MINUTES OF THE BOARD OF LIBRARY COMMISSIONERS

Date : September 7, 2017

Time : 10:00 A.M.

Place : Brockton Public Library

Brockton, Massachusetts

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

**Staff Present:**

James Lonergan, Director; Liz Babbitt, State Aid Specialist; Celeste Bruno, Communications Director; Kate Butler, Electronic Services Specialist; 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;

Ruth Urell, Head of Library Advisory & Development; Rosemary Waltos, Library Building Specialist

**Observers Present:**

Anna Fahey-Flynn, Collaborative Services Manager, Boston Public Library; Patricia Feeley, Collaborative Services Library, Boston Public Library; Greg Pronevitz, Executive Director, Massachusetts Library System; Sharon Shaloo, Executive Director, Massachusetts Center for the Book

**Call to Order**

Chairman Cluggish called the meeting to order at 10:01 A.M. She welcomed everyone to the Brockton Public Library. Chairman Cluggish then introduced Paul Engle, Director of the Brockton Public Library.

Mr. Engle welcomed everyone to the Brockton Public Library. He said that it was an honor to be hosting the monthly Board Meeting in Brockton. Mr. Engle has only been at the library since December but he provided an excellent history of the library.

The Brockton Public Library was first established in 1867. The library changed locations a couple of times until 1893 when it moved to the basement of City Hall.

As early as 1903, the city's librarian was citing the need for a larger facility. In 1910, Brockton’s mayor wrote a letter to industrialist Andrew Carnegie requesting a donation for a new public library building. During his lifetime, Carnegie was responsible for the construction of 2,509 libraries in the English-speaking world.

Carnegie agreed to donate $75,000 to build a new library, then increased the donation to $110,000 after the city conducted a study of library needs and found that the original amount would be insufficient. In return, the city agreed to appropriate at least $11,000 annually for the operation of the library.

The new library was dedicated in 1913. Designed by Nathaniel C. Smith of New Bedford, the exterior of the building was constructed with brick and limestone, and the interior finish was of white marble and quartered oak. Skylights were built into the roof to provide natural lighting for the facility. The skylights have since been blocked, and much of the marble in the building has been covered with carpeting.

In the children’s room, another major feature was added to the library in 1941 when Fritz Fuglister completed the murals in the rotunda. Covering four walls, the murals depict the history of books and printing, starting with the manuscripts of the ancient and medieval world, progressing to Gutenberg's invention of the printing press, and ending with 20th century printing methods.

The building was renovated in 2003.  The expansion added to the original building more than doubled the size of the library.  Many new computers were added along with a computer laboratory to be used to instruct patrons and staff in the use of computer resources.   An audio-visual room is now available for non-print resources.  Three conference rooms are also available along with a number of small tutor rooms.

**Approval of Minutes- August 3, 2017**

Commissioner Resnick requested that on page 12, line 42 that *Attended legislative PR* be added to her Commissioner activities.

Chairman Cluggish requested that on page 2, line 23 that the sentence should read

*Ms. Cluggish described her meeting with State Rep. Alice Peisch. She said that Rep. Peisch said that getting funding for administrative lines is often more difficult than funding for services and programs. Ms. Cluggish speculated that perhaps we should focus on the MBLC services and programs instead of the administrative aspects.*

Commissioner Comeau moved and Commissioner Shesko seconded that the Massachusetts Board of Library Commissioners approves the minutes for the monthly business meeting on August 3, 2017 as corrected.

**Board voted unanimous approval.**

**Chairman’s Report**

Chairman Cluggish reported that this has been the quietest month that she has ever had in the six years that she has served on the Board.

Chairman Cluggish informed the Board that James Lonergan, Mary Rose Quinn, and herself will meet with the House Ways and Means staff on September 26 and State Rep. Alice Peisch will accompany and introduce them.

