MINUTES OF THE BOARD OF LIBRARY COMMISSIONERS

Date : February 7, 2019

Time : 10:00 A.M.

Place : Massachusetts Board of Library Commissioners Offices

Boston, Massachusetts

Present : Roland A. Ochsenbein, Chairman; Mary Ann Cluggish, Vice Chairman; Deb Abraham; Les Ball; N. Janeen Resnick

Absent : Mary Kronholm, Secretary; Gina Perille; Gregory J. Shesko; Alice M. Welch

**Staff Present:**

James Lonergan, Director; Liz Babbitt, State Aid Specialist; Celeste Bruno, Communications Director; Andrea Bunker, Library Building Specialist; Kate Butler, Electronic Services Specialist; Maura Deedy, Library Advisory Specialist; Tracey Dimant, Head of Operations & Budget; Rob Favini, Head of Library Advisory and Development; Lyndsay Forbes, Project Manager and Grants Specialist; Paul Kissman, Library Information Systems Specialist; Evan Knight, Preservation Specialist; Rachel Masse, Assistant to the Director; Matthew Perry, Outreach Coordinator; Lauren Stara, Library Building Specialist

**Observers Present:**

Roger Fernandes, Projects Engineer, Town of Hingham; Catherine Halpin, Collaborative Library Services Coordinator, Boston Public Library (BPL); Linda Harper, Library Director, Hingham Public Library; David Mehegan, Chairman of the Board, Hingham Public Library; 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: January 3, 2019**

* Page 15, line 5 correct improve to improv

Commissioner Cluggish moved and Commissioner Abraham seconded that the Massachusetts Board of Library Commissioners approves the minutes for the monthly business meeting on January 3, 2019.

**Board voted unanimous approval.**

**Chairman’s Report**

Chairman Ochsenbein presented the following report:

The FY2020 legislative budget season is off and running. That means legislative breakfasts and there have been many, with several yet to go, culminating in Amherst in March.

I spoke at breakfasts in Spencer and Leominster and attended but did not speak at the breakfast in Foxborough. I am scheduled to speak at upcoming breakfasts in Northborough and Boylston. All of the breakfasts I’ve attended have been well organized and attended, with numerous legislators present. Most of the breakfasts I’ve attended this year have been within the eastern half of the C/W MARS regional network and I’ve been delighted to see a representative from the new Central Massachusetts Library Advocates (CMLA) group in attendance at many of these breakfasts and included in the speaking program. If this group follows its more established western Massachusetts counterpart—WMLA—we will have a strong new voice of advocacy for libraries.

I was happy to join with Director Lonergan, Mary Rose Quinn, Lauren Stara and Rob Favini in meeting with Rep. Natalie Higgins, the House Library Caucus co-chair, after the Leominster breakfast. It was my first meeting with Rep. Higgins. I am sure she will be a valuable partner in advocating for the needs of libraries across the state.

While our message is a bit more complicated this year with the addition of the construction bond bill request, it has been mitigated in part by the fact that many of the legislative breakfasts are being held in libraries that have been renovated, expanded, or built with the help of construction grants, providing wonderful and immediate examples of the benefits of the Massachusetts Public Library Construction Program (MPLCP) to talk about.

I think our message is resonating on both the legislative and the construction front. With the release of the report from the Mass Budget and Policy Center, we have another data point to talk about—not only have libraries’ share of the total state budget declined from FY19 to FY20 (as proposed) from .059% to .057 %, but the total of $27.3 million is the lowest of any line on the report, lower than the $31.1 level of support provided the Mass Fish and Game Commission!

As part of the construction bond bill outreach, Director Lonergan and those Commissioners on the Construction Team—Commissioners Mary Ann Cluggish, Les Ball, Jan Resnick, Mary Kronholm, Deb Abraham and m­e­—were assigned a list of libraries to contact to urge Trustees, Friends leadership, and community officials and leaders to contact their legislators and the governor’s office to urge support for a new construction bond and to raise the cap. The librarians I spoke to on my list, including Littleton, Fitchburg, Westborough, Grafton and Lynnfield, were all very supportive and knowledgeable. Some were already engaged, having scheduled meetings with their trustees and others with their respective legislators. The outreach initiative was a great idea and will have positive benefits.

