MINUTES OF THE BOARD OF LIBRARY COMMISSIONERS

Date : September 6, 2018

Time : 10:00 A.M.

Place : Scituate Town Library

 Scituate, Massachusetts

Present : Roland A. Ochsenbein, Chairman; Mary Ann Cluggish, Vice Chairman; Deb Abraham; George T. Comeau, Esq.; N. Janeen Resnick; Gregory J. Shesko; Alice M. Welch

Absent : Mary Kronholm, Secretary; Carol B. Caro

**Staff Present:**

James Lonergan, Director; Liz Babbitt, State Aid Specialist; Celeste Bruno, Communications Director; Tracey Dimant, Head of Operations and Budget; Rob Favini, Head of Library Advisory and Development; Rachel Masse, Assistant to the Director; Matthew Perry, Outreach Coordinator; Mary Rose Quinn, Head of State Programs / Government Liaison; Lauren Stara, Library Building Specialist

**Observers Present:**

William Adamczyk, Director, Milton Public Library/ President, Massachusetts Library Association (MLA); Kevin Carcloton, Trustee, Scituate Town Library; Deb Conrad, Executive Director, SAILS, Inc.; Anna Fahey- Flynn, Central Library Manager, Boston Public Library (BPL); Jessi Finnie, Director, Scituate Town Library; Catherine Halpin, Youth Technology Coordinator, Boston Public Library (BPL); Elizabeth Holthevs, Trustee, Scituate Town Library; Jeanette Lundgren, Interim Director, C/W MARS, Inc.; Susan McAlister, Executive Director, Minuteman Library Network (MLN); Greg Pronevitz, Consultant, Massachusetts School Library Association (MSLA); Steve Spohn, Resource Sharing Director, Massachusetts Library System (MLS)

**Call to Order**

Chairman Ochsenbein called the meeting to order at 10:05 A.M.

**Approval of Minutes: August 2, 2018**

* Page 9- Disney is the Happiest Place on Earth
* Page 9- 4 more Summer Reading Visits
* Page 12 line 29- Commonwealth is misspelled

Commissioner Resnick moved and Commissioner Comeau seconded that the Massachusetts Board of Library Commissioners approves the minutes for the monthly business meeting on August 2, 2018 as amended.

**Board voted unanimous approval.**

**Chairman’s Report**

Chairman Ochsenbein presented the following report:

It was a busy summer for the agency and staff, absorbing the new budget and its implications, staffing changes, forums and many other activities, not least of which was the Summer Reading Program, rolled out in partnership with the Boston Bruins. This program grows in both popularity and reach every year—there were more events and participants this year than ever. I recall remarking at the kick-off in Waltham in June that this marks the 10th year of the Bruins partnership. In that time over 2 million children, teens, and adults have participated in the program. I’m quite sure the number of participants this year has pushed up the total by quite a bit. It’s a lot of work for staff and volunteers, but the impact is incalculable. It’s also an absolutely remarkable success story and goes to the heart of what libraries are all about. Kudos to all those involved in the planning and arranging of those events.

We turn now to the fall and that means of course the budget for the next fiscal year, FY2020, and this will be one of the major topics we discuss today. It is possibly the most important thing we do each year. You saw in your packet an overview of the budget process. There is a lot of work ahead and I look forward to digging in with all of you and everyone in the library community. I particularly look forward to meeting with our library legislative caucus chairs this fall as our agenda becomes finalized.

Along those lines, I will note that Tuesday’s primary results certainly have some impact on our advocacy efforts. Two important State Representatives were defeated in the primary. Rep. Byron Rushing (House Asst. Majority Leader) was an articulate and passionate library supporter. He has spoken at the Library Legislative Day functions, and has sponsored numerous amendments relating to our budget lines. He will be missed. Rep. Jeff Sanchez, chair of House Ways and Means this past year, also means a change in direction. With the Sanchez loss and Senator Spilka’s move to senate presidency, it means that both the House Ways and Means Committee and the Senate Ways and Means Committee will have new chairs this year. So we will have some shoring up to do during this legislative year and we will be making new friends as the year progresses.

PBS aired *Ex Libris: The New York Public Library* on Tuesday evening. It was a wonderful look at what goes on every single day in a world-class city library system. I’ll be interested to see if there is any conversation about the film over the next few days. I was able to borrow a DVD of it –thank you Chicopee Public Library!-and watch it during reasonable hours. I also attended the discussion at the BPL between David Leonard and Frederick Wiseman, the filmmaker. It was fascinating on a number of levels. I was perhaps most interested in the staff discussions relating to funding and programming and strategic positioning, in the context of the NYPL funding mix (50-50 private/public).

