

**Commissioner Ochsenbein**

* 6/27/2017 Executive Committee

**Commissioner Welch**

* MFOL is planning a meeting on October 22 in Chicopee

**Commissioner Shesko**

* 7/7/2017 Attended the 2017 Summer Reading Kick-off at the Needham Public Library

**Commissioner Comeau**

* 5/25/2017 Attended the Greenbush event for the One Book One Train LSTA project that was held at South Station with Transportation Secretary Stephanie Pollack
* 6/23/2017 Attended Groundbreaking of the Stoughton Public Library
* Little Free Library in Downtown Boston is doing well. Almost 100 books are borrowed daily so more books are needed.

**PUBLIC COMMENT**

There was no public comment.

**OLD BUSINESS**

There was no old business.

**Election of Officers for FY2018**

Chairman Cluggish relayed that she had requested that Commissioner Murphy be a nominating committee for Board Officers for FY2018.

Commissioner Murphy stated that, after consultation with the current Executive Committee and all the Commissioners, he is presenting the following slate for Board consideration: Commissioner Cluggish for the office of Chairman, Commissioner Ochsenbein for the office of Vice Chairman, and Commissioner Kronholm for the office of Secretary.

Hearing no objections, Commissioner Comeau moved and Commissioner Murphy seconded that the Board of Library Commissioners’ Secretary cast one vote on behalf of the entire Board for the slate as presented.

**The Board voted unanimous approval.**

**Commissioner Cluggish was elected Chairman, Commissioner Ochsenbein was elected Vice Chairman, and Commissioner Kronholm was elected Secretary for FY2018.**

**ADJOURNMENT**

There being no further business, Commissioner Caro moved and Commissioner Murphy seconded to adjourn the July 13, 2017 monthly business meeting of the Board of Library Commissioners at 11:56 A.M.



Roland Ochsenbein

Secretary