**DIRECTOR’S REPORT**

Meetings/activities since the last Board meeting:

* August 17—Western Mass Library Advocates, Shutesbury
* September 1—Center for the Book 40th Anniversary Celebration & Pavilion of the States Reception, Library of Congress, Washington, D.C.
* September 2—National Book Festival—Pavilion of the States, Washington, D.C.

In addition, I have been invited to speak at the following upcoming meetings/conferences:

* October 21—Massachusetts Friends of Libraries, Chicopee
* October 22—New England Library Association, Burlington, Vermont
* November 6—MLS Annual Meeting, Worcester

Agency budget: Given the full agenda for today’s Board meeting, we are postponing our presentation on our agency’s budget until October. Below are some activity highlights:

We will be filing the agency’s FY2018 spending plan with Administration and Finance (AN& F) by this Friday. AN&F has approved our charging a second salary to the Construction Bond Bill and is allowing us to charge the remaining balance of the Sasaki study to this line this year. We are also requesting to utilize a portion of the 7000-9506 (Library Technology and Resource Sharing) line to fund two consultants’ salaries and plan to shift some funding of statewide databases under this line to federal funds. With these and other budgetary changes we should be able to fill our open library development consultant position.

Regarding the Massachusetts Center for the Book’s budget, we have been told that there is support to override the Governor’s veto of its budget line, but this may depend on the revenue situation when the Legislature considers overrides in the coming weeks. The Center is currently experiencing a cash flow crisis and has laid off staff and put some activities on hold. Its Board of Directors plans to meet soon to discuss their organizational sustainability.

Commissioner Cluggish, State Rep. Alice Peisch, Mary Rose Quinn and I will be meeting with House Ways and Means Committee staff to discuss the MBLC budget on September 26. We are trying to schedule a meeting with State Sen. O’Connor-Ives soon.

The ARIS closed on August 18 and staff has started reviewing the reported data. Six in-person (and one online) State Aid workshops are being held around the Commonwealth this month.

Library Development staff has been conducting site visits to current LSTA grant recipients and helping libraries prepare for the recent round of LSTA grants, particularly first-time recipients regarding publicizing their grants and managing grant funds. They are also planning fall trustee orientations to be held around the state—the first session will be held in Shelburne Falls on October 26.

The National Endowment for the Humanities (NEH) grant "Finding Common Ground" will kick off its workshops on September 12 in Ipswich. Registrations are still coming in, but we are currently at 165 with a maximum number of 200 possible. The Fire Academy Instructors have completed the Train-the-Trainers session and have all have been assigned sessions to instruct.

Staff News: Gregor Trinkaus-Randall has been elected Vice-President/President-elect of the Academy of Certified Archivists.

**LEGISLATIVE REPORT**

Preliminary revenue collections for August 2017 totaled $1.712 billion, which is $25 million or 1.5% less than August 2016 actual state tax collections. August 2017 preliminary collections are $16 million, or 0.9%, below the monthly benchmark\*. Over the first two months of Fiscal Year 2018, total actual tax collections are up $66 million, or 1.9%, over the same period last year, and $11 million below the year-to-date benchmark.

Income tax collections for August were $927 million, which is $54 million or 5.5% less than a year ago and $33 million below the monthly benchmark. Withholding collections for August totaled $913 million, down $53 million or 5.5% from last August and $30 million below the monthly benchmark. Corporate and business tax collections for the month totaled $41 million, up $2 million or 6.0% from last August and $2 million above the monthly benchmark. Sales and use tax collections for August totaled $541 million, an increase of $20 million or 3.9% from last August and $8 million above the monthly benchmark. Other tax collections for August totaled $203 million, up $7 million or 3.4% from last August and $6 million above the monthly benchmark.

\* Benchmark is based on the anticipated state tax revenue collections used by the Baker-Polito administration when the FY18 budget was signed in July 2017.

In other economic news, U.S. job growth slowed more than expected in August after two straight months of increases. The Labor Department said payrolls increased by $156,000 last month. Confidence among Massachusetts employers slipped for the second straight month in August and has been flat since April.