I have reviewed with James and the Executive Committee the list of Committee and Liaison assignments and spoken with the affected Commissioners. I have a couple of tweaks to the draft that Rachel forwarded last week based on conversations this week. I will get those to Rachel by tomorrow, so look for that within the next few days.

My August activities included the aforementioned discussion at the BPL regarding the film, and the Executive Committee meeting on August 28.

**DIRECTOR’S REPORT**

Director Lonergan presented the following report:

Meetings/activities since the last Board meeting:

* August 9—Meeting at NEDCC with Executive Director Bill Veillette, Director of Preservation Services Ann Marie Miller, and Rob Favini
* August 13—MLS Executive Board meeting, Northampton
* August 16—WMLA Meeting, Hatfield Public Library
* August 21—COSLA Webinar: NASA@MyLibrary
* August 22—OCLC/Association of Rural and Small Libraries Webinar: “Getting Unstuck: Help Your Board, Staff and Town Talk about Library Funding”
* August 23—Presented “View from the State” keynote at Higher Education Libraries of Massachusetts (HELM) Summer Retreat, Tower Hill Botanical Gardens, Boylston
* August 27—Attended Frederick Wiseman Conversation with David Leonard about *ExLibris: the New York Public Library* at Boston Public Library’s WGBH Studio

I spoke with Ed Palleschi, Deputy Director**, Boards and Commissions with the Office of the Governor** on Thursday, August 30. For some background: there are over 700 boards and commissions in the Commonwealth and the Governor has made over 2100 appointments to boards and commissions in the last three and half years. They are focusing on appointing the most qualified candidates, but they are also prioritizing geographic diversity and gender and racial/ethnic diversity and inclusion in particular when making appointments. They are in the process of trying to fill over 200 seats on 39 new boards and commissions, and are particularly concerned about boards with vacant seats with quorum issues. They know we are well-run and have commissioners who are continuing to serve beyond their expired terms, so they aren’t prioritizing us as much as they are some other boards, but they will make additional appointments to the MBLC as soon as possible.

We discussed the expired terms of Commissioners Caro and Comeau, the upcoming expirations of the terms of Commissioners Shesko, Cluggish, and Welch, the timing of appointments for new commissioners and/or reappointments, and whether we at the MBLC could be of assistance in the process. Mr. Palleschi told me they have a short list of applicants that they will draw from for appointments to the Board of Library Commissioners (two names under consideration were mentioned but are not yet to be made public). They welcome our encouraging and forwarding additional applicants, particularly those who would bring needed diversity to our Board.

**Agency budget:** We have filed the agency’s FY2019 spending plan with A&F. Given the increase to 7000-9101, our Administrative line, we have shifted one of the two salaries we charged to 7000-9506 (Library Technology and Resource Sharing) in FY2018 back to 7000-9101 and also one of two consultants’ salaries charged to the Construction bond in FY2018 back to 9101.

I participated in a meeting of the **Western Massachusetts Library Advocates** (WMLA) at Hatfield Public Library a few weeks ago. I was asked in advance to prepare to discuss the following questions/comments:

* How can WMLA advocate for library needs more successfully? Is there anything WMLA can do to better support MBLC efforts?
* What is your plan for working with the new MLS Director? Our Board hopes to see greater involvement from the MBLC in the oversight of MLS.
* Has anything changed in the relationship between the MBLC and MLS in the past year?
* What do you envision as the future of the *Public Libraries in Massachusetts: An Evolving Ecosystem* study? What action items do you expect to come out of this study?
* What feedback has the MBLC received from libraries about the study?
* Have your priorities for the state budget changed?
* Some Board members are concerned about the potential changes to the State Aid MER minimum requirements. We hope to express that the minimum requirements should stay the same.

**MPLCP**: The Webster Public Library opened to the public on September 4, and their dedication will take place on Saturday, September 29 at 10 am. Commissioner Ochsenbein will speak at the dedication. There will also be a special reception for donors on Tuesday, September 21 from 6:30-9 pm, and Commissioners and MBLC staff are welcome.

The groundbreaking for Springfield’s East Forest Park Branch, originally scheduled for September 13, has been postponed to Monday, October 15 at 10 am.

Lauren Stara, with the help of Ann Downey, will hold a Virtual Community Meeting on September 27. This will be the sixth Community Meeting held to gather input on the Public Library Ecosystem study, and is aimed primarily at libraries in small and remote areas who have difficulty getting time away from their library – but anyone is welcome to join.

