MINUTES OF THE BOARD OF LIBRARY COMMISSIONERS

Date : December 6, 2018

Time : 10:00 A.M.

Place : Massachusetts Board of Library Commissioners Offices

Boston, Massachusetts

Present : Roland A. Ochsenbein, Chairman; Deb Abraham; Les Ball; Gina Perille; N. Janeen Resnick; Gregory J. Shesko; Alice M. Welch

Absent : Mary Ann Cluggish, Vice Chairman; Mary Kronholm, Secretary

**Staff Present:**

James Lonergan, Director; Celeste Bruno, Communications Director; Andrea Bunker, Library Building Specialist; Kate Butler, Electronic Services Specialist; Tracey Dimant, Head of Operations & Budget; Maura Deedy, Library Advisory Specialist; Rob Favini, Head of Library Advisory and Development; Evan Knight, Preservation 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

**Observers Present:**

Carol Caro, Former Commissioner; Anna Fahey Flynn, Central Library Manager, Boston Public Library (BPL); Catherine Halpin, Collaborative Library Services Coordinator, Boston Public Library (BPL) ; Frank Murphy, Former Commissioner; Sarah Sogigian, Interim Director, Massachusetts Library System (MLS)

**Call to Order**

Chairman Ochsenbein called the meeting to order at 10:02 A.M.

**Approval of Minutes: November 1, 2018**

* Page 12 Line 33- strike for the
* Page 13- Commissioner Resnick abstained for South Hadley
* Page 26 line 21- strike paragraph. Commissioner Ochsenbein provided the following paragraph.

*Commissioner Ochsenbein acknowledged the wonderful current and proposed programming and services of the MCB but noted that in his opinion completing the Strategic Plan should be of utmost importance at this time; that finding ways to both stabilize funding and expand funding sources is the single most critical need and component of the strategic review; and that until the funding issues are directly and thoroughly addressed, the Center should carry forward only its core programming in order that it can fully focus on finding ways to establish a more sound financial foundation.*

Commissioner Shesko moved and Commissioner Ball seconded that the Massachusetts Board of Library Commissioners approves the minutes for the monthly business meeting on November 1, 2018 as amended.

**Board voted unanimous approval.**

**Chairman’s Report**

Chairman Ochsenbein presented the following report:

There are two items from today’s agenda that I would like to highlight. Both have long-term implications. The first is a discussion we will have during the Legislative Report about the authorization of a new construction bond to fund the Massachusetts Public Library Construction Program, and the kinds of engagement we will be asking of the Commissioners and the broader library community related to its passage. It is critically important that this bond pass in order to complete the committed projects on the current construction wait list and to initiate a new grant round— we have projects in 18 cities and towns on the wait list from the current grant round AND we have 40 additional cities and towns that have expressed a desire to participate in a next construction grant round. We also need to argue forcefully for an increase in the annual cap in order to fund the next projects on the wait list in a timely fashion. It appears that there is a lot of support on Beacon Hill, but it will take our best efforts to make it happen. The second item, possibly related, is item #7 regarding the Library Evolving Ecosystem study-- to discuss the establishment of a broadly representative committee to review, evaluate and make recommendations concerning the study. This is a longer-term strategic (or systemic or structural) effort that could have implications in a number of areas, including the construction program, state aid, support for small libraries, networks, and others. I look forward to the discussion. I wanted to call these out because they rise above the more routine agenda items that we see each month.

November Activities

I attended and made introductory remarks at the last of five Trustee Orientations held this fall: November 13, in Ayer. The session was well attended by both new and experienced Trustees and Friends group representatives, as well as a library director or two. It was well run and packed full of information and guidance. I was pleased at how receptive the Trustees were to guidance and aware of the role of advocacy. I continue to believe that Trustees are one of our key allies in our advocacy outreach.