There are some very positive signs in our economy, according to the Mass Budget and Policy Center’s  [*State of Working Massachusetts*](https://urldefense.proofpoint.com/v2/url?u=http-3A__r20.rs6.net_tn.jsp-3Ff-3D001Tau-2DM9AHutpBFkdOYA3Ny0djD5CY-2Dv7QtrDULlN0vZSYj2p8K6XfkmUE3LtM9g4LmKmOHc3Dc7baSW0-5FRGjm23mMFh1Ecu7OhQ5O36fYA6t1BBpduP1-2D2CuMXPmxofUR7JqCzl-2DFuJQmh3-5F22N2lUSYmF2UQNsx-5F-5FtBuuHDzI0nyI-5F3EabIR-2Dg4vdm1dTFkX1RpiXV7L0Yk-3D-26c-3DKHn9fn7Ifg8GFknYJUKd-2DVvTBICQMmrSigOM5Mntelb8YU-5F5SGYYZg-3D-3D-26ch-3Do4ZTIRqnpi02XH0LeUW3WYt9d-5FPms-5F4Qj9Ancxc0YEDfDHIUmHfeZQ-3D-3D&d=DwMFaQ&c=lDF7oMaPKXpkYvev9V-fVahWL0QWnGCCAfCDz1Bns_w&r=A_KB54bJ_yLIIt3cYogF8SyL6ZxHx0YBzOsl6bAvI_U&m=fC_8MWNmgYC22uFBpcwJiO72KuAXsVqyRYPzgxp1q9o&s=7dE51AkeOjWwJLvTcvVlneAaHPl5crw2PGfYrEPHwRk&e=) report. They argue, however, that rapid job and labor force growth has not resulted in broad-based wage growth. Massachusetts’ labor force has grown faster than any other state in 2017 - increasing 3.2 percent and has added close to 300,000 jobs since the start of the Great Recession in 2007. While the economy is growing, this economic growth is not translating into wage and income growth for most workers and their families. Since 1979, median household income in Massachusetts has increased very little, growing only half a percentage point each year (after adjusting for inflation). Among the highest-income one percent of households, income has risen by 4.3 percent annually. Household income among the highest-income one percent has grown more rapidly in Massachusetts than in any other state: 341 percent between 1979 and 2014 (the most recent year for which data is available). Ten percent of all Massachusetts income went to the highest-income one percent of households in 1979. In 2014 it was 25 percent.

By virtue of printing the Powerball jackpot winning ticket, that lottery machine in Chicopee secured about $24.5 million in unanticipated income tax revenue; a not insignificant sum but unfortunately not a budget deficit solution either.

There has been no word on whether the Legislature will override any of the Governor’s budget vetoes. Both legislative bodies will be meeting Thursday, September 7 after returning from summer recess. The House and Senate have been waiting to see the revenue figures for July and August before making a decision on adding to Fiscal 2018 spending.

The MLA Legislative Committee met on August 25 in Plymouth. The group has begun discussion of the MLA/MSLA Legislative Day at the State House in March. They are also working on a program for the MLA Conference in May. The committee also discussed legislative agenda funding and priorities but did not reach any conclusions. The first legislative breakfast date for FY2018 has been announced; the Berkshire Breakfast will take place on Friday, January 26. A location has not yet been finalized.

**Marketing Plan Update**

Communications Director Celeste Bruno began her report by presenting the results of the summer reading advertising campaign. The campaign uses Facebook, Google Display Ads, video pre-roll and Facebook ads in Spanish to reach a targeted demographic throughout the state. Overall there were 4,325,334 impressions which means the total number of times the ad appeared to a person in the targeted demographic. Impressions are as important as click through rates (CTR) because while the person may not have clicked through to the register, it serves as a reminder about the library so that there is often a ripple effect. Customers see banner ads and messages and the cumulative effect may lead to them using the library regardless of click-throughs  
  
In terms of CTR, for display ads a typical click through rate for Google Display ads is .05; the MBLC’s ad campaign CTR was more than 4 times that. For Facebooka typical CTR is between .02 to .04; the MBLC’s campaign was 16 times greater.The CTR for Spanish ads was 4.7. For pre-roll video a typical result is 16%, for the MBLC campaign it was 24%.