On August 24, the MBLC participated in the **Boston Bruins FanFest** at Weymouth High School.  Thousands of people attended this free event where fans could get a feel for what it’s like to skate on Bruins ice wearing official Bruins gear, meet young star Bruins player Ryan Donato, take fan photos in a giant Tuukka Rask goalie mask, and get free food and ice cream and Bruins prizes. There was a line to the MBLC booth, where staff was giving away READ posters featuring Bruins players and the portal web address. Staff also promoted databases through Homework911 cards that take parents and students to a section of the portal with databases divided by age group, making them easier to use. Many parents were pleased to learn that no library card is needed to use Homework911.

Staff also gave every family that came to the booth a card that highlights everything that can be found on the portal including eBooks, digitized treasures, and the ability to find free local programming and classes. Perhaps the most popular item was the Boston Bruins Recommended Reads list. Staff estimated that they gave out 2,000 posters and other materials in just under two hours. The booth was so popular that they ran out of materials and had to close down early.

This is the second annual FanFest tour, which makes two stops in Massachusetts (Springfield and Weymouth) and visits other New England states. The MBLC plans to participate in both Massachusetts locations next year. There is no fee for the MBLC to participate in FanFest.

**Summer reading** events wrapped up with visits to Lowell, Methuen, and Chelsea, making a total of 13 visits to public libraries, more than double the number that MBLC staff and the Bruins typically do.  On average, a Blades event receives 85% more participants than a regular library program and Blades visits also bring positive media attention (many times front page stories) to libraries. One librarian said, “We are still receiving positive feedback. It was the highlight of our summer.” The drawing for the Bruins summer prizes in now underway. The Bruins prizes include Bruins pucks and jerseys signed by Summer READ Player Charlie McAvoy, as well as at-game experiences like riding the Zamboni, high-fiving the players as they take the ice, and sitting on the Bruins bench during pre-game warmups. MBLC staff is also currently working with the Boston Bruins to distribute two pre-season game tickets to each of the 134 libraries that participated in the Bruins PJ Drive last year.

**Staff News**: We are pleased to announce that Andrea Bunker, the current director of the Woburn Public Library, has accepted the position of Library Building Specialist. She holds a bachelor’s degree from Northeastern University and an MLS from the University of Rhode Island. She previously worked for libraries in Rhode Island, North Carolina and Newburyport. Because of the complex process of transitioning away from her duties as director at Woburn Public Library (currently under construction), she will start work in early December.

**LEGISLATIVE REPORT**

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

State revenue numbers continue to improve. Revenue collections for July totaled $1.899 billion, which is $102 million or 5.7% more than the actual collections in July 2017, and $7 million or 0.4% more than benchmark. The FY19 revenue benchmark of $28.392 billion was used in building the signed FY19 General Appropriations Act.

August mid-month collections for the month-to-date period were $746 million, up $38 million or 5.4% versus the same period in August 2017. Income tax collections totaled $555 million, up $24 million or 4.6% versus the same period in August 2017. Sales and use collections were $109 million, up $16 million or 17.3% versus the same period in August 2017. Corporate & Business Taxes were $13 million, down $6 million or 30.7% versus the same period in August 2017. August is a minor month for business tax revenues. Other taxes totaled $69 million, up $4 million or 5.5% versus the same period in August 2017. The end of month figures should be released shortly. Commissioners will receive the updated information as soon as it is posted.

The State’s primary election results included some unexpected outcomes. House Ways and Means Chairman, Jeffrey Sanchez and Assistant Majority Leader, Byron Rushing both lost to their primary opponents. Jon Santiago will replace Rushing in the House; he has no opponent on the ballot in November. Jo Comerford won the primary as a write-in candidate for the seat vacated by Stan Rosenberg. Chris Hendricks beat incumbent Robert Koczera from New Bedford.

In addition to these changes in the General Court, there will be a number of other new faces in the House and Senate who will fill seats currently vacant due to resignations; two House seats are unfilled due to the deaths of Representatives Walsh and Kocot which occurred too late in the session to hold special elections. There are currently two Senate seats and seven House seats vacant. Several retirements, some among committee chairs and leadership, will result in a large freshman class in the 191st General Court. Since Senator Karen Spilka has been chosen as the new Senate President, there will be new leadership in both House and Senate Ways and Means as well. Eight Democrats who won their primaries are running uncontested in November and will be sworn in this coming January.

After the election in November, the Governor and House and Senate leaders are given additional time to file budgets, choose their leadership teams, and designate committee assignments. This reshuffle makes budget discussions with current legislators more complicated as a result.