**DIRECTOR’S REPORT**

Director Lonergan presented the following report:

Meetings/activities since the last Board meeting:

* January 4—Spencer Legislative Breakfast
* January 7—MSLA Executive Board Conference Call
* January 11—Presented at Webster Legislative Breakfast
* January 11—Mashpee Legislative Lunch
* January 14—MLS Executive Board Meeting
* January 15—Call with David Leonard at BPL re: construction bond & cap
* January 16—Joint MBLC/MLS Consultants meeting
* January 16—COSLA $1 per capita and School Libraries working group conference calls
* January 17—MLS Executive Director Search Committee meeting (virtual)
* January 18—Leominster Legislative Breakfast
* January 18—MLA Legislative Committee Meeting, MLS Office, Marlborough
* January 25—COSLA Meeting, Seattle, WA
* January 26-27—ALA Midwinter Conference, Seattle, WA
* January 31, February 5 & 6—MLS Executive Director Search Committee Phone Interviews

Governor Baker has released his House 1 FY 2020 Budget recommendation. The entire proposal, which totals $42.7 billion, can be found at the link below:

<https://budget.digital.mass.gov/bb/h1/fy20h1/?_ga=2.79226324.1129955840.1548270806-1823818634.1437055682>

The Governor has proposed a 3% increase for our Admin line (9101) and 1% increases for 9401, 9402, 9406, and 9506. While it may look like 9501 is getting a 2% cut, this is due to the artificial inflation of the line in FY2019 with $250,000 in earmarks. If we take the earmarks out, the base amount for this line ($9,362,700) is also getting a proposed 1% increase. The Governor is proposing level funding again for the Center for the Book.

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| --- | --- | --- | --- | --- |
| **Account** | **Description** | **FY 2019 Spending** | **FY 2020 House 1** | **Comment** |
| [7000-9101](http://budget.digital.mass.gov/bb/h1/fy19h1/brec_19/act_19/h70009101.htm) | Board of Library Commissioners | 1,275,000 | 1,314,774 |  |
| [7000-9401](http://budget.digital.mass.gov/bb/h1/fy19h1/brec_19/act_19/h70009401.htm) | Regional Libraries Local Aid | 10,282,140 | 10,384,961 |  |
| [7000-9402](http://budget.digital.mass.gov/bb/h1/fy19h1/brec_19/act_19/h70009402.htm) | Talking Book Program Worcester | 454,966 | 459,516 |  |
| [7000-9406](http://budget.digital.mass.gov/bb/h1/fy19h1/brec_19/act_19/h70009406.htm) | Talking Book Program Watertown | 2,588,155 | 2,614,037 |  |
| [7000-9501](http://budget.digital.mass.gov/bb/h1/fy19h1/brec_19/act_19/h70009501.htm) | Public Libraries Local Aid | 9,612,700 | 9,456,327 | FY2019 included $250K in earmarks |
| [7000-9506](http://budget.digital.mass.gov/bb/h1/fy19h1/brec_19/act_19/h70009506.htm) | Library Technology and Automated Resource-Sharing Networks | 2,815,928 | 2,848,279 |  |
| [7000-9508](http://budget.digital.mass.gov/bb/h1/fy19h1/brec_19/act_19/h70009508.htm) | Center for the Book | 200,000 | 200,000 |  |

Mary Rose Quinn, Lauren Stara and I met with House Library Caucus co-chair Rep. Brian Murray in Webster and, joined by Commissioner Ochsenbein and Rob Favini, with Caucus co-chair Rep. Natalie Higgins in Leominster after recent legislative breakfasts in order to review our FY2020 Legislative Agenda, with a particular focus on the construction bond bill and cap. Rep. Murray told us that he would speak with Rep. Higgins about scheduling a meeting with Administration and Finance (A&F) Sec. Heffernan regarding the bond bill and cap. Senator Dean Tran, who attended the Leominster breakfast, suggested that we draft a letter to the Governor in support of the bond bill and cap and circulate it to state senators and representatives for their signatures. We will discuss this with Sen. Eric Lesser, the Senate Library Caucus co-chair, when we meet with him this Friday at the Longmeadow legislative breakfast.