In addition to the success of the campaign in reaching the target audience, it saves money. Online advertising costs less than half of what the MBLC had been spending on summer reading ads.  
  
Outreach Coordinator Matt Perry then discussed the Boston Book Festival that takes place on October 28, 2017. The MBLC will share a booth with the Massachusetts Library System (MLS) and is coordinating materials and activities with MLS. Commissioners are needed to staff the booth and talk with the public about the importance of library funding.

The discussion turned to the FY2019 Legislative Agenda. Ms. Bruno discussed the input that had been received from the Massachusetts Library Association (MLA) and the joint Public Relations (PR) Advisory Committee. Ms. Bruno explained that in both meetings she asked participants to consider potential budget priorities and to give reasons why the funding was needed in specific areas. Participants focused more on the theme of the agenda. MLA reached consensus on the theme being about the opioid crisis and the joint PR group wanted to focus more on libraries and democracy and libraries making people better informed voters.

Ms. Bruno then presented draft versions of the Legislative Agenda that were created in response to the input from MLA and the joint PR Committee. Commissioners discussed the various agenda themes but were not in favor of moving forward with them. Several Commissioners expressed that the MBLC’s administrative line should be the budget priority.

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

Ruth Urell, Head of Library Advisory and Development presented the recommendations to the Statewide Advisory Council on Libraries (SACL) which has six openings for SACL representatives this year: two positions representing public libraries, one representing library users, one representing academic libraries, one representing special libraries, and one representing school libraries. We do not yet have a candidate to represent special libraries – we hope to bring a name to you next month for that position. The LSTA staff is pleased to present the following five candidates for your consideration:

Representing public libraries:  Esme Green, Director, Goodnow Library, Sudbury and Megan Allen, Director, Thomas Crane Public Library, Quincy

Representing academic libraries: Robert Rezendes, Associate Dean of Library Services, Bristol Community College

Representing library users: Patricia O’Leary, Trustee, Weymouth Public Libraries

Representing school libraries: Kim Cochrane, Library Media Specialist, Fitchburg High School

Each representative is appointed to a three year term and can be re-appointed for an additional three years.

Commissioner Murphy motioned and Commissioner Kronholm seconded that the Massachusetts Board of Library Commissioners appoints Esme Green, Director, Goodnow Library, Sudbury; Megan Allen, Director, Thomas Crane Public Library, Quincy; Robert Rezendes, Associate Dean of Library Services, Bristol Community College; Patricia O’ Leary, Trustee, Weymouth Public Libraries; and Kim Cochrane, Library Media Specialist, Fitchburg High School to the State Advisory Council on Libraries for terms to begin October 1, 2017 and end September 30, 2020.

**Board voted unanimous approval.**

**Adoption of the LSTA Long range plan**

Ruth Urell, Head of Library Advisory and Development presented the following highlights of the new LSTA five-year plan at the August 3, 2017 monthly meeting:

While this may be the “New” LSTA plan, it is built on more than forty years of rigorous and consistent development on the part of former and current MBLC staff members whose diligence, care, and hard work created an outstanding LSTA program with an excellent national reputation. The opportunity to write a new five-year plan gave us a chance to pause, recognize, and continue to build on the deep knowledge that lives uniquely in the MBLC’s LSTA team. At the same time, thinking about the next five years gave us an opportunity to develop a framework with rich potential for some new directions where all of us at the MBLC, new and long-experienced, can enter into the work and make a contribution to the evolution of this program.

The LSTA Plan is focused on programmatic priorities, measurements, outcomes, and projects. The emphasis is on the most pressing needs of Massachusetts libraries and, more importantly, the needs of the public our libraries serve.