This year’s Legislative Agenda will include a request for a new $250 million construction bond and discussion of raising the annual construction funding cap to $25 million in addition to a more than $2.1 million increase to the MBLC seven budget lines.

**MLS FY2019 Budget Revision 1 approval request**

Steve Spohn, Resource Sharing Director presented the MLS FY2019 Budget Revision 1 which was unanimously approved by the Massachusetts Library System, Executive Board at its August 13, 2018 meeting.

The most significant change was the increase to the delivery line of $100,000 to cover the cost of the minimum wage increase beginning January 1, 2019. Health insurance increased slightly and the remaining was put in the database line.

Commissioner Comeau moved and Commissioner Cluggish seconded that The Massachusetts Board of Library Commissioners approves the FY2019 Budget Revision 1 filed on September 6, 2018 for the Massachusetts Library System with a bottom line of $7,675,756, as detailed in the documentation in agenda 6.

**Board voted unanimous approval.**

**discussion/review of policies for the fy2020 & FY2021 state aid to public Libraries program**

Liz Babbitt, State Aid Specialist, presented the Board policies related to the FY2020 & FY2021 State Aid to Public Libraries program: a) Extending a Grace Period for Increased Population-based Minimum Standards; b) Minimum Standards of Hours of Service for Public Libraries; c) Minimum Materials Expenditure Standard Calculation; d) Materials Expenditure and Hours Open Accommodation Policy; e) Municipal Appropriation Requirement (MAR) Calculation; f) Determining Eligibility for a Waiver of the FY2021 Municipal Appropriation Requirement; g) The Closure of a Public Library; h) Five Year Waiver Plan Policy

One FY2020 policy will also be presented for the first time.

i) Five year waiver plan policy

One FY2020 policy will be presented for revision:

j) Materials expenditure and hours open accommodation policy

She stated that the proposed policies would be presented for Board approval at the October 4, 2018 Board meeting.

**Update from the Massachusetts School Library Commission (MSLA)**

Greg Pronevitz, MSLA Communications Specialist u**pdated the Commissioners**

# The Massachusetts School Library Association’s (MSLA) current advocacy priority is the implementation of recommendations of the Special Commission on School Library Services in Massachusetts. These recommendations are included in a three-year long-range plan that was designed to address the many school library service inequities discovered during a statewide study and include improving access to:

# School libraries and school librarians

# Information resources in school libraries

# Information technology

# Instruction and help

# Funding for school libraries

# We endorse the key recommendation for the appointment of a School Library Curriculum Specialist at DESE. This appointment will provide a long-needed high-level liaison between the education and library communities to facilitate communications among all stakeholders to strengthen school library services in support of excellent education for Massachusetts students.

# This step, along with a number of other steps included in the long-range plan are in alignment with the needs of MBLC and its affiliates, such as improving access to statewide databases and eBooks, training for school librarians, strengthening the relationship between DESE and the library community and MBLC.

# We were pleased that James Lonergan joined us last month at a meeting with DESE Commissioner Riley to share our aspirations and we hope this valuable collaboration will continue.

# The Commission began its work in 2014 with representation from the Legislature and the education, business, and library communities. The Committee performed a statewide study of school library services conducted by two researchers in collaboration with the Department of Secondary and Elementary Education (DESE) and the Center for International Scholarship in School Libraries, Rutgers, the State University of New Jersey (CISSL). The Committee’s findings and recommendations were published as *The Massachusetts school library study: equity and access for students in the Commonwealth: report of findings and recommendations of the Special Commission on School Library Services in Massachusetts* in 2018 and distributed to members of the Legislature’s Joint Committee on Education, stakeholders, Commission members, deposited at the State Library, and published online for public access.

In light of the many inequities in school library services among Massachusetts’ schools, the study’s recommendations based on findings of the research are outlined in Section 4 of the *Report*,

“The Special Commission on School Library Services makes the following recommendations and long-range plan for improving access to school libraries and school librarians, print and electronic information resources, information technology, instruction and help, and funding. In this time when many get their news via social media, it is vitally important to provide children with discerning information literacy skills, including information, technology, and multimodal literacy that enable critical thinking and evidence-based practices that develop an informed and responsible citizenry. The Recommendations derive from the data through empirical research, The Massachusetts Study: Equity and Access for Students in the Commonwealth.”

**Resources**

[*The Massachusetts school library study: equity and access for students in the Commonwealth: report of findings and recommendations of the Special Commission on School Library Services in Massachusetts, 2018.*](https://mblc.state.ma.us/programs-and-support/youth-services/school-libraries-study.php)

Or its Executive Summary

Salem State University’s: Massachusetts School Library Research Project

Includes advocacy materials, related studies and publications, communications tools, and conference presentations.