While in Seattle for a Chief Officers of State Library Agencies (COSLA) meeting and American Library Association (ALA) Midwinter, I met with representatives from Massachusetts School Library Association (MSLA) (including their consultant Greg Pronevitz) and EveryLibrary, a library advocacy organization, to discuss our continuing efforts towards implementation of the Special Commission on School Library Services’ recommendations (please see <https://mblc.state.ma.us/programs-and-support/youth-services/school-libraries-study.php> for the full report and recommendations). MSLA leaders and I have a meeting scheduled with DESE Commissioner Jeff Riley on March 11 to discuss MSLA’s 2019 advocacy priorities, which include:

* the appointment of a School Library Curriculum Specialist at DESE in order to strengthen school library services in support of excellent education for Massachusetts students; and
* conducting a thorough, detailed census of public school library programs to determine exactly where the inequities lie with regard to student access to a school library, librarians and staffing, funding, information technology, physical and electronic resources, and other factors related to school library services in the Commonwealth.

MPLCP:

* Marlborough approved its local funding on January 9 and their contract is in process
* Stoughton Public Library will be the subject of the Massachusetts Certified Public Purchasing Official program’s annual “Story of a Building” – the first time a library has been featured. It’s part of the coursework for MCPPO certification. Lauren Stara will be on the panel on March 12. More info: <https://www.mass.gov/service-details/story-of-a-building-stoughton-public-library>
* The Woburn dedication will be on March 16 – Commissioner Ochsenbein will speak
* The Weymouth groundbreaking will be on March 27 – Commissioner Ball will speak
* The Erving groundbreaking will be on March 29 – we need a Commissioner to speak (NB: Commissioner Resnick offered to speak during the meeting.)
* Staff has met with the directors at the Stoneham Public Library and Salem Public Library about their earmarks.

Joint MLS/MBLC Consultants Meeting: Consultants from the MBLC and the MLS met at the MBLC offices for a day-long planning meeting on January 16. The meeting began with the entire group discussing topical areas of overlap and interest that were generated during our first group meeting last fall and decided to focus on the following: Small Libraries, Assessment Tools, Website tools and guides, and Partnerships. After the group discussion, consultants broke into smaller groups by topic to discuss possible programs and activities and to plan for continued sub-group meetings and communications. The next group meeting is scheduled for May 15, 2019 at the MLS offices in Marlborough. The agenda will feature reports from the topical sub-groups.

LSTA (Library Services and Technology Act) Consultants (Lyndsay Forbes, Maura Deedy, Kate Butler, Shelley Quezada, and Evan Knight) delivered LSTA grant writing workshops in Lakeville, Boxborough, Springfield, and via webinar over a two week period in January. The sessions were attended by 49 people. The workshops not only trained attendees how to fill out the grant application form, but also gave them an opportunity to meet with LSTA consultants to discuss their potential projects. The training sessions were well received, with 83% of responding attendees indicating they learned a lot about grants and 63% responding that they felt very confident about writing grants.

The Trustee Institute will take place on Saturday, April 27 at the AC Hotel in Worcester (tentative timing 9:30-3:00). The theme will be advocacy and the keynote speaker will be Kathi Kromer, Associate Executive Director, ALA Washington Office. There will also be a session sponsored by the Massachusetts Library Trustee Association (MLTA) featuring political/fund raising campaign consultant Libby Post. We hope to round out the program with a panel discussion about library foundations.

Rob Favini has been sending out highlights of the newly updated Massachusetts Public Library Trustee Handbook on a weekly basis to the Trustee and PubDir emailing lists, with plans to cover the entire handbook over the next year or so. The highlighted sections in the emails are particularly useful for discussion at public library trustee board meetings and have been well-received by directors and trustees.

**LEGISLATIVE REPORT**

Director Lonergan presented the Legislative Report on behalf of Mary Rose Quinn, Head of State Programs/Government Liaison who could not attend the meeting:

The Governor released his FY 2020 House 1 budget on January 23, 2019. House 1 included an overall 1.5% increase to the state's budget, totaling $42.7 billion. The MBLC FY 2020 Agenda looked to increase the seven budget lines a total of $2.1 million over the FY 2019 $27,228,889 budget to $29,329,348. The Governor's budget funds MBLC budget lines at $27,277,894, an increase of 1% for five of the seven lines. The Agency budget received the requested 3% increase and the Massachusetts Center for the Book was level funded. In addition to a 3% increase for the Agency, Perkins and Worcester Talking Book Libraries, and the Center for the Book, Commissioners had requested a $1,233,860 increase for the Regional line item and a $443,072 increase for Technology and Resource Sharing. The Mass Budget and Policy Center has a thorough analysis of the Governor's budget in their current report which includes data about the MBLC budget from 2001 to date in their Budget Browser.