Our goal was to align with IMLS (Institute of Museum and Library Services) national priorities and the Measuring Success focal areas such as lifelong learning, information access, and economic and employment development. At the same time, we attempted to customize the plan for Massachusetts’ libraries unique needs. We hope that the plan provides very specific targets and clear direction forward while being broad enough to accommodate a rapidly changing library landscape and unstable times.

Commissioner Caro motioned and Commissioner Welch seconded that the Massachusetts Board of Library Commissioners adopts the LSTA Five-year Plan presented at the August 3, 2017 meeting.

**Board voted unanimous approval.**

**mls fy2018 budget revision 1 approval request**

Greg Pronevitz, Executive Director presented the MLS FY2018 Budget Revision 1 which was unanimously approved by the Massachusetts Library System, Executive Board at its August 21, 2017 meeting.

The most significant changes from the most recent budget were made to recognize an increased appropriation. These additional funds will be used to boost spending for electronic content.

These changes will not mean a change to our plan of service; although they do require this formal approval process.

Commissioner Comeau moved and Commissioner Shesko seconded that the Massachusetts Board of Library Commissioners approves the FY2018 Budget Revision 1 filed on August 28, 2017 for the Massachusetts Library System with a bottom line of $7,480,434, as detailed in the accompanying documentation.

**Board voted unanimous approval.**

**update on the status of the public library space survey and planning framework study**

Lauren Stara, Library Building Specialist updated the Commissioners on the Your voice, Your library survey.

The Massachusetts Board of Library Commissioners is conducting a statewide survey to better understand who uses Massachusetts public libraries, and why they use them.

For the MBLC to better support public libraries across the Commonwealth, we need to know who visits our libraries, why they visit them, and what users’ current and future expectations and desires are. The MBLC is undertaking a major study of cooperative borrowing and use patterns of Massachusetts public libraries, especially in-person visits by people that live in other Massachusetts cities and towns.

This project is the first of its kind in Massachusetts. Its goal is to get a broad overview of who is going to which library for what reason. Reasons may include specific programs, facilities, proximity to a workplace, parking, among others. This information can assist in identifying regional patterns, and developing service models for sustainable library services in all communities both large and small.

The results of the survey have implications for the Massachusetts Public Library Construction Program (MPLCP). The findings may help shape library design and function for future construction projects. The MBLC recently announced $67 million worth of library construction grants through the MPLCP.

The 8-10 minute survey asks patrons about which library or libraries they visit regularly and what they do there. The survey is being offered in English, Spanish, and Chinese to reach the broadest audience possible. It is open through September 8, 2017, and is available to take both online and in person.

Participants in the survey are eligible to win an iPad as a prize, and the drawing for the iPad will take place at the end of September.

The survey was developed and will be analyzed in partnership with the firm Sasaki. Founded in Boston, the firm now works internationally addressing the issues of architecture, interior design, planning, urban design, landscape architecture, strategic planning, graphic design, and civil engineering. They have a proven track record in understanding the library ecosystem, how user expectations are evolving, and how library services are changing to meet these expectations.

**discussion/review of policies for the fy2020 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: 1) Extending a Grace Period for Increased Population-based Minimum Standards; 2) Minimum Standards of Hours of Service for Public Libraries; 3) Minimum Materials Expenditure Standard Calculation; 4) Materials Expenditure and Hours Open Accommodation Policy; 5) Municipal Appropriation Requirement (MAR) Calculation; 6) Determining Eligibility for a Waiver of the FY2020 Municipal Appropriation Requirement; 7) The Closure of a Public Library.

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

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

She stated that the proposed policies would be presented for Board approval at the October 5, 2017 Board meeting.

