**MINUTES OF THE BOARD OF LIBRARY COMMISSIONERS monthly regular meeting**

**Date:** Thursday, November 5, 2020

**Time:**  10:00 A.M.

**Place:**  Zoom Meeting

**Present:** Mary Ann Cluggish Chair; Les Ball, Vice Chair; N. Janeen Resnick, Secretary; Deb Abraham; Stacy DeBole; Philip Madell, Esq.; Roland A. Ochsenbein; Gina Perille

**Absent:** Mary Kronholm

Commissioner DeBole left the meeting at 12:02 P.M.

**Staff Present:**

James Lonergan, Director; Liz Babbitt, State Aid Specialist; 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; Susan Gibson, Accountant V; Paul Kissman, Library Information Systems Specialist; Rachel Masse, Assistant to the Director; Matthew Perry, Communications Specialist; Mary Rose Quinn, Head of State Programs / Government Liaison; **Aparna Ramachandran,** Data Analyst/IT Support Specialist; Lauren Stara, Library Building Specialist

**Observers Present:**

Margaret Cardello, Library Director, Marlborough Public Library; Eileen Chandler, Administrator, Cape Libraries Automated Materials Sharing Network (CLAMS); Ron Gagnon, Executive Director, North of Boston Library Exchange (NOBLE); Catherine Halpin, Collaborative Library Services Coordinator, Boston Public Library (BPL); Jeannette Lundgren, Network Administrator, CW MARS, Inc.; Terry McQuown, Consulting and Training Services Director, Massachusetts Library System (MLS); Sharon Shaloo, Executive Director, Massachusetts Center for the Book

**Meeting called to order by Chair Cluggish**

Chair Cluggish called the meeting to order at 10:00 A.M.

**Approval of Minutes from the regular monthly meeting: September 3, 2020 and October 8, 2020**

Chair Cluggish moved to join both sets of minutes and agenda item 7a-d to a consent agenda. A consent agenda is a board meeting practice that groups routine business and reports into one agenda item. The consent agenda can be approved in one action, rather than filing motions on each item separately. Using a consent agenda can save boards anywhere from a few minutes to a half hour.

Board Chair, Commissioner Cluggish asked for a Roll Call vote of the Commissioners.

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| Commissioner Abraham- YES | Commissioner DeBole- YES | Commissioner Ochsenbein- YES |
| Commissioner Ball- YES | Commissioner Kronholm- Absent | Commissioner Perille- YES |
| Commissioner Cluggish- YES | Commissioner Madell- YES | Commissioner Resnick- YES |

**The motion passes.**

Commissioner Perille moved and Commissioner Abraham seconded that the Massachusetts Board of Library Commissioners approves the minutes from the September 3, 2020 and October 8, 2020 as a consent agenda with minor grammatical corrections.

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| Commissioner Abraham- YES | Commissioner DeBole- YES | Commissioner Ochsenbein- YES |
| Commissioner Ball- YES | Commissioner Kronholm- Absent | Commissioner Perille- YES |
| Commissioner Cluggish- YES | Commissioner Madell- YES | Commissioner Resnick- YES |

Hearing no objection, Chair Cluggish declared that the motion passed under the consent agenda.

**The motion passes.**

**Chair’s Report**

Chair Cluggish presented the following report:

In the past month I participated in or observed the following:

* PR Committee Virtual Drop In Meeting
* Massachusetts Library Association (MLA) Virtual Legislative Committee Meeting
* MLS Virtual Marketing Check In with Anna Popp
* Building Literacy: Public Library Construction Podcasts
* Western Massachusetts Library Advocates Annual Meeting
* MLS Annual Meeting
* Executive board virtual meeting

During the PR Committee meeting MLS's Anna Popp wrote this in the comments "You want to get Evan Knight for a program. He really brings them in. He is a unicorn!" I don't even know what the context was, but I thought it was worth sharing. So, whatever it is that you're doing Evan, obviously you should keep it up.

This past month was the first one without any crises since the pandemic began. It felt a little strange as the tension of crisis mode had begun to feel like the norm. As you know, the Agency also received some good news when the Governor's 2021 revised budget was released. James will describe the budget line items in detail.

Remarkably this is only the FY 2021 budget. Ordinarily we would have held a hearing in September and be developing priorities and planning advocacy for the 2022 budget by now. Yesterday, the 2021 budget was taken up by House Ways and Means and Governor Baker has asked that the legislature come back with a completed budget by Thanksgiving so this will be a very short turnaround.

I urge everyone to contact their legislators, especially those who are on Ways and Means; be sure to ask them to support the Library budget lines, reminding them what libraries have been doing for the last six months and how busy they are despite COVID-19 constraints. I cannot emphasize enough that there is a direct correlation between a rise in unemployment and demand for library services. Many libraries have been running Job Seekers Workshops, and always provide resume help. MBLC staff will provide us with further messaging, but an important note is that over 90% of the funding in the library lines does not stay on the state level but goes out to local libraries or for services to local libraries. The buildings may have been closed, but the libraries have been open.

Those of us who experienced the 2008 downturn remember that even after legislature approval, because the state must maintain a balanced budget, the Governor can and does use his 9C powers to cut funding at any time in the executive branch agencies under his control. That includes the MBLC and our budget lines.

In our upcoming board meetings, we'll be focusing on MAR (Municipal Appropriation Requirement) waiver requests. The 2008 downturn truly manifested itself in 2010, '11 and '12. In 2008, 19 municipalities requested a waiver from the MAR. However, in 2009, there were 29 requests, 2010 – 103 requests, 2011 – 127 requests, 2012 – 129 requests, 2013 – 99 requests.