I also attended a portion of the orientation session for our most recent addition to the Board. For the third time in the five months I have been chair, I am pleased to welcome a new Commissioner to the Board. Gina Perille was appointed by Gov. Baker last month to replace outgoing Commissioner George Comeau. Commissioner Perille comes with impressive credentials: Chief Strategy and Public Affairs Officer at the Edward M. Kennedy Institute for the US Senate, formerly Director of Communications for the Harvard University Library System, Chief of Communications and Strategy for the Boston Public Library, and other prior roles of significance in both the foundation and corporate worlds. Welcome!

Finally, thank you all for the personalized card I received recognizing the passing of my father. It meant a great deal.

**DIRECTOR’S REPORT**

Director Lonergan presented the following report:

Meetings/activities since the last Board meeting:

* November 2—Meeting with Tracey, Mary Rose, Rob and our new Administration and Finance (A and F) analyst Bryan Klepacki and our new Senate Ways & Means analyst Griffin Wong
* November 5—Presented “MBLC Update” at MLS Annual Meeting, College of the Holy Cross, Worcester; several MBLC Commissioners and staff attended as well
* November 8—Tracey, Rob and I attended the required Diversity/Disability Awareness course for Managers, One Ashburton Place
* November 8—Legal Reference and Beyond for Public Librarians webinar (offered by Trial Court Law Libraries in partnership with Social Law Library and MBLC)
* November 9—Chief Officers of State Library Agencies (COSLA) School Libraries Working Group Meeting (virtual)
* November 14—Massachusetts School Library Association Executive Board meeting (virtual)
* November 14 & 15—State Aid RFR vendor presentations
* November 15—Orientation for Commissioner Perille, MBLC Office
* November 19—Meeting with MBLC and MLS staff & UMass Amherst representatives Marilyn Billings and Jeremy Smith to discuss potential roles for the MBLC and MLS in statewide Open Educational Resources efforts
* December 5—Meeting with representatives from Sasaki Associates regarding contract extension

Mary Rose will discuss our preliminary plans for Commissioners to be involved in advocacy to support **$250 million in new construction bond funding** and raising the annual capital budget cap during her report.

We issued a news release on November 19 about our seeking a new construction bond and included a request for stories on how the Massachusetts Public Library Construction Program (MPLCP) has impacted local communities. We have already received several responses, which will be helpful in our advocacy efforts. In addition, Lauren recently heard from Lee Ann Amend, the director of the Sharon Public Library, about a meeting they held with state officials about their waitlisted project (currently #2). Lt. Governor Polito attended and expressed her support, as did Senators Feeney and Timilty and Representative Kafka.

I presented our **FY2020 Legislative Agenda** to the **Massachusetts School Library Association’s Executive Board** at their November 14 meeting. They voted unanimously to endorse it and provided a letter of support, which I forwarded to the Commissioners on November 16.

Mary Rose and I have asked the Massachusetts Library Association’s Legislative Committee and Executive Board to consider endorsing the Chief Officers of State Library Agencies’ **(COSLA’s) “$1 Per Capita” initiative** to increase funding for the Institute of Museum and Library Services’ Grants to States portion of the Library Services and Technology Act (LSTA).

As mentioned previously, I am serving on COSLA’s $1 Per Capita Working Group.  The $1 Per Capita Group is leading COSLA's work on defining and carrying out a campaign to promote increasing funding for the Grants to States program to $325 million, or roughly "$1 per capita." We are asking state library associations to consider endorsing resolutions in support of our “$1 Per Capita” initiative. Ten state associations have passed resolutions so far and four others are pending. I drafted a resolution for the Massachusetts Library Association (MLA) Legislative Committee and Executive Board’s consideration. The MLA Legislative Committee unanimously approved the resolution on Friday, November 30 and moved it to the MLA Executive Board for consideration.

The **MLSA (Museum and Library Services Act)** reauthorization has passed in the Senate by unanimous consent. ALA and partners are working to get the identical House bill (H.R. 6988) included on the House calendar. The revised language includes an increase to the minimum Grants to States allotment from $680K to $1 million, expands eligibility for tribal libraries, and supports disaster preparedness.