House Speaker Robert DeLeo has not yet selected his new Leadership Team and has not made Committee Chair appointments or Committee assignments. Freshman legislators are still gathered in two large basement rooms waiting for Committee appointments which will determine their office assignments. These appointments, including House Ways and Means postings, are expected to be announced next week (mid-February). In the meantime, a $165 million spending bill, the Governor's House 1 budget, and any bills filed this session with funding components are on hold. Once the House Ways and Means Committee is appointed, the Joint Committee on Ways and Means will begin holding hearings about the House and Senate versions of the FY 2020 budget. The MBLC will be expected to testify sometime in March. The House budget will be released mid-April; the Senate budget is scheduled for mid-May.

To-date, there have been ten Library Legislative Breakfasts around the state, including the Berkshires Breakfast at Williams College and the Cape luncheon in Mashpee in January; there are eight more events scheduled, concluding with the Jones Library Breakfast in Amherst on March 22. Thanks to all Commissioners and Agency staff who have attended and spoken about the 2020 Agenda at these breakfasts thus far or have agreed to participate in the remaining eight events. The Tewksbury Breakfast, which has been postponed until February 15, still needs a Commissioner/speaker. (NB: Director Lonergan spoke at the breakfast.)

The Massachusetts Municipal Association's Annual Convention and Trade Show was held on January 18 and 19. Thanks to Celeste Bruno, Matt Perry, and Andrea Bunker who staffed the booth on the first day while several other staff members attended the Legislative Breakfast in Leominster. Thanks to Lauren Stara and Liz Babbitt for staffing the booth on Saturday. Most of the questions from municipal officials who visited the booth concerned construction this year. Several people from municipalities with waitlisted libraries visited the booth to discuss the status of their library construction projects. A number of state agencies and service organizations that exhibit each year at MMA stopped by to discuss possible partnership opportunities.

The Massachusetts Library Association (MLA) Legislative Committee is finalizing plans for Legislative Day at the State House which will be held on Tuesday, March 5, 2019. All Commissioners are invited to attend.

January tax collections missed their monthly benchmark by $195 million, leaving a $403 million gap more than half-way through the budget year. Income tax collections in January missed their monthly benchmark by $230 million, and withholding collections were $27 million under benchmark; sales tax collections were $3 million above benchmark and corporate and business taxes were $28 million over estimates. January collections were down 6 percent from the same month in 2018. Revenues of $2.79 billion for the month were down $180 million from last year. Tax collections for the year totaled $16.1 billion and are currently 2.4 percent less than projected, and only 1.3 percent higher that the same seventh-month period last fiscal year.

**Marketing Plan Update**

The marketing report began with Communications Director, Celeste Bruno highlighting several campaigns that are currently occurring.  Ms. Bruno stated thatthe MBLC is happy to be working with OCLN for the third year in a row in a campaign designed to reach residents.

This year’s campaign is WIRED to REACH that highlights that  networks and libraries across the Commonwealth, including OCLN, are wired together to create opportunities for residents to gain access to more than 53 million items.

There are ready made social media posts with suggested text for libraries to use and residents can go to a website created for the campaign and share their comments.  
This campaign dovetails nicely into the FY2020 Legislative Agenda in which funding to 9506 is a priority.  
Resident’s comments will be shared with legislators which is important because while technology has changed a lot in 20 years, state funding to support technology in libraries is actually 36% lower than it was in 2001.  
  
Ms. Bruno also reported that the MBLC has also launched the 3rd annual #LibraryLovers Campaign, which is also a campaign designed to reach residents.

Residents simply fill out a paper valentine to their library or go to Lovemasslibraries.com and share why they love their library. MBLC shares the valentines with legislators.  
In 2 years, the MBLC has delivered 12,000 valentines to about 150 legislators.

MBLC staff are also currently working with the Statewide PR Advisory Committee to develop some identity for the new eBook program. They hope to have logos for Network feedback soon.

Matt Perry, Outreach Coordinator, presented the following report:

We have 137 schools and libraries signed up to participate in the PJ Drive with a goal of collecting 10,000 pairs of PJs. On February 21, we are holding a PJ celebration at the Lawrence Public library with First Lady Mrs. Baker, former Bruins player Bob Sweeney, and Bruins Mascot Blades. It is going to be a story time with some fun activities planned for after. Thank you to Commissioner Cluggish for agreeing to come and speak. We created a bilingual flier for the library to use to promote the event. We are working again with Wonderfund and Cradles to Crayons. I met with the Department of Children and Families (DCF) gatekeepers to coordinate how they will receive their pajamas, and we appreciate MLS and Optima’s help once again this year for letting us use delivery. Also a big thank you to Paul Kissman for creating a searchable map on the public portal that points out where participating libraries are by zip code. We already have some competitions, including Norwood and Bourne, whose town managers took the lead in challenging each other to see who can collect the most, and in the Blackstone Valley, seven libraries, Whitinsville, Uxbridge, Douglas, Upton, Millbury, Sutton, and Blackstone are all competing against each other to see who can collect the most.