The number of waiver requests slowly abated, and we finally returned to normal levels in 2018-19. Next month I expect that we will begin the review process.

We've started discussing advocacy for our budget lines, and once we develop a 2022 legislative agenda, we'll be heavily focused on messaging and priorities. Unfortunately, in the intensity of the discussions, we'll start throwing numbers like 9101, 9506, 9501, and 9401 around with complete disregard for those who won't know what we're talking about. We will likely start using interchangeable verbal shortcut terms such as “the networks”, “the technology line”, “regional aid line”, BPL/LFC and the like. It will be enough to justifiably drive Philip and any other thinking person up the wall.

Of course, these numbers refer to our Legislative Agenda line items, 7000 – 9101, 7000 – 9401, 7000 – 9501, 7000 – 9506 and others. So I am happy to announce that Rachel has been working on a list of acronyms and their definitions. Rachel started this project several years ago, and she will be emailing it to you right after this meeting. In the meantime, we will try to abstain from these shorthand indiscretions.

Finally, I want to mention that this is likely Roland Ochsenbein’s penultimate board meeting.

**Commissioner Reports**

**Commissioner Abraham**

* October 21- Massachusetts Library System course Policies, Procedures, and Guidelines – Oh, my!
* October 22- Participated in Civic Engagement: Leadership Roles for Libraries
* November 2- Virtually Attended MLS Annual Meeting

**Commissioner Ball**

* Participated MLS Executive Committee Meeting
* October 27- Participated in MBLC Executive Committee Meeting
* November 2- Virtually Attended the MLS Annual Meeting

**Commissioner DeBole**

* November 2- Virtually Attended the MLS Annual Meeting
* October 8 & 22- Welcomed Trustees at Trustee Orientation Workshop
* November 2- Attended Perkins Advisory Council Meeting

**Commissioner Madell**

* November 2- Attended Perkins Advisory Council Meeting

**Commissioner Perille**

* October 13 - MBLC strategic plan Mission, Vision, Values (meeting #2)
* October 14 - State Advisory Council on Libraries meeting
* October 15 - Massachusetts Library System course Policies, Procedures, and Guidelines – Oh, my!
* November 02 - Virtually Attended the MLS Annual Meeting

**Commissioner Ochsenbein**

* September 9- Participated in Strategic Planning Meeting
* September 24- Participated in the Construction Team Meeting

**Commissioner Resnick**

* October 27- Participated in MBLC Executive Committee Meeting
* November 2- Virtually Attended MLS Annual Meeting
* Listened to the Construction Podcast
* Attended the Massachusetts Center for the Book Annual Meeting

# **Massachusetts Center for the Book Annual Meeting**

# **Held Virtually on 10/19/2020**

Report for MBLC 11/5/2020

Present: James Wald, Moying Li, Krista McLeod, Sharon Shaloo

Observing: Jan Resnick

In the Chair’s Report, Jim Wald reminded the directors of the context of the meeting, virtually owing to the health crisis, and at a time of potential transition, not only in the operations of the Center but in its leadership. He also noted the need to expand the board and its support, and that he and Director Shaloo have determined that the Center must plan for entirely virtual operations through the end of Calendar Year 2021.

In the Business Meeting Director Shaloo distributed a Director’s Report covering operations to date. The Center will plan two virtual culminations of the book awards and student writing projects, largely by reducing the number of people celebrated to make the events possible in a virtual space. The Center will also move cultural tourism work from a mobile platform to a web-based environment and promote armchair tourism during the pandemic when most of the sites remain closed or provide very limited access.

Director Shaloo solicited suggestions from Directors for the Library of Congress/Massachusetts Literacy Award. She will return a list of possible nominees to the Board in early November for electronic discussion.

The Board reviewed the financial reports. Expenditures are very restricted to protect operations from cuts in funding for the current year in the hope that caution would provide an adequate buffer.

Legislative Activity to Note: Director Shaloo noted that the Center is losing a number of supporters in the House owing to retirements.

The Board reviewed corporate policies including the Conflict of Interest policy and directed Director Shaloo to revise the policy to achieve gender neutrality in use of pronouns. The Board also reviewed the draft of a Sexual Harassment policy to adopt the requirements of one of the MCB’s funders, Mass Cultural Council.

Director Shaloo will revise to achieve consistent gender neutrality and will add a 90-day window for report of incidents and specify that the Executive Director is the initial contact unless the incident involves the ED. Director Shaloo provided the board with a link to a discussion of Good Practices and Ethics for Boards of Directors. The Board will review the materials and sign a statement to the effect that they understand what is encompassed by the phrase “Ethics and Good Practices” for boards of directors.

The Board reviewed By-Laws Changes. As was clear in the discussion, the board agreed that the breadth of scope of experience informing the Board should be expanded, yet it remains concerned that the by-laws are not clear about the role of the Advisory body discussed as a component of membership in the corporation, and wishes to revise the by-laws before it populates that body.

The proposed changes in the first draft go some way in articulating roles, but they do not yet address all questions nor preclude potential conflicts. After a discussion of the issues, the Board determined that the terminology should be adjusted so that the “Council” is comprised of the Board of Directors and a body of advisors called Councilors. The Councilor role should be specified as advisory to the Board and a clear statement that the governance of the corporation lies solely with the directors. The hope is to make the distinction one that *is* inclusive while also definite about the separation of responsibilities. Director Shaloo was directed to create a second draft of the by-law revision. After the new by-laws have been adopted, the Board will extend invitations not only to Councilors but also to new Board members.