We have been contacted regarding **FY2019 earmarks** by Stoneham’s Town Administrator and for Salem by Senator Lovely, Representative Tucker, and the Salem Public Library’s Board of Trustees. We explained that funding for 7000-9501 is given to us in incremental allotments and that the allotted funds to date only covered half of the State Aid awards we are required to give to municipalities. We expect the next allotment to be in place in January and will work with both municipalities to prepare contracts so funds can be released as soon as our full allotment for 7000-9501 is available.

**Summer Learning Software**: The MBLC and MLS have ended the contract for the statewide online reading tracking software, Wandoo. We wanted to give librarians more options in choosing an online program that meets their needs. Librarians may now choose one of the following online reading tracking products: Beanstack, LitKeeper or Wandoo.

**Summer Learning Expanded Grants:** This pilot program supports expanding the concept of summer learning in libraries beyond reading. Public libraries were given the opportunity to apply for LSTA funds in the $500-2000 range to carry out projects that promote youth learning in their communities during the summer.

* 39 libraries applied from all over the state requesting over $60,000 in funding for projects
* 1/3 of proposals were STEM-related, with a large portion focused on robotics
* Other topics included art, music, movement, and gardening
* Several projects involved internships or stipends for teens for work related to the project
* We will be able to fund 10 projects with the approximately $17,000 currently allocated (25% of the applicants). If an additional $7,700 is available from a vendor discount, we will be able to fund another 6 projects, bringing the percentage of funded projects up to 41%. We’ve selected the initial list and the 2nd potential list but are waiting until we know if we will have additional funds available before notifying any applicants.

**Perkins School Consumer Advisory Board,** November 14, Perkins School for the Blind

Rob attended and gave the MBLC update. Items of interest from the meeting:

* Worcester Talking Book Library reported that the Worcester Public Library will be working on the remodeling of their entrance this spring. This will cause the Talking Book Library to move to a temporary location within the WPL. Be advised if you are going to visit.
* Staff from the Perkins Library reported on the portable braille reader project. The portable readers received high marks from experienced braille readers, but not from beginners. They are going to continue the program, but with a different brand of reader.

**Digital Commonwealth (DC) Board Retreat,** November 20, Worcester Academy

Rob participated in the DC Board’s annual retreat. The board is looking for ways to add value to the DC membership. They believe that some organizations are leaving because when they are not in the middle of a digitizing project they don’t feel that there is a reason to pay dues. The DC is exploring new live and web-based programming, as well as other ways to improve member engagement.

In addition, John Bracken, executive Director of the Digital Public Library of America (DPLA) and Michele Kimpton, Director of Business Development at the DPLA took part in the meeting. They were originally planning to discuss how the DC and DPLA could better collaborate. However, the meeting was dominated by the news of the DPLA’s staff restructuring that took place several days earlier. John explained that the elimination of 6 positions, however painful, was necessary to position the DPLA for sustainability. He is confident that they have the right staff in place to carry out the work of the DPLA. The immediate job ahead for the DPLA is to create a sustainability plan that does not rely on large grants from only 2-3 funders (Sloan and IMLS have been two key funders), and does not raise the current cost of membership.

**Mass Library Trustees Association Annual Meeting,** November 17, Shrewsbury Public Library

Rob lead a panel discussion with Commissioner Cluggish and Richard Mahoney, Chair for the Trustees at the Woburn Public Library titled “Positioning Your Library for Success” and featured discussion around how trustees can be better advocates and how to deal with town charter and city ordinance revisions that seek to diminish the power of trustee boards.

**Trustee Handbook**: The 2018 Massachusetts Public Library Trustee Handbook is now available on the MBLC website: <https://mblc.state.ma.us/for/2018-handbook.pdf>

The 2018 update has a new look consistent with the Trusty Trustee Pocket Guide.  The Handbook is one part of the training and support the MBLC offers to public library trustees. It is useful as a starting point for questions regarding board operations, searching for a new director, budget planning, fundraising and more.   We would like to extend a warm thank you to the Handbook revision committee who helped on this project: Kristi Chadwick, Massachusetts Library System; Esmé Green, Goodnow Library, Sudbury; Lucille Rosa, Freetown Library; Owen Shuman, former Director (Groton); Jim Walsh, Fitchburg Public Library; and Cindy Roach and Erin Williams Hart, both formerly with the MBLC.