Working with the JFK library was a little difficult during the Government Shutdown, but they are back and we are moving forward with the materials for this summer that deal with the Space Program. James helped us get in touch with State Librarians from around the country through COSLA and we have 20 states including Alaska and Hawaii as well as American Samoa who have gotten in touch with us to receive the posters we are making for summer. This means we are officially going nationwide with this partnership which is very exciting for us and JFK. It helps them because it is getting their name out across the country, and it really helps the libraries involved, especially in states like South Dakota and Alaska that are underfunded and couldn’t afford to do a project like this themselves. The JFK library foundation secured funding from Raytheon to cover the costs of printing and shipping for all the posters.

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

Liz Babbitt, State Aid Specialist presented for certification the Greenfield Public Library which meets the requirements for FY2019 State Aid to Public Libraries program.

Ms. Babbitt reminded the Commissioners that these awards are half payments. The remainder is paid at the end of the grant cycle. The total first half payments for this municipality is $16,937.99.

Commissioner Resnick moved and Commissioner Ball seconded that the Massachusetts Board of Library Commissioners certifies that the community presented in agenda item six has met minimum standards of free public library service and awards a FY2019 Library Incentive Grant, a FY2019 Municipal Equalization Grant and a FY2019 Nonresident Circulation offset in the indicated amounts, totaling $16,937.99, 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 of municipalities requesting waivers for the FY2019 municipal appropriation requirement in the FY2019 State Aid to Public Libraries program within the 5% threshold**

Liz Babbitt, State Aid Specialist presented the 15 libraries that were petitioning the Board for a Waiver of the MAR that were below the five percent threshold set by the Board for not being disproportionately cut in relationship to other departments within their municipality. These 15 municipalities are Adams, Attleboro, Fairhaven, Fall River, Haverhill, Lawrence, Longmeadow, Malden, Newbury, North Adams, Palmer, Somerset, Ware, Warren, and Yarmouth.

Commissioner Abraham moved and Commissioner Cluggish seconded that the Massachusetts Board of Library Commissioners grants a waiver of the FY2019 Municipal Appropriation Requirement and certifies that the communities on the attached list 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 $347,012.02, 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 of petition for a waiver of the municipal appropriation requirement for the FY2019 State Aid to Public Libraries Program above the 5% threshold**

Millville Free Public Library

Commissioner Ball moved and Commissioner Cluggish seconded that the Massachusetts Board of Library Commissioners denies the municipality of Millville a waiver “with reservation” of the FY2019 Municipal Appropriation Requirement on the basis of a 68.51% cut to library budget when compared to the overall municipal budget.

**Board voted unanimous approval.**

**Consideration of approval of the FY2020 Plan of Service and Program and Budget for the Library for the Commonwealth**

Commissioner Cluggish moved and Commissioner Resnick seconded that the Massachusetts Board of Library Commissioners approves the FY2020 Plan of Service and Program and Budget filed on December 21, 2018 for the Library for the Commonwealth, with the bottom line of $2,606,384 as presented in agenda item 9.

**Board voted unanimous approval.**

**Consideration of request for size reduction for the Hingham Public Library Construction Project**

Lauren Stara, Library Building Consultant presented the following background about Hingham:

The Hingham Public Library has approached the MBLC with a special request. Hingham has a provisional grant in place and is working to secure local funding at Town Meeting in April. We are asking for an emergency addition to the February agenda due to the tight timeline for their Town Meeting; waiting until the March meeting is not possible.

In preparation for Town Meeting, the library had an updated cost estimate done for the project, and it came in at more than $3 million over the estimate that was done at the time of application. They are very concerned about this and want to explore ways to reduce this cost.