The Annual meeting was recessed at 5:13 p.m. The meeting recessed with the plan that Director Shaloo would distribute follow up materials based on the discussions. The board will then engage in electronic discussion, and Chair Wald will call for votes on all matters by the end of the month. As he announces the results of the vote, he will adjourn the Annual Meeting.

Voting members of the board entered Executive Session to discuss personnel matters.

Commissioner Jan Resnick

**DIRECTOR’S REPORT**

Director Lonergan presented the following report:

Meetings/activities since the last monthly Board meeting:

* October 9— Massachusetts Library Association (MLA) Executive Board meeting, virtual
* October 13—MBLC Trustee Orientation, virtual
* October 15— “What Can Boston Public Library (BPL)/ Library for the Commonwealth (LFC) Do for You” webinar
* October 16—United for Libraries “Good Boards Don’t Just Happen” (recording)
* October 19— Massachusetts Library System (MLS) Sustainability Committee meeting, virtual
* October 21—Joint Ways & Means Committee Revised FY2021 Budget Hearing, virtual
* October 21— “Policies, Procedures, and Guidelines—Oh My!” webinar
* October 22— “Civic Engagement: Leadership Roles for Libraries” webinar
* October 23— MLA Legislative Committee meeting, virtual
* October 23— “Strengthen Equity, Diversity, and Inclusion Practice through Self-Paced Learning” webinar (recording)
* October 28— Chief Offices of State Library Agencies (COSLA) meetings with Cyndee Landrum and Teri DeVoe, Institute of Museum and Library Services (IMLS) Office of Library Services and Karen Keninger, National Library Service for the Blind and Print Disabled, virtual
* October 29—Presented MBLC Update at Western Mass. Library Advocates Annual Meeting (WMLA) meeting, virtual
* October 29— American Library Association (ALA) State Ecosystem Task Force webinar: “Who are the People in Your Ecosystem?”
* November 2—Presented MBLC Update at MLS Annual Meeting, virtual
* November 2—Perkins Library Consumer Advisory Board meeting, virtual
* November 4—COSLA EDI Engagement Group meeting

We are currently working under a level-funded interim budget (the third for this fiscal year) that funds state government through November.  Governor Baker originally released his House 2 FY2021 budget in late January, when the state revenue situation was better than it is now, given the economic impact of the COVID-19 pandemic. The Governor released a revised FY2021 budget proposal totaling $45.5 billion a few weeks ago, which incorporates reduced expected tax revenues of $3.6 billion and uses $1.35 billion from the Commonwealth’s reserve fund.

The Governor’s revised budget proposal includes an increase for our Admin line (9101) to our FY2021 Legislative Agenda request amount, and level funding for State Aid to Regional Libraries (9401), the Talking Book libraries (9402 & 9406), and the MCB (9508). While it may look like State Aid to Public Libraries (9501) is getting a cut, this is due to the artificial inflation of the line in FY2020 with $158,000 in earmarks. If we take the earmarks out, the base amount for this line ($9,901,081) is a proposed 1% increase. The Governor is proposing a 6% decrease ($257,746) for our Library Technology and Resource Sharing line (9506). The additional funds provided to this line (9506) in FY2020 allowed the MBLC to increase support for eBook collections and to increase the number of databases available statewide, including bringing back “Opposing Viewpoints,” which had been eliminated in 2017 due to budget cuts.

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| **Account** | **Description** | **FY 2020 Spending** | **FY 2021 House 2** |  |  |  |  | **FY2021 Revised House 2** | **Comment** |
| 7000-9101 | Board of Library Commissioners | 1,322,130 | 1,555,909 |  |  |  |  | 1,579,876 | “Increased funding to meet projected need.” |
| 7000-9401 | Regional Libraries Local Aid | 11,516,000 | 11,631,160 |  |  |  |  | 11,516,000 |  |
| 7000-9402 | Talking Book Program Worcester | 468,217 | 468,217 |  |  |  |  | 468,217 |  |
| 7000-9406 | Talking Book Program Watertown | 2,665,800 | 2,665,800 |  |  |  |  | 2,665,800 |  |
| 7000-9501 | Public Libraries Local Aid | 10,059,081 | 10,000,092 |  |  |  |  | 10,000,092 | FY2020 included $158K in earmarks |
| 7000-9506 | Library Technology and Automated Resource-Sharing Networks | 4,259,000 | 4,301,590 |  |  |  |  | 4,001,254 | “Decreased funding to meet projected need.” |
| 7000-9508 | Center for the Book | 200,000 | 200,000 |  |  |  |  | 200,000 |  |

The legislature has not yet offered a timeline as to when they will complete their work on the FY2021 budget, however the Governor has asked the legislature to return a full-year budget by Thanksgiving. They are also waiting to see when and whether Congress will pass another major recovery/stimulus bill providing additional support to individuals, businesses, and state and local governments struggling due to the pandemic's impacts.

**Legislative Agenda FY2022**: We are postponing discussing our FY2022 legislative agenda until we have a full FY2021 budget. Preliminary ideas for the FY2022 legislative agenda include continuing our focus on State Aid to Public Libraries and/or, depending on how our line items fare in the FY2021 budget, focusing on any lines that experience significant cuts.