**Trustee Orientations**: Rob and Maura wrapped up their 2018 trustee orientations at Ayer Public Library on November 13. Commissioner Ochsenbein attended and welcomed the participants. Liz Babbitt, Lauren Stara, and Michelle Eberle from MLS also presented.

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| --- | --- | --- | --- |
| **Date** | **Program/Location** | **Actual Attendance** | **Registration** |
| 9/17/2018 | Trustee Orientation in Brockton | 40 | 56 |
| 9/25/2018 | Trustee Orientation in Waltham | 26 | 36 |
| 10/2/2018 | Trustee Orientation in Sunderland | 28 | 34 |
| 10/11/2018 | Trustee Orientation in Chatham | 26 | 34 |
| 11/13/2018 | Trustee Orientation in Ayer | 28 | 35 |
|  | **Total** | **148** | **195** |

Maura was invited to speak to a group of trustees and directors at the All-Island Trustee Meeting in West Tisbury on November 14. They reviewed library policies related to security and risk, did a live review of a policy, and discussed what happens next when an incident occurs. The trustees appreciated hearing from the MBLC, and plan on inviting us back next year.

**Staff News**:

Our new preservation specialist, Evan Knight, joined us on Monday, November 26, and our new library building specialist, Andrea Bunker, came on board this Monday, December 3. As mentioned in previous reports, Evan comes to us from the Boston Athenaeum, where he served as an associate conservator. Andrea was previously the director at the Woburn Public Library.

We are very excited to have Andrea and Evan with us and to have a full complement of staff. Please join us in welcoming them to the MBLC!

**LEGISLATIVE REPORT**

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

Preliminary revenue collections for November totaled $1.858 billion, which is $61 million or 3.4% above the monthly benchmark, and $122 million or 7.0% more than the actual collections in November 2017. For the fiscal year-to-date through November, revenue collections totaled $10.746 billion, $423 million or 4.1% more than the year-to-date benchmark and $829 million or 8.4% more than the same fiscal year-to-date period in 2017. Furthermore, state revenue officials are still forecasting that Massachusetts will take in between $44 million and $82 million in marijuana taxes this fiscal year and could bring in as much as $172 million in fiscal year 2020. Economists are warning, however, that revenues are expected to drop to around 2 to 2.4% in the next Fiscal Year.

The FY 2020 Legislative Agenda has been endorsed by the Massachusetts School Library Association (MSCLA) and has received a positive vote from the Massachusetts Library Association’s (MLA) Administrative Committee which will bring their recommendation to the full MLA Executive Board on December 14. The MLA Legislative Committee has also endorsed the COSLA proposal to request an increase in federal funding to the IMLS/LSTA Grants to States Program.

The MBLC FY 2020 Legislative Agenda focuses on three budget areas, two operational and one capital. In addition to the Legislative Agenda, Celeste Bruno and Matt Perry created Fact Sheets again this year for each of the budget line items.

This year’s Agenda highlights State Aid to Regional Libraries (7000-9401) which funds the Massachusetts Library System (MLS) and the Library for the Commonwealth (LFC) at the Boston Public Library (BPL). Statewide delivery through MLS is in jeopardy due to escalating costs (45% increase since 2011). The requested increase will stabilize delivery and provide sustainable funding for MLS programs and services. The additional funds for LFC will help restore electronic content, including e-books and e-learning resources, support ongoing digitization initiatives, and continue outreach efforts to under-served populations.

Commissioners voted earlier this fall to focus on Technology and Resource Sharing (7000-9506) again this year. Of the seven MBLC line items, five received the Agenda requested amount in this current budget. Technology and Resource Sharing received approximately half of the funding requested and the Center for the Book was level funded. Line 7000-9506 provides support to the automated networks, funds statewide databases and other resource sharing initiatives, and helps small libraries join and maintain network membership.