Traditionally, the MPLCP allows projects to reduce gross square footage by up to 5% in redesign and design development. The town is asking to reduce their square footage by 8%. The MPLCP recommends up to a 10% reduction for the following reasons:

1. The reduction would be accomplished by the elimination of a 252-seat auditorium with raked seating and a stage. This is a program element that is not part of most public libraries, and elimination of the auditorium was recommended during the application review.
2. The original program was oversized, in the reviewers’ and staff’s view, because the Hingham library traditionally serves a large number of non-residents. With the construction of new and renovated/expanded libraries in the nearby towns & cities of Stoughton, Weymouth, Sharon, and Scituate, this nonresident usage is likely to fall.

David Mehegan, Chairman of the Board of the Hingham Public Library was introduced and gave the following presentation:

Thank you, Mr. Chairman and members of the Board, for accepting, on such short notice, our request to be heard today; we know you have a full agenda, and I’ll keep it short.

We are here to ask for approval of a request for a limited slight contraction in the scale of the project for the expansion and renovation of the Hingham Public Library. The background of our request is as follows:

1. The total cost of the project that was submitted to this Board, and for which a provisional MPLCP grant of $9.2 million was offered last July 12, was $26.2 million. That estimate was completed shortly before the application was submitted two years ago, in January 2017, based upon analysis by a contract estimator. As you know, Hingham had been on the waiting list for grant funding until that vote, and last November you kindly granted us an extension of the deadline for Town approval until the date of annual Town Meeting, which is April 22, 2019, with certification no later than April 30.

While our architect and estimator built into the estimate what were believed to be healthy and adequate contingencies for foreseeable escalations, including inflation of 6 percent annually for three years, recently we became concerned that continued high rates of inflation in large construction projects could well push our total considerably higher. Therefore our Board of Trustees authorized us to seek an updated estimate. That estimate came in last week, and it showed a total construction cost increase that would likely, adding in so-called soft costs, push the total for the project above $30 million.

1. It was our view that such an increase so shortly before Town Meeting, after we had been publicly citing for two years a cost of $26.2 million, would not be acceptable to the Town. Indeed, it is our view that even at $26.2 million, we will have a challenge at Town Meeting, as well as at the ballot box with a probable Proposition 2 ½ debt exclusion vote.
2. Therefore, we sought to ascertain the possibility of a modification in the project design that could get the cost back down close to the former estimate. We have studied the problem with our architect, Peter Byerly of Beacon Architectural Associates. Mr. Byerly believes that a reduction in gross square footage of approximately 8 percent, which would be attainable with the removal of the proposed 252-seat lecture hall, and refashioning of certain interior features made possible by that removal, would probably yield the desired cost reduction.
3. Of course, we are very much aware of this Board’s policy with regard to design changes after a grant is offered, and we know that this decrease in scale is not a small one. This is why we brought this proposal to the MBLC staff, and are here to request approval of these changes.

It is important to note two points about the proposed changes:

First, the function of the lecture hall will be replaced, on a slightly smaller scale, by the revival as a lecture hall of the former Barnes Auditorium, which had served as a larger-event venue in the former Town Hall wing that was absorbed into the Library in 2000. Stacks for children’s books have been located in that space since then, and the current design calls for it to contain meeting room space. Barnes has a separate entrance for use after Library hours and, reconfigured as an auditorium, will have at least 150 seats. While that number is fewer than 252, it is much greater than our largest current event room, which has about 90 seats and no separate entrance.

Second, the proposed reduction entails no other deletions of facility features, or reduction of Library services.

For these reasons, we ask that you approve our request for these proposed design changes.

Commissioner Cluggish moved and Commissioner Resnick seconded that the Massachusetts Board of Library Commissioners (MBLC) approves the request by the Town of Hingham to reduce the overall gross square footage of its proposed Hingham Public Library renovation/addition project by up to 10%, from 65,968 sf to not less than 59,371 sf. All elements of the project as presented in its 2016-17 Massachusetts Public Library Construction Program (MPLCP) construction grant application remain in effect, with the exception of the 252-person Auditorium. The maximum award for this project remains $9,151,270. No grant payment will be made before MBLC acceptance of the revised schematic design.

This approval is based on the following stipulation:

1. The design will be adjusted to allow after-hours access to the 144-seat Barnes meeting room and provide adjacent restrooms.
2. A revised schematic level design will be submitted to MBLC staff for approval.

**Board voted unanimous approval.**

**Update on New Summer Learning Grants**

Lyndsay Forbes,Project Manager and Grants Specialist presented the following information about the New Summer Learning Grants:

Our direct grants are a long-standing program which have allowed libraries to implement some vital and innovative services throughout the years. That said its format doesn’t work for every library. Carrying out a project that large can be a fairly big commitment. Staffing, space, and time are all precious resources. In an effort to open up LSTA funding to more libraries, this pilot offered a different format– something on a smaller scale in terms of time, planning, and funding. Additionally, libraries would not be required to have a current strategic plan on file with the MBLC.