Shelley has been working with Michelle Eberle at MLS on the ***Civic Hubs: Extending Conversations on Civic Engagement*** webinar (November 5 at 2:00pm). The webinar will feature guest speakers including Jessica Fitzhanso (Chelmsford Public Library), Alexandra Pratt (W. Tisbury Public Library), and Millie Gonzalez (Framingham State University Library). Shelley will also discuss our LSTA Civic Hub grant opportunity. For more information and registration: https://calendar.masslibsystem.org/event/7087835

Paul has been serving on the planning committee for the online ***Sharing Visions: 2020 New England Resource Sharing Conference*** on November 11 at 9:00 am. The daylong conference is sponsored by the state library agencies of Connecticut, Massachusetts, and Rhode Island with coordination from the Library of Rhode Island Resource Sharing Working Group. The online conference will look at evolving resource sharing practices in response to technological innovation, the changing nature of library resources, reimagined library missions, and contemporary user expectations—all in the midst of a pandemic. For more information and registration: https://olis-ri.libguides.com/rswg/sharing-visions

Lyndsay has been working with MLS and Kristi Chadwick on the third ***Small Libraries Forum: Small Libraries, Big Connections!***  taking place virtually November 17-18 from 10AM-2PM. Originally planned as an in-person event, the programs will be spread over two days. This event is being produced jointly by MBLC and MLS. A planning committee of five directors in small libraries have assisted in the planning as well. These individuals received scholarships via IMLS funds to attend the Association of Rural and Small Libraries Conference last fall in Vermont. This year’s Forum is supported through a grant from the Manton Foundation. Registration is open. All presentations will be recorded. For more information and registration: https://calendar.masslibsystem.org/event/7214547

Lyndsay facilitated a 5-week e-course on connected learning with Christi Farrar from MLS in October. This is part of the multi-year IMLS/COSLA/Young Adult Library Services Association (YALSA) national grant aimed at **transforming teen services**. Using a train-the-trainer approach, two individuals from each state received training last fall. They are then charged with providing instruction to library staff on a variety of topics throughout their state. The pandemic interrupted spring plans (cancelled the first workshop the day before) but they are back on track this fall with an e-course format.

**LEGISLATIVE REPORT**

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

In mid-October, the Governor released a revised version of the House 2 budget he originally filed last January. The revised budget increases spending to $45.5 billion, utilizing $1.35 billion of the $3.5 billion Rainy-Day Fund, and federal stimulus money. The Governor’s statement accompanying the budget proposal included an acknowledgement that the state could not cut its way out of the financial crisis and recognition that additional federal assistance was needed going forward. The Governor was generally positive about the prospects for the FY 2022 budget as well. He signed a third interim budget that funds state government through November 30 and urged the Legislature to complete their budget work on the full fiscal year’s budget by Thanksgiving. The Governor’s House 2 revised budget funded the Massachusetts Board of Library Commissioners (MBLC) lines at $30,431239, approximately $400,000 less than his original proposal. Most of the decrease was in the Technology and Resource Sharing (7000-9506) line, which received the 12% increase requested in the FY 2020 Legislative Agenda and an additional million dollars from the budget Conference Committee that same year. State Aid saw the same slight increase that was included in the Governor’s original budget. The Agency line (7000-9101) received the Legislative Agenda requested amount, which takes into consideration the increased costs of the new office space. The remaining lines were level funded to the FY 2020 budget.

The Massachusetts Library Association (MLA) Legislative Committee is planning to host Library Legislative Breakfasts and other advocacy events remotely in January and February 2021. Library Legislative Day(s) will be held remotely again this year as well, with regional online events scheduled at the end of March or very early in April so that library supporters have an opportunity to weigh in on library funding priorities prior to the House Ways and Means FY 2022 budget release in April and the Senate budget in May. The Legislative Committee is also planning a Conference Program that will include presenters from Every Library.

House Ways and Means, as expected, released its FY 2021 budget proposal at noon today, November 5, and plans to debate the proposal next Tuesday. Amendments will be due by tomorrow (Friday). Representative Brian Murray, Co-Chair of the Legislative Library Caucus, after recent talks with Ways and Means leadership, anticipates that the Legislature will rely on federal stimulus and reserves in the Rainy-Day Fund to shore up reduced revenues to fund the budget this year. Most lines will be level funded, with additional money appropriated to education and COVID related expenses. Libraries continue to be one of the top priorities for both Caucus Co-Chairs, Representatives Higgins and Murray. The House budget figures, which were announced prior to the end of the November Monthly Board meeting, are detailed below. Overall, the House Ways and Means budget proposal totaled $46 billion, $500 million above the Governor’s proposed budget. The House budget relies on more funding from reserves.

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| **MBLC** | **FY 2020** | **FY 2021** | **FY 2021** | **FY 2021** | **FY 2021** | **FY 2021** |
| Item Number & Item Name | Final Budget (after overrides) | Legislative Agenda Request | Legislative Agenda Request Increase Amount | Governor’s House 2 Budget | Governor’s House 2 Budget Revised | House Ways & Means (November) |
| 7000-9101 Board of Library Commissioners | $1,322,130 | $1,579,876 | $257,746 | $1,555,909 | $1,579,876 | $1,579,876 |
| 7000-9401 State Aid to Regional Libraries | $11,516,000 | $11,861,480 | $345,480 | $11,631,160 | $11,516,000 | $12,516,000 |
| 7000-9402 Talking Book Library | $468,217 | $482,264 | $14,047 | $468,217 | $468,217 | $482,264 |
| 7000-9406 Talking Book & Machine Lending | $2,665,800 | $2,745,774 | $79,974 | $2,665,800 | $2,665,800 | $2,745,774 |
| 7000-9501 State Aid to Public Libraries | $10,059,081 | $12,000,000 | $2,098,919 | $10,000,092 | $10,000,092 | $10,059,081 |
| 7000-9506 Library Technology & Resource Sharing | $4,259,000 | $4,386,770 | $127,770 | $4,301,590 | $4,001,254 | $4,259,000 |
| 7000-9508 Mass Center for the Book, Inc. | $200,000 | $225,000 | $25,000 | $200,000 | $200,000 | $225,000 |
| **TOTAL** | **$30,490,228** | **$33,281,164** | **$2,948,936** | **$30,822,768** | **$30,431,239** | **$31,866,995** |
| **earmarks** | **-$158,000** |  |  |  |  |  |
| **minus earmarks** | **$30,332,228** |  |  |  |  |  |

The House Ways and Means budget provides the funding necessary for the Agency to support its office move and rent increase (see Legislative Agenda request), gives a .6% increase to the State Aid to Public Libraries line, level funds the Perkins and Worcester Talking Book Libraries and the Technology and Resource Sharing lines, increases the Regional line by $1 million over the 2020 budget, and adds $25,000 to the Center for the Book budget.