The FY 2020 Agenda also includes a request for a new $250 million capital construction bond and a $25 million annual spending cap. The current cap is set at $20 million. At the current rate of spending, the final project on the waitlist will not begin until 2028 and the two libraries that can be funded with the existing bond will not be funded until FY 2021.

In addition to the Construction Fact Sheet with the waitlisted projects and the Project Sheets for each construction project (<https://awarehouse.mblc.state.ma.us/collateral/official-docs/construction/?format=3> and <https://awarehouse.mblc.state.ma.us/collateral/official-docs/construction/>), Commissioners have or will receive:

* Construction Bond and Cap Talking Points to use when contacting library directors and others. The points include contact information for the Governor, Lt. Governor, and Secretary of Administration and Finance (ANF).
* Spreadsheet with waitlisted libraries, legislators, directors (with email addresses/phone #s), and trustee chair name and email

Legislators that have construction projects in their Districts on the waitlist have received information packets which include a letter detailing the new Construction Bond and Cap request, a Construction Fact Sheet, the Project Sheets for their libraries, and the most recent Construction map. Letters have also been drafted to Lt. Governor Karyn Polito and Secretary of ANF Michael Heffernan. Commissioners requested that letters also be sent to new legislators welcoming them to the Legislature and introducing them to the library programs and services offered through the MBLC budget lines.

Legislative Breakfasts are being scheduled around the state by the various regional and network advocacy groups and committees. Commissioners will be asked to speak at the breakfasts about the FY 2020 Agenda and budget. The first breakfast is Friday, January 4 in Spencer. A spreadsheet with breakfast details will be sent to Commissioners before the next meeting. Please contact Mary Rose Quinn if you are available to speak at any of the breakfasts. MBLC Staff will be in attendance at the breakfasts as well.

The Massachusetts Municipal Association Trade Show and Convention is scheduled for Friday and Saturday, January 18 and 19. This is a great opportunity to speak with local officials about libraries, especially the Legislative Agenda, Construction, and State Aid.

**Marketing Plan Update**

Celeste Bruno, Communications Director, began the marketing report by presenting the results of the summer survey. The survey is taken by librarians who participate in the statewide summer library program and is conducted by the Massachusetts Library System. For summer 2018, participation in summer library programming hit a new record with more than 490,000 children, teens and adults. This represents a 30% increase since 2013. Ms. Bruno reminded Commissioners that the program is promoted in part through use online paid ads on Instagram, Facebook, Twitter, Snapchat and native digital advertising which has reduced promotional costs by nearly two-thirds. She also shared some of the survey comments:

*“I'm just floored that we managed to do 146 programs in 2 months and saw 2,332 people! That's amazing and explains why we are tired lol.”*

*“We were fortunate this year to win a visit from the Bruins/Blades and it was amazing! Everyone was organized and very congenial and the people who came loved it. It was a real boost to morale with everyone - staff, patrons, townspeople. Then when we received the autographed hockey stick, it capped off a great summer. The hockey stick is still displayed on the mantle underneath Phinehas S. Newton's portrait, and we think he's smiling more now.”*

*“The kids in our little town read over 1,132,000 minutes - on a par with cities like Worcester and Boston! We are so proud of them.”*

Ms. Bruno continued with information about the new Summer Online Software grants. Grant recipients will be announced soon. The Summer Online Software grants were a result of the MBLC and MLS working together to move away from a single statewide online software product. There was simply no way that a single product, like the one currently used, could meet the diverse needs of the librarians. With the new grant process, librarians had a choice of three vendors including our current vendor. Forty seven libraries applied andall will receive the grants. This new process also creates a savings of about $8,000.   
  
Ms. Bruno then discussed statewide promotion of databases. From June through October several things were done to see if usage of the databases would increase. The MBLC worked with librarians and MLS to develop a series of ready-made social media posts called *“Discover MA Databases”* that takes users right into the database articles. Simple instructions on how to use the article links so that libraries get the usage statistic locally were also provided. In addition, databases were promoted at Bruins FanFest and at the Boston Book Festival.   
Database searches increased 18% over 2017**.** Sessions (the number of users accessing the products) had a very slight decrease of less than 1% .91%.