So how did we get from ‘let’s do a smaller scale grant’ to the summer learning grant option?

One of the goals from our LSTA plan for Massachusetts is to promote learning, especially for youth. Libraries are natural learning spots. And the concept of ‘out of school learning’ has gained a lot more traction in recent years. Summer is a key time when libraries provide these types of opportunities. Given how busy youth departments are during the summer and the impact they are having on their communities, summer projects aimed at youth seemed like a natural fit for trying out this format.

We offered a simplified application. It was merged with the application for online summer reading software. There would be a similar audience so if they wanted to apply for both, we would save them some effort.

The grant portion of the application asked five questions:

* Briefly describe what your project is. Let us know what will happen and when.
* At what age are you aiming your program?
* Breakdown how you plan to spend the grant money ($500-2000)
* Explain what outcome-based evaluation method you will use to collect information about your project.
* Explain why you chose this project for your community and how you will address diversity, inclusion, and equity in it.
* 500-1500 words (1-3 pages)

What was received!

* 39 total applicants
* Requested over $60,000 in funding
* Broad range of projects with a pretty even split between STEM and more creative/arts proposals
* 15 libraries were selected. 38% of the applicants
* Total funding given: $24,056
* Handout with libraries, grant amounts, and description of projects.

**Presentation and discussion of the FY2020 Plan of Service and Program and Budget for the Massachusetts Center for the Book and Monthly Report**

Krista McLeod, Board Member, Massachusetts Center for the Board presented the FY2020 Plan of Service and Program and Budget:

The Massachusetts Center for the Book, the Commonwealth affiliate of the Center for the Book in the Library of Congress, is organized as an independent 501c3, operating as a public-private partnership charged with the development, support, and promotion of cultural programing designed to advance the cause of books and reading and enhance the outreach potential of public libraries in Massachusetts. It is funded by an appropriation from the General Court, Line Item 7000-9508 which is under the purview of the Board of Library Commissioners. At present it has no capacity to do increased fundraising, and so relies only on minimal grants/allocations from the Library of Congress and Mass Cultural Council to supplement the line item allocation.

Given that the FY20 budget reflects a 5th year of level funding at 80% of the minimum amount projected to be necessary to run the Center in the Summer of 2013, we offer no new activity in FY20 and expect to have to reduce further our operations activity as we contend with rising rents, increasing professional fees, and the rising minimum wage. We shall have to continue to ask our one full-time staff person, the Executive Director, to work without healthcare benefits and to contribute, on average, 10 uncompensated hours of overtime per week during our busiest months, September through May, while we - once again - cannot offer any increases to her nor to her one permanent part-time staff person. Our ED has not had a raise in five years; our part-time staffer, not in three years.

Current Programs Continuing in FY 2020

* Massachusetts Letters About Literature (a Library of Congress program in which state centers participate)
* Massachusetts Book Awards (a statewide initiative being run without any Mass library community partners)
* Mass Book Trails (Literary Mapping/Literary Placemaking)
* Statewide Calendar of Events for Massachusetts Libraries
* Library of Congress Literacy Award: Massachusetts Nominator
* State Center for the Book and Library of Congress Network Participation

Spring Coordinators' Meeting @ LOC (a Library of Congress program in which state centers participate)

National Book Festival in DC (a Library of Congress program in which state centers participate)

Route 1 Reads (East Coast State Centers collaboration - all 17 East Coast state centers participate)

* Massachusetts/New England Festival/Conference Participation (Exhibits)

Boston Book Festival

New England Library Association

New England Independent Booksellers Association

Strategic Planning Currently Projected to Continue in FY20 (owing to our inability to allocate more than $5,000 to the process in FY19).

**Report from the Massachusetts Library System**

Sarah Sogigian, Interim Executive Director presented the following report:

Marlborough Office News

New owners have purchased the building where MLS leases its Marlborough office.  The new owners intend to occupy the entire building, so MLS-Marlborough is now looking for a new home.  We are working quickly to find a location close to our current home. We know that location is a big factor for our members and staff, and we are committed to maintaining easy access to the major routes we’ve come to rely on. The move will most likely happen this summer, and we’ll keep you posted on news as it happens.