Economic experts are still warning that tax revenues will decrease approximately $3.2 billion this Fiscal Year. However, revenues continue to exceed expectations four months into FY 2021. October revenue collections totaled $2.089 billion, $62 million or 3.1% more than the actual collections in October 2019. FY2021 year-to-date collections total approximately $9.347 billion, which is $118 million or 1.3% more than collections in the same period of FY2020.

With the Governor remaining relatively upbeat about the FY 2022 budget, MBLC staff have begun initial, internal discussions about the FY 2022 Legislative Agenda. Planning has focused on libraries as partners in finding solutions to the economic crisis, connecting their community members to the internet and online resources, providing assistance to job seekers, and supporting school systems with online educational content. Although the MBLC continues to prioritize State Aid to Public Libraries as the funding with the most direct impact on local public libraries for FY 2021 and anticipates a continued focus on the funding for the FY 2022 Legislative Agenda, much will depend on the outcome of the House and Senate budget negotiations in the Conference Committee once the different budget proposals are presented, amended, and approved. Possible budget figures for FY 2022 will be presented for Commissioner discussion once the final budget for this year has been signed by the Governor.

**Consideration of approval of the FY2022 Library Services and Technology Act (LSTA) Direct Grant Round Program & Budget**

Rob Favini, Head of Library Advisory and Development presented the Board with SACL’s recommendations for the FY2022 Grant Program.

The State Advisory Committee on Libraries (SACL) met on October 14 and discussed the FY2022 grant round. For this year’s grant round the emphasis will be on creativity and flexibility to ensure that libraries deliver the creative programming and services that have been a hallmark of the MBLC’s direct grant program.

SACL is extremely pleased to announce the FY2022 LSTA Direct Grant Program opportunities:

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| * Access for All * Anytime STEM Learning * Archives Arrangement and Description * At the Table * Citizenship Corners and Expanded English Language Services * Civic Hub * Dig In * Financial Literacy * Go Local | * Health and Wellness * Managing Fine and Decorative Arts * Mind in the Making * Open * Pathways to Success * Protecting Priority Collections * Strength in Families * Town-wide Preservation Assessment |

Fact sheets with full descriptions of grant offerings can be found on the MBLC website: <https://mblc.state.ma.us/programs-and-support/lsta-grants/opportunities.php>

The grant round will be announced next week with Letters of Intent due December 3, 2020 and grant applications due April 6. 2020. The budget for the FY2022 program is $500,000.

Commissioner Perille moved and Commissioner Madell seconded that the Massachusetts Board of Library Commissioners approves the Program and Budget for the FY2022 Library Services and Technology Act direct grant round in the amount of $500,000 as recommended by the State Advisory Council on Libraries and detailed in the documentation presented in Agenda Item Six.

Board Chair, Commissioner Cluggish asked for a Roll Call vote of the Commissioners.

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| Commissioner Abraham- YES | Commissioner DeBole- YES | Commissioner Ochsenbein- YES |
| Commissioner Ball- YES | Commissioner Kronholm- Absent | Commissioner Perille- YES |
| Commissioner Cluggish- YES | Commissioner Madell- YES | Commissioner Resnick- YES |

**The motion passes.**

**Consideration of Network Grant Awards under account 7000-9506**

Paul Kissman, Library Information Systems Specialist presented the grant award recommendations for the following four grants, to be funded out of account 7000-9506, Library Technology and Resource Sharing.

* Small Libraries in Networks (363,983)
* Telecommunications for Resource Sharing ($447,915)
* Network Infrastructure ($300,000)
* Resource Sharing Program ($1,600,000)

The total for the four award recommendations is $2,711,898, a $1,338 (0.05%) decrease from FY20. The grant opportunities were approved by the Board at the June 4, 2020 meeting.

These award recommendations are based on the Governor’s House 2 Revised Budget so that initial disbursements can be made to the automated networks. If the total amount of funding available should change significantly under the final FY21 budget, or should 9C cuts be required later in the fiscal year, the formulae will be applied to revise the recommended award amounts to each grant recipient. Networks’ stated grant priorities will be observed.

**FY2021 Small Libraries in Network recommendations**

For FY2021, $363,983 from the Library Technology and Resource Sharing Account (7000-9506) will be used to support connectivity and network membership through the Small Library in Networks program for 154 libraries.

The revised formula, implemented first in FY20, has been used to calculate individual library offsets. Each library’s offset is calculated from a common base amount ($1,450), a municipal need factor using the library’s federal e-rate discount percentage, and an additional award if the network membership exceeds 6% of the library’s Total Appropriated Municipal Income (TAMI). No library will receive less than it did in FY19.

MBLC staff provided each network with an initial list of eligible libraries and offset calculations, which were then confirmed by the networks.

CW MARS’ award consists of two components: $249,643 for 96 member libraries and $4,125 for 11 nonmember public libraries with internet-only access. Millville was not eligible as the municipality was not certified for state aid in FY20.