MBLC staff will continue to work with MLS on promotion and plans to release another round of *Discover MA Databases* soon.

Matt Perry, Outreach Coordinator presented the following report:

In front of you is a packet with several legislative related items. First is this year’s legislative agenda. We tried to keep the design simple like last year’s and focused on line items 9401 and 9506. We used the information given to us by MLS and BPL to talk about the pain that is being felt because of a lack of funding, and to give specifics about what will be done with more funding. The same was done for 9506. We also included the Construction Bond Bill on the front because even though it is being voted on separate from the budget, it is still an important legislative initiative and this gives us a way to get the information in front of legislators, librarians, and library supporters and some key points about it that are easy to understand.

Next we have the updated affiliate sheets based on the ones that we did last year. Even though 9401 and 9506 are featured on the front of the Legislative Agenda, these sheets make it easy for anyone to talk about any line item or program that is supported by the MBLC. Each one was created with the help of each affiliate; they answered the questions I sent them and I did minor editing to create the sheets. They again show the pain and specifics about what would be done with more funding. They are on the Awarehouse now and will be up on the agency site when all of them are completed.

Lastly, we have some notecards for you. We know in the past that some of you have used them to send to legislators after you meet with them, and we wanted to make sure you were stocked up in case you needed them again.

**Consideration of approval of municipalities meeting the requirements for the FY2019 State Aid to Public Libraries based on eligibility established in the FY2019 Municipal Appropriation Requirement and in FY2018 for the minimum standards**

Mary Rose Quinn, Head of State Programs, presented for certification of 192 municipalities meeting the requirements for FY2019 State Aid to Public Libraries program.

Ms. Quinn reminded the Commissioners that these awards are half payments. The remainder is paid at the end of the grant cycle. The total first half payments for the first group of municipalities is $2,477,794.05.

Commissioner Resnick moved and Commissioner Shesko seconded that the Massachusetts Board of Library Commissioners certifies that the communities presented in agenda item six have met minimum standards of free public library service and awards each a FY2019 Library Incentive Grant, a FY2019 Municipal Equalization Grant and a FY2019 Nonresident Circulation offset in the indicated amounts, totaling $2,477,794.05, and authorizes any additional FY2019 State Aid to Public Libraries disbursements that may be possible toward the end of the grant cycle.

**Board voted unanimous approval.**

**Consideration to establish a committee to review, evaluate and make recommendations concerning the library evolving ecosystem study**

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

Background

The MBLC Construction Team visited 95% of the public libraries in Massachusetts with populations under 2,000 to gather data on the facilities. The library Ecosystem Study was initiated by the Construction Team to determine how the MPLCP could best support and improve these small library facilities since it is clear they would have difficulties meeting the requirements of the existing construction grant program. As a result of additional discussions, some internal and some political, the study expanded to examine other public library types beyond the small library model initially envisioned. The MBLC hired Sasaki, an architectural firm with expertise in data analysis and visualization for the project. Their directive was to conduct a study of the public libraries in Massachusetts and produce a report with analysis and recommendations (a printed overview and a more comprehensive online examination) using surveys, census information, and other data sets, including statistics gathered for the State Aid Program. Review of the data presented with the findings in the report and the recommendations make clear that the study grew beyond both the initial and expanded scope of the project. The results will have wider implications for and a broader impact on a number of other MBLC programs, especially State Aid.

As part of the follow up to the study, the Construction Team, along with Consultant Cindy Roach, held several public meetings, both in person and online, to share the report and Sasaki’s findings and recommendations with the library community. Like the White Paper produced by the Collins Center for the last State Aid Review, the Ecosystem Study is the first step in the analysis and review process.