Membership News

MLS welcomed 1 new member and 5 new directors in December:

New Members

George P. King Elementary School, Framingham

New Directors

Candace Bradbury-Carlin, Tilton Library, South Deerfield

Amy-Jo Conant, Fiske Elementary School, Lexington

Sandra Moltz, Swampscott Middle School

Ivan Ussach, Warwick Free Public Library

Marcie Walsh-O’Connor, Whitman Public Library

Commonwealth eBook Collections Content Transfer “Mini Update”

MLS staff has nearly completed follow-up with publishers to authorize the transfer of content from Axis 360 to OverDrive and will issue a report soon with the outcomes.  One important update, MLS was able to connect with Rosen Publishing who were happy to approve the content transfer.  MLS was previously misinformed that this publisher had disapproved the transfer.

MLS Spring CE

We recently launched our spring CE calendar of events. Workshops include:

Planning With Purpose: Strategic Planning At Your Library with Kristi Chadwick

Strategic Planning Tips, Tools, and Techniques with Michelle Eberle

Out of this World Summer Library Programs with April Mazza and Christi Farrar

Word of Mouth Marketing: How to Drive the Message with Anna Popp

Intro to Copyright, Plagiarism, and Open Access with Kelly Jo Woodside

Registration and further information can be found on our calendar: calendar.masslibsystem.org. Be sure to check back periodically as we are continuing to post additional webinars and other training opportunities!

MLS Consultants Webguide

We are pleased to announce our new [webguide](http://guides.masslibsystem.org/cats) for Consulting and Training Services! We invite you to take a look and learn more about our team, our various areas of expertise, and our direct links to our most popular services.

SimplyAnalytics

MLS has recruited a working group to develop a demonstration project using SimplyAnalytics to develop statistical dashboards and maps of potential interest to library staff statewide.  MLS anticipates that the group will complete its work in April and will share the results via webinars with the Massachusetts Library Community.

MLS Listening Tours

MLS planned 10 listening tours in January.  Stay tuned for news and notes in the coming months as we unpack what we learned.

Legislative Breakfasts

MLS is actively participating in the legislative breakfasts and related events being held statewide.  Consult the MLA calendar for the list of events.  Thank you to the libraries, groups, and sponsors of this year’s breakfasts!

**Report from the Library for the Commonwealth**

Catherine Halpin, Collaborative Library Services Coordinator, Boston Public Library:

# Digitization:

* Digital Services metadata team has begun using OCR highlighter pens that can scan, input, and translate text from original materials into metadata spreadsheets.

# Collection Development:

* Launched Kanopy streaming video service to the public: https://boston.kanopy.com/.

4 films a month, has an app that patrons can load to their smart tv or streaming device.

* Working to improve selection of world language collection: began working with a new vendor for Arabic materials, placed orders for Portuguese books, and Fields Corner branch staff updating their selection of Vietnamese materials. Our world languages collections are frequently sent out to libraries across MA as deposits for several months at a time.

# Archival Center

* We’ve started the move of over 200,000 books from the Central Library stacks to the Archival Center.
* These books will be unavailable for several months, while we move them and then work out a retrieval workflow with the Archival Center staff. Subject areas affected are part of Social Sciences (H), Political Science (J) , Law (K), and some Education titles (L).

# Misc.

* Patriot’s parade was held on Tuesday. These events always brings in a lot of new faces to the library.

**Standing Committee and Liaison Reports**

**COMMISSIONER ACTIVITIES**

Commissioner Resnick

* Attended Berkshire Breakfast at Williams College
* Made calls to libraries about the bond bill

Commissioner Cluggish

* Spoke at Mashpee Public Library Legislative luncheon
* Spoke at Millbury Public Library Legislative breakfast
* Spoke at Wellesley Public Library Legislative breakfast
* Made calls to libraries about the bond bill

Commissioner Ball

* Attended Legislative luncheon at Mashpee Public Library
* Spoke at Kingston Public Library Legislative breakfast
* Met with people in Hingham about their construction project
* Made calls to libraries about the bond bill

Commissioner Abraham

* Going to speak at Reading Public Library’s Legislative breakfast

**PUBLIC COMMENT**

There was no public comment.

**OLD BUSINESS**

There was no old business.

**ADJOURNMENT**

There being no further business, Commissioner Ball moved and Commissioner Resnick seconded to adjourn the February 7, 2019 monthly business meeting of the Board of Library Commissioners at 12:21 PM.



Mary Kronholm

Secretary