**FY2021 Telecommunication for Resources Sharing**

The Telecommunications for Resource Sharing program offsets the annual operating expense of library connections to the Internet and to the services provided by their automated library network, including core library business transactions, such as searching, circulation, cataloging, and patron registration. Automated resource sharing networks have received state-funded telecommunications support for 33 years (since 1987).

For FY2021, the Telecommunications for Resource Sharing program will offset the approximately 85% of the total cost of network telecommunications after E-rate discounts have been factored in. Both central site connections and library “remote-to-host” connections are offset at up to 85%. The maximum amount allowed per outlet for FY21 remains capped at $1,500 / yr.

The program supports direct connections to 414 library outlets. Shared central site internet connections benefit all 418 members (532 outlets).

Telecommunications for Resource Sharing also provides the annual ongoing “internet only” connectivity funding for small public libraries that are not part of a network. CW MARS is responsible for managing broadband internet access to 11 libraries. Eight of these libraries have been put on the CW MARS contract with Crocker Communications. The remaining three libraries have 85% of their internet service costs reimbursed through the network.

Proposals were reviewed by MBLC staff and preliminary calculations shared with the automated networks prior to the final recommendation. This is a formula-based grant program.

**Network Infrastructure**

The Network Infrastructure program provides annual support for the capital and infrastructure costs of the nine automate resource sharing networks that form the foundation for essential library services throughout the Commonwealth.

Applications were reviewed by MBLC staff and outlet data verified prior to the final recommendation. This is a formula-based grant program that includes a common base amount for each network and a per-outlet amount based on the number of network member libraries, branches, bookmobiles, and connected offsite storage facilities. In FY21, as in FY20, the base amount remains at $7,500 and the total grant amount at $300,000. With 532 total outlets were counted for a per outlet amount of $437.

**Resource Sharing Program**

The Resource Sharing program provides an incentive for libraries that are members of the nine automated resource sharing networks to list their titles and holdings in a publicly accessible database, and to lend materials to users of other libraries. Annual assessments that network member libraries pay are reduced with the help of these funds. Libraries, in turn, can show their funding authorities that there is a direct monetary benefit for their sharing materials, as well as the opportunity for their own users to have access to a much larger pool of resources.

With the influx of significant numbers of electronic titles --sometimes held by only one library in a network—and the need for more predictable funding from this program, the networks agreed to use a snapshot of data for calculating awards in FY17 through FY19. Then, as networks began to lend OverDrive eBooks and eAudio across network boundaries beginning in FY19, they agreed to defer finalizing the new distribution formula in FY20 so that the new resource sharing activity could be analyzed and incorporated.

With COVID-19 closing down all resource sharing activities for the last third of the fiscal year, and with state 7000-9506 funding a complete unknown through the summer, the networks agreed that FY21 was not the year to implement the new resource sharing formula. Once again, the frozen data set has been used. And with the same total grant amount, $1,600,000, recommended awards for each network are identical to FY20.

An award of $20,000 per network provides a common baseline. Counts for titles, holdings and ILLs from data reported for the five-year period of FY11 – FY15 have been averaged for each network, and the standard ratio of 50% for titles, 20% for holdings and 30% for ILLs applied to the remaining funds.

Proposals were reviewed by MBLC staff, and final calculations shared with the nine automated resource sharing networks on October 23, 2020.

Commissioner Ball moved and Commissioner Ochsenbein seconded that:

1. the Massachusetts Board of Library Commissioners approves the following six Small Libraries in Networks Grants totaling $363,983 for FY2021.

|  |  |  |
| --- | --- | --- |
| **Library** | **Municipality** | **Award** |
| CLAMS | Barnstable | $30,665 |
| CW MARS | Worcester | $253,768 |
| Minuteman Library Network | Natick | $11,290 |
| MVLC | North Andover | $39,895 |
| OCLN | Braintree | $4,250 |
| SAILS | Lakeville | $24,115 |
| **Total Recommended: $363,983** | | |

1. the Massachusetts Board of Library Commissioners approves the following nine Telecommunications for Resource Sharing Grants, totaling $447,915 for FY2021.

|  |  |  |
| --- | --- | --- |
| **Network / MLS** | **Municipality** | **Award** |
| CLAMS | Barnstable | $16,276 |
| CW MARS | Worcester | $127,597 |
| FLO | Boston | $5,100 |
| MBLN | Boston | $41,800 |
| Minuteman Library Network | Natick | $57,389 |
| MVLC | North Andover | $61,316 |
| NOBLE | Danvers | $35,545 |
| OCLN | Braintree | $54,736 |
| SAILS | Lakeville | $48,156 |
| **Total Recommended: $447,915** | | |

1. the Massachusetts Board of Library Commissioners approves the following nine Network Infrastructure Grants, totaling $300,000 for FY2021.

|  |  |  |
| --- | --- | --- |
| **Network / MLS** | **Municipality** | **Award** |
| CLAMS | Barnstable | $ 24,107 |
| CW MARS | Worcester | $ 83,543 |
| FLO | Boston | $ 21,922 |
| MBLN | Boston | $ 27,603 |
| Minuteman Library Network | Natick | $ 34,159 |
| MVLC | North Andover | $ 24,981 |
| NOBLE | Danvers | $ 21,922 |
| OCLN | Braintree | $ 24,107 |
| SAILS | Lakeville | $ 37,656 |
| **Total Recommended:$300,000** | | |

1. the Massachusetts Board of Library Commissioners approves the following nine Resource Sharing Program Grants totaling $1,600,000 for FY2021.

|  |  |  |
| --- | --- | --- |
| **Network** | **Municipality** | **Award** |
| CLAMS | Barnstable | $96,737 |
| CW MARS | Worcester | $302366 |
| FLO | Boston | $85,793 |
| MBLN | Boston | $241,153 |
| Minuteman Library Network | Natick | $281,294 |
| MVLC | North Andover | $139,351 |
| NOBLE | Danvers | $174,943 |
| OCLN | Braintree | $127,005 |
| SAILS | Lakeville | $151,358 |
| **Total Recommended: $1,600,000** | | |

Hearing no objection, Chair Cluggish declared that the motion passed under the consent agenda.