The next phase of the project includes the convening of a Committee established by the Board with the following CHARGE and made up of members of the Library Community listed below:

**CHARGE:**

The Library Evolving Ecosystem Committee is tasked with:

* Reviewing the Study’s criteria, methodology, and components
* Reviewing the print/online report and analyzing its findings
* Examining and discussing the data sets used in the study’s development; recommending updates or expansions to data sets gathered if/when appropriate
* Reviewing the feedback from the library community
* Assessing Sasaki’s findings
* Developing and prioritizing recommendations from the Committee to the Board

**COMMITTEE MEMBERS**

**LIBRARY COMMUNITY**

Andrea Bernard Library Director Charlemont

Callan Bignoli Assist Dir-Technology Brookline  
Deborah Kelsey Library Director Gloucester  
Debra DeJonker-Berry Library Director Eastham  
Ellen Boyer Library Director Greenfield  
Katie Corrigan Library Director Seekonk  
Lisa Downing Library Director Northampton/Forbes  
Mary Ann Antonellis Library Director Shutesbury  
Nanci Milone-Hill Library Director Dracut  
Nora Blake Library Director Easthampton  
Ryan Donovan Library Director Southborough  
Jane Cain Library Director Yarmouth  
Stephanie Young Library Director Barre  
PENDING MBLN  
PENDING OCLN

**MLS REPRESENTATIVES**   
Sarah Sogigian Interim Executive Director  
April Mazza Consultant

**NETWORK REPRESENTATIVES**Ron Gagnon Executive Director NOBLE (Danvers)  
Laurie Lessner Assist Dir-Technology SAILS (Lakeville)

**COMMISSIONERS**Roland Ochsenbein Board Chair  
Mary Ann Cluggish Board Vice Chair

**MBLC STAFF**

James Lonergan Director  
Lauren Stara Library Building Consultant  
Andrea Bunker Library Building Consultant  
Paul Kissman Library information Systems Specialist  
Kate Butler Electronic Systems Specialist  
Mary Rose Quinn Head of State Programs/Government Liaison

* *Commissioner Ochsenbein requested a report in six months about the progress of the committee.*

Commissioner Resnick moved and Commissioner Ball seconded to approve the establishment of the Library Evolving Ecosystem Committee, the Charge to the Committee and the Committee list of members as detailed in agenda number seven as amended.

**Board voted unanimous approval.**

**Consideration to establish a State Aid Advisory Group to provide ongoing input and recommendations to MBLC staff on the State Aid to Public Libraries Program**

Mary Rose Quinn, Head of State Programs requested that this agenda item be tabled until the January 3, 2019 meeting.

**Presentation and discussion of the FY2020 Plan of Service and Program and Budget for the Massachusetts Library system and Monthly Report**

Sarah Sogigian, Interim Executive Director (MLS) presented the following report:

The MLS Executive Board unanimously approved the budget at its September 17, 2018 meeting and the MLS Council of members approved it unanimously on November 5, 2018.

The priorities of the Plan of Service and our third-year implementation of our Strategic Plan are described in the introduction. This document calls for the development of a new plan to launch in 2020. In keeping with our current Strategic Plan, we will continue to develop a co-creator culture to actively engage our members through listening tours, as well as continue our involvement in advocacy efforts and building resources for the community. We will continue to develop services so all libraries and MLS staff can manage change and become future ready.

MLS will continue to focus on our three strategic goals; co-creator culture, future readiness and marketing, communication and advocacy.

The budget is based on our current annual budget figure: $ 7,675,756.

**Report from Library for the Commmonwealth**

Catherine Halpin, Collaborative Library Services Coordinator presented the following report:

**Rare Books: collection move update**

* Over 237,000 items are now in secure, off-site storage for the duration of the renovation.

This includes items that we had in our “music cage,” those items will be kept in rare books after the renovation

**Tour with State Senator Mike Rush**

* He reached out to the President’s Office to request a tour of the renovated Johnson Building.
* We see this as a dry run for a possible Library Caucus tour that helps people visualize library funding lines. For example:
* Shipping Room - explained importance of Delivery (9401)
* Behind the services at Borrower Services - discussed importance of resource sharing (9506)
* Took him to the stacks and showed him materials that are available statewide thanks to the Commonwealth Catalog (partially 9506)
* Digitization lab – preservation and increased access around the state (9401)
* This went very well and it was great to hear, not only how much he values libraries, but that he really is a library user too – talked about how much he loved the Libby App for Overdrive – used to be teacher at Newman School and would bring his students over to do research.