**REPORT FROM THE MASSACHUSETTS LIBRARY SYSTEM**

Steve Spohn, Resource Sharing Director (MLS) presented the following report:

**MLS Fall CE Season Announced**

MLS is pleased to present its Fall 2018 Continuing Education season. Registration and further information can be found on our calendar: **calendar.masslibsystem.org**

* **Interactive Web Content on a Shoestring**with Kelly Jo Woodside
* **Getting Started with Canva**with April Mazza
* **“How Can I Help You?” Customer Service Basics and Beyond**with Kristi Chadwick
* **Librarians Foster Civic Engagement**with Michelle Eberle**and Librarians’ Critical Role Serving Immigrant Communities**with John McCarthy, U.S. Citizenship and Immigration Services
* **Connecting the Dots: use the resources you have to help students and parents meet their information needs** with Christi Farrar and Tressa Santillo
* **Accidental Reference Librarian**with Anna Popp

**Lynda.com News**

MLS has been informed that we are no longer eligible for Lynda.com.  Our subscription ends on August 25, and unfortunately, we will be unable to continue to offer Lynda.com to our member library staff.  While we are certainly very disappointed by this news, Lynda.com (now part of LinkedIn) continues to offer their product to individual institutions.

**Democratic Knowledge Project Receives Funding**

We are pleased to announce that MLS is partnering with the Democratic Knowledge Project at Harvard University to expand a program called “10 Questions for Young Changemakers.” The partnership will pilot a professional development initiative focused on civics education for youth-serving librarians (in school, public, and academic library settings), and was recently awarded a Laura Bush 21st Century Grant from the Institute of Museum and Library Services (IMLS.) A cohort of 8-10 librarians and school library media specialists from across Massachusetts will develop a series of professional development resources and learning modules to expand young people’s capacity for civic action and media-making in the digital age. You can learn more about the 10 Questions Young Changemakers, and the Youth Participatory Politics Research Network, here: https://yppactionframe.fas.harvard.edu/home Keep an eye on our website and email lists for more information and for the librarian application process.

This partnership supports the MLS Strategic Plan goals of investing in the Co-Creator Process and preparing our member libraries to be Future Ready.

**COSLA CE Forum**

Sarah Sogigian attended the COSLA CE Forum. It was a very useful experience, and she enjoyed working with her colleagues and especially with Lyndsay Forbes at MBLC.

**Upcoming Events**

* 9/21 – **MHEC Expo**
* 10/4 – [**Teen X: 10th Anniversary of Teen Summit**](https://www.eventbrite.com/e/teen-x-10th-anniversary-of-teen-summit-tickets-48733704823)
* 10/19 – **Procurement: Chapter 30B and MHEC**
* 11/5 – **MLS Annual Meeting** – **Save the Date**
* Sept. – **Financial Literacy Training for Libraries**

**Report from Library for the Commmonwealth**

Anna Fahey-Flynn, Central Branch Manager submitted the following report:

National Recovery Month

* Having two city wide reads: Dreamland: The True Tale of America's Opiate Epidemic and If You Love Me: A Mother's Journey Through Her Daughter
* Book displays with books and resources will be set up at each BPL location

*WiFi hotspots pilot*

* 200 T-Mobile hotspots by will be available for 21 day loan
* One year pilot funded by Verizon

Audiobook update

* Dropping audiobooks from Hoopla due to cost of the cost per circ model
* Keeping other modules on Hoopla
* Replacing service with RB Digital, which is not a cost per circ model.

Music inventory

* Music special collections are now being inventoried.
* These items have already been cleaned
* These items will be folded into the Rare Book department after the Rare Books renovation

**Standing Committee and Liaison Reports**

Chairman Ochsenbein stated that the List of Liaisons and Standing Committees needs to be updated especially since some committees no longer exist. He asked Commissioners to contact him or Director Lonergan to indicate their interest in serving as liaisons or on a committee.

**COMMISSIONER ACTIVITIES**

**Commissioner Cluggish**

* Participated in the Executive Committee Conference Call

**PUBLIC COMMENT**

There was no public comment.

**OLD BUSINESS**

There was no old business.

**ADJOURNMENT**

There being no further business, Commissioner Comeau moved and Commissioner Shesko seconded to adjourn the September 6, 2018 monthly business meeting of the Board of Library Commissioners at 12:52 PM.



Mary Kronholm

Secretary