**The motion passes.**

**Consideration of a FY2021 Grant Round for 7000-9506, Library eBooks and audiobooks (LEA) Content**

Kate Butler, Electronic Services Specialist presented the LEA eContent Grants:

The **Library eBooks and Audiobooks (LEA) Content** grant provides networks participating in the LEA program with additional funds to purchase shareable eContent. These funds will directly support the continually growing demand for eBooks and Audiobooks across the Commonwealth.

The LEA program creates a statewide eContent system more closely approximating how books and other physical materials are shared. However, the current marketplace for digital books bears little resemblance to that for physical books and media. Prices and license periods for eContent are in constant flux and often trend in ways harmful to library budgets. The LEA Content Grants funding, available for the first time in FY20, will significantly supplement networks’ own collection development purchases, will help reduce hold queues and patron wait times, and increase the breadth of the collection.

For FY21, each network has provided MBLC with title and holdings counts of their shareable OverDrive collection, and both the network spending and individual library spending on shareable content for the previous fiscal year. Items which are not shareable via LEA -- eMagazines, simultaneous use products, and OverDrive Advantage copies -- were not eligible for inclusion. Content awards were calculated with a common base amount of $10,000 for each network, with the remaining funds apportioned based on their provided data: 50% for total spending and 50% for holdings.

**LEA Grants**

|  |  |  |  |
| --- | --- | --- | --- |
| **Network** | **Municipality** | **Award (Content)** | A  **Award (Platform)** |
| CLAMS | Barnstable | $42,652.86 | $12,000 |
| CW MARS | Worcester | $72,075.86 | $12,000 |
| MBLN | Boston | $118,337.05 | $18,000 |
| Minuteman Library Network | Natick | $95,559.22 | $12,000 |
| MVLC | North Andover | $29,391.92 | $12,000 |
| NOBLE | Danvers | $33,159.10 | $12,000 |
| OCLN | Braintree | $61,448.55 | $12,000 |
| SAILS | Lakeville | $47,375.44 | $12,000 |
| **$500,000** | | | **$102,000** |

Commissioner Abraham moved and Commissioner Ball seconded that the Massachusetts Board of Library Commissioners approves the eight LEA Content Grants totaling $500,000 for FY2021, to be paid out of line item 7000-9506, and eight LEA Platform Grants totaling $102,000 for FY2021, to be paid out of LSTA funds presented in agenda item 8.

Board Chair, Commissioner Cluggish asked for a Roll Call vote of the Commissioners.

|  |  |  |
| --- | --- | --- |
| Commissioner Abraham- YES | Commissioner DeBole- YES | Commissioner Ochsenbein- YES |
| Commissioner Ball- YES | Commissioner Kronholm- Absent | Commissioner Perille- YES |
| Commissioner Cluggish- YES | Commissioner Madell- YES | Commissioner Resnick- YES |

**The motion passes.**

**Consideration of appointments to the Public Relations (PR) Committee**

Celeste Bruno, Communications Director presented the appointments to the Commissioners.

The Statewide Public Relations Advisory Committee historically has had a member from a school library. That seat has been vacant for over a year and we’re pleased that Georgina Trebbe, Information Specialist, Minnechaug Regional High School in Wilbraham, would like to join the committee. In addition, it is important that front line library staff members are also on our committee. Kathleen Kenny, Reference Librarian & Literacy Program Coordinator at Nevins Memorial Library in Methuen would like to be appointed in that capacity.

**Current Public Relations Advisory Committee Members**

**Appointed to Terms Expiring on June 30, 2021**

* **Jennifer Del Cegno**: Member Services Assistant, Minuteman Library Network
* **Ellen MJ Keane**: Head of Access and Technical Services, University of Massachusetts Lowell Libraries
* **Laurie Lessner**: Assistant Director for Technology Services, SAILS
* **Patrick Marshall**: Director, Jonathan Bourne Public Library, Bourne
* **Pat McLeod**: Director, David & Joyce Milne Public Library, Williamstown
* **Tressa Santillo**: Electronic Resources Coordinator, Massachusetts Library System
* **Jocelyn Tavares**: Director, Dighton Public Library
* **Jessica V. Vilas Novas**: Director, Lawrence Public Library

**Appointed to Terms Expiring on June 30, 2022**

* **Jean Canosa Albano**: Assistant Director for Public Services, Springfield City Library
* **Jason Homer**: Assistant Director, Morse Institute Library, Natick
* **Jeanette Lundgren**: Executive Director, CW MARS
* **Olivia Melo**: Director, New Bedford Public Library
* **Lisa Pollack**: Chief of Communications, Boston Public Library

**MBLC Commissioners**

* **Deborah Abraham**
* **Mary Ann Cluggish**
* **Mary Kronholm**
* **Gina Perille**

**Board Staff**

* **Celeste Bruno**: Communications Director
* **Matthew Perry**: Outreach Coordinator

Commissioner Resnick moved and Commissioner Abraham seconded that the Massachusetts Board of Library Commissioners appointments Georgina Trebbe and Kathleen Kenny to serve on the Statewide Public Relations Advisory Committee for a two-year term ending in June, 2022.