**Niche Academy**

* As the holiday season is upon us, this will be a busier time for patrons looking to use new tablets and devices to explore downloadable media available from libraries. BPL recently started using a new electronic resource, Niche Academy, which is a platform to create and host tutorials on resources such as RBdigital, Hoopla, and Overdrive.
* Tutorials are available in text and video format, and cover specific devices and platforms like Android, Apple, Kindle, personal computer, etc.
* Great for library specific applications and databases but there are also tutorials on social media apps and more customized tutorial content will be added by staff over time.
* Current videos found here: <https://my.nicheacademy.com/bostonpublic>. We also have links included on the website, below the listing for resource that the tutorial corresponds with, as well as related LibGuides.

**WiFi hotspot update**

* Hit snag and was down for most of November.
* We had an issue with the WiFi Hotspots when a software update from TMobile caused them to stop working and they all had to be recalled to the Central Library to address the issue.
* The work has been done and we will be reactivating the program this week and returning 175 hotspots into active circulation.

**Coming soon**

**Tie lending**

* Began planning on a pilot program to loan ties, scarves, and portfolios for people interviewing for jobs or people who need to appear in court.
* Hoping to have this implemented by early spring.

**Career Online High School**

* We are hoping to launch a new program in late January called Career Online High School. BPL will sponsor 25 individuals, who did not complete high school and are 19 years of age or older, to complete online coursework to earn an accredited high school diploma.
* The platform and curriculum is offered through Gale and students are matched with a coach who can help with the process of securing prior transcripts, selection of courses, and check-in on progress throughout enrollment. BPL instruction staff will also be able to provide support by providing access to technology in the library, reference appointments, and a graduation ceremony.
* Students will have 18 months to complete the program, though depending on the number of required courses may finish much sooner.
* In addition to core subject areas, students also complete work in a chosen career track to provide them with skills in a certain area, such as, Office Management, Childcare & Education, Homeland Security, and Hospitality, to name a few. At the end of the program each student has earned a diploma, career certificate in their chosen track, and an updated resume and cover letter.
* Other libraries currently offering this program include, Los Angeles Public Library, San Francisco Public Library, Denver Public Library, Phoenix Public Library, and more.
* This is a pilot program and at the start will only be available to Boston residents. However, we are exploring options to extend the program to residents in other communities if the program proves successful and funding is secured to continue.

**Standing Committee and Liaison Reports**

**COMMISSIONER ACTIVITIES**

Commissioner Resnick

* Attended the MLS Annual Meeting
* Attended WMLA Annual Meeting
* Commissioner Kronholm and I attended the Franklin County Chamber of Commerce meeting on Nov. 30 at Greenfield Community College.  We went because the Chamber members were honoring retiring Representative (and Vice-Chair of Ways and Means) Stephen Kulik.  It offered a great opportunity to meet local leaders.  We had a chance to talk with Greenfield Mayor Bill Martin.  We also spoke with several members of the Greenfield Library Foundation, met Steve’s replacement in the House Natalie Blais (formerly head of the FCCC) and the new head of the Franklin County Chamber of Commerce is Diana Szynal.

Commissioner Abraham

* Attended the Perkins quarterly meeting

Commissioner Ball

* Attended MLS Annual Meeting
* Met with Hingham Library Building Committee

Commissioner Perille

* Attended New Commissioner Orientation at the MBLC

**PUBLIC COMMENT**

There was no public comment.

**OLD BUSINESS**

There was no old business.

**ADJOURNMENT**

There being no further business, Commissioner Resnick moved and Commissioner Welch seconded to adjourn the December 6, 2018 monthly business meeting of the Board of Library Commissioners at 12:07 PM.



Mary Kronholm

Secretary