**presentation of the final report from the state aid review task force**

Mary Rose Quinn, Head of State Programs presented the Report of the State Aid Review Task Force which includes revisions made as a result of the community feedback that the State Aid Unit received from six information sessions in June and survey responses collected from June 1 to July 7. Recommendation Two regarding the Waiver Process has been revised to reflect the comments and suggestions gathered at the meetings and through the survey and as a result of an internal review by the State Aid Unit. The Report is presented today for discussion. A vote on the Report will be at the October Board meeting.

With the exception of some changes for clarity and a few minor corrections throughout the report, the major changes and additions from the Report presented in May are found in Sections 6 through 8, Community Feedback, Revisions, and Next Steps, and Appendix H: Survey Questions and Responses. The revised Recommendation Two from the report is also included here:

Recommendation Two: Waiver Process and Procedures

The Task Force recommends that the Board approve the following 5-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. 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, Trustees , and 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, Trustees , and Municipal Official. The MBLC will provide a warning that there is only one year remaining in the 5 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 could result in the municipality not being certified by the Board and ineligible to participate in the State Aid to Public Libraries Program.

**discussion of the strategic plan**

James Lonergan presented the Strategic Plan and Implementation plan to the Board. He hopes after some discussion that the Strategic Plan will be voted on by the Board today since the plan was supposed to start July 1, 2017. Director Lonergan noted that the Implementation Plan does not need to be voted by the Board since it is for internal purposes only. He also noted that there would be a public plan also that would not include the end of the document or the metrics.

Commissioner Caro noted that there was little no mention of School Librarians in the plan.

Director Lonergan noted that there would be language added about Massachusetts School Library Association (MSLA).

Commissioner Comeau stressed the importance of the Board recruitment.

Director Lonergan said that more detailed language Board recruitment would be added to the internal document.

Commissioner Shesko asked how realistic the budget guidelines were.

Director Lonergan said that they are just guidelines. He stressed that this is a working document and some sections will change.

Commissioner Ochsenbein noted that an annual report card would be needed.

Director Lonergan said that a report would be presented to the Board in late summer 2018.

Points of Strateic Plan presented to the Board at the August 3, 2017 meeting:

1. The strategic plan was developed on the basis of a **participatory process** involving MBLC Commissioners and staff as well as a broad and diverse group of representatives from throughout the statewide system of libraries and library support organizations.
2. The **core messages in the stakeholder input** gathered to inform planning were:
   1. Concerns about **funding**, especially the unpredictable future of federal funding;
   2. The need for greater **clarity** about roles within the statewide system of library support organizations;
   3. The need for **leadership** that can promote and catalyze greater **coordination and alignment** throughout the statewide system;
   4. Opportunities, through **partnerships** at the state and local level, to expand the reach and impact of libraries in their communities.
3. The **themes of the MBLC strategic plan** (summarized from pages 1-2 of the plan) are:
   1. A strong and proactive **leadership** role for the MBLC in the library community;
   2. Establishing greater **clarity** regarding the roles within the statewide system of support for libraries;
   3. Guidelines for creating **state-level partnerships** that broaden the role and impact of libraries;
   4. Detailed **metrics** that will drive data collection and reporting, and continuous program improvement;
   5. A revised **budgeting and financial management framework** that aligns financials and programs;
   6. Improved **internal operations** within the MBLC;
   7. A more strategic approach to the **role of the** **Commissioners** as advocates and champions;
   8. Pending funding, a modest level of **growth** in the MBLC’s staffing and capacity over three years.
4. The plan focuses on **state-level leadership, alignment, partnership, clarity, and accountability**, rather than specific plans for specific programs, because creating a more highly functioning and aligned statewide system must come first.
5. The plan is intended as a **comprehensive internal reference and resource** that can guide future planning and implementation for the MBLC’s staff and Commissioners. (There may be an executive summary and/or other versions targeted to specific audiences.) It is also a **living document** that will evolve as circumstances change.
6. The plan includes a revised **mission** stressing the MBLC’s leadership role, a **vision** of libraries and of the statewide system that functions as a definition of long-term success, and a set of **guiding principles** that define the role and approach of the MBLC.
7. The plan includes **detailed multi-year financial projections** that highlight the new funding that will be required for full implementation.
8. To augment the strategic plan, there is a detailed **implementation plan** that specifies activities and milestones for each of the three years covered by the plan (FY2018 – FY2020) in the following categories:
   1. MBLC Programs
   2. System Coordination and Alignment
   3. State-Level Partnerships
   4. Messaging and External Communication
   5. Staffing, Staff Structure, and Operations
   6. Board Development
   7. Finances and Funding

Commissioner Ochsenbein moved and Commissioner Comeau seconded that the Massachusetts Board of Library Commissioners adopts the Strategic Plan: FY2018-FY2020 presented at the August 3, 2017 meeting and subsequently revised to incorporate limited edits by the Commissioners.

**Board voted unanimous approval.**

**REPORT FROM THE MASSACHUSETTS LIBRARY SYSTEM**

Greg Pronevitz, Executive Director presented the report from MLS:

New MLS CE Calendar and Fall Events

We launched a new LibCal calendar along with our fall CE Calendar. LibCal will replace the long-used Event Keeper calendar to facilitate informing members about events sponsored by both MLS and our affiliate, e.g., local readers advisory groups and providing online registration. It has an improved look and feel and management has been simplified and distributed to appropriate staff and affiliates.

The fall CE Calendar includes 54 events and a wide range of topics, about one for every working day through the season.

Upcoming Events – Please Join Us!

Annual Meeting – November 6, 2017 at College of the Holy Cross RSVP

Keynote: Miguel Figeuroa, ALA Center for the Future of Libraries

Business Meeting; Project SET; MBLC Update

Teen Summit – Oct. 17 at the Beechwood Hotel, Worcester RSVP

Development Task Force Formed

This taskforce will look at what is out there and select a path forward by evaluating and bringing recommendations to the board. This could end up being ongoing recommendations. The strategic plan does stress the development of different funding sources and this would have to intersect with that work. We’ll work closely with MBLC to avoid conflicts and any type.

ILL Policy Task Force Formed

The ILL policy needs to be reviewed and revised to bring it in line with new national ILL standards, which were just updated. The taskforce will update and revise and send to executive board to approve. Steve will send an email to see if there are any board members who would like to join.

**Report from the Library for the Commonwealth**

Anna Fahey-Flynn, Collaborative Services Manager reported the following report for LFC:

**Digital Commonwealth**

There are now over 500,000 items discoverable at digitalcommonweath.org

We have been down a Digital Commonwealth developer since Steven Anderson moved on in March 2017. We are in interviewing new candidates now.

The IMLS newspaper grant, Historical Newspapers in Hydra, awarded to University of Utah and BPL is moving forwarded. We are currently interviewing developers.

Gianna Gifford has taken over as the ex-officio Digital Commonwealth board member, she also was made secretary of the board in July

Patricia Feeley is now the co-chair of the Digital Commonwealth Outreach Committee, as well as maintaining the Digital Commonwealth blog.

**Hot Spot Lending**

BPL received a $100,000 grant from Verizon in 2016 to start a hot spot lending program. We are finally about to release an RFP and will run the pilot in 2018.

**Boston Book Festival**

BPL will share a booth at BBF with the Mayor’s Office on Arts & Culture.

BPL’s Bibliocycle will also be present

**Standing Committee and Liaison Reports**

**COMMISSIONER ACTIVITIES**

**Commissioner Murphy**

* Attended monthly MLS Board Meeting

**Commissioner Kronholm**

* MMA- 3 upcoming legislative breakfasts; The first one will be 9/15 in Stockbridge.
* Executive Committee on August 29

**Commissioner Welch**

* Upcoming Friends Sharing with Friends in Chicopee on October 29

**Commissioner Ochsenbein**

* Executive Committee on August 29

**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 September 7, 2017 monthly business meeting of the Board of Library Commissioners at 12:30 P.M.



Mary Kronholm

Secretary