Board Chair, Commissioner Cluggish asked for a Roll Call vote of the Commissioners.

|  |  |  |
| --- | --- | --- |
| Commissioner Abraham- YES | Commissioner DeBole- YES | Commissioner Ochsenbein- YES |
| Commissioner Ball- YES | Commissioner Kronholm- Absent | Commissioner Perille- YES |
| Commissioner Cluggish- YES | Commissioner Madell- YES | Commissioner Resnick- YES |

**The motion passes.**

**Update to State Aid Applications and Waivers**

Liz Babbitt, State Aid Specialist, reported to the Commissioners that the waiver deadline is 11/06/2020 and so far about 55 municipalities have applied for a waiver of the Municipal Appropriation Requirement (MAR) for FY2021. We will have an exact number at the December Board meeting.

Millville has applied to re-enter the State Aid program with their budget restored to FY2018 levels.

Tyringham has applied for State Aid for the first time since 1961. There are a record number of municipalities applying for State Aid this year.

Since the Commonwealth has not finalized a budget for State Aid to Public Libraries for FY2021 yet, it will be January before municipalities meeting full requirements can be brought to the Board for certification. This process usually begins in November. Municipalities applying for a waiver of the MAR will likely be presented to the Board at the February meeting to be voted on at the March meeting. This usually happens at the January meeting and is voted on in February.

**Presentation of *Library Space: A Planning Resource for Librarians***

Lauren Stara, Library Building Specialist, presented the following report;

Thank you, Commissioners and James. I’m very proud to be here with Andrea Bunker and Lan Ying Ip, presenting the (almost) conclusion of a 16‐month long project. As I’m sure you all remember, the MBLC worked with an architecture and planning firm called Sasaki in 2016 and 2017 to produce our Public Libraries in Massachusetts report, commonly referred to as the Ecosystem study. The original scope of work for what became the Ecosystem Study included a “Planning Framework Tool” for libraries, but for a number of political and financial reasons, that part of the project was shelved.

In 2018 we revived that idea, and we were lucky enough to be able to work with Sasaki again, and we present the result today.

I remember showing you a progress copy of this document at a meeting way back in the mists of time, in Fitchburg. Today we have the final document. You may remember Lan Ying Ip, a principal at Sasaki, from the Ecosystem Study process; she was the project manager for this document. Andrea Bunker has been very involved in developing this final product, and Matt Perry is heading up the PR rollout effort.

We will take you through selected pages of the resource, but I also have a full copy of the document I can switch to if you have questions about any pages we don’t show. I do apologize that I sent you the final document on Tuesday evening, but we were still working on it until that moment.

Flexibility is the number one consideration for everything we do; selecting a site; as well as other topics like programming spaces, the particular challenges inherent in our many historic buildings; sustainability and energy concerns; logical design and wayfinding; service points; safety and security; collections; furnishings and technology; AV systems; and acoustics.

We have prototypes for small libraries, medium sized libraries, and two different versions of large libraries – one following the centralized model and one the distributed model of service. In the centralized model, collection, seating, and staff areas are consolidated for efficiency and collegiality. In the distributed model, collection, seating, and staff areas are divided into smaller zones and distributed throughout the building. Staff spaces are located adjacent to the functional area they serve.

We chose 13 of our recent projects funded through the MPLCP to use as case studies. Each case study is a good example of at least one of the principles we illustrate.

We provide a section on resources for further reading and research, and of course a list of photo credits – all the photos are from MPLCP‐funded projects, and we obtained permission to use all the photos.

Lastly, we give credit to the people involved and information on where to go to download copies and who to contact with questions or comments.

We still have one step left: we need to process the pdf and tag it for accessibility for people who use screen readers. Once that’s done, we plan to provide access on a new sub‐page of the construction section of our website, and that URL is included here; <https://mblc.state.ma.us/libraryspace>.

Matt Perry, Communications Specialist, presented the following report:

This resource is a big deal with implications for libraries, local officials, and state officials inside and outside of Massachusetts, so we are planning a rollout of the document that will address all of these constituencies.

Our plan is to start by sending out a press release and information to the library community, including librarians and trustees. There is going to be a Zoom session on December 10, so we want to get the word out to them first so they can sign up to attend and learn more. Next, we will be in contact with local and state officials. We are going to send the press release to legislators directly, and get in touch with MMA to inform local officials. We will also contact OPMs, Architects, Photographers, and Focus Group Members.

After the Zoom session on December 10, a recording will be made available through the Construction podcast for those around the country who would like to learn more. We will be in touch with COSLA, Library Journal, and ALA to get the word out nationally, with the hope being that Lauren and Andrea’s proposal for the ALA conference in June is accepted as a way to present it to a national audience of library stakeholders.

**Report from the Massachusetts Library System**

Terry McQuown, Consulting and Training Services Director presented the following report on behalf of Sarah Sogigian:

I have been visiting libraries to learn and offer assistance as they continue to offer services to their communities. While each one is providing a different level of service, all report increased circulation of electronic materials and increasing demand/adaptation for traditional in person services. Because of the varied openings of school, academic, and special libraries, I have focused on our public members for now. Rob Favini from the MBLC joins me on some visits. Pictures and “did you know” facts are posted after each visit on my Twitter account (@sarahsogigian) and retweeted/liked on the MLS account (@masslibsystem).

September visits:

* Thomas Crane Public Library, Quincy
* Groton Public Library
* Belmont Public Library (virtual)
* virtual visit with Directors via meeting organized by Jen Inglis (Lynnfield)
* Bellingham Public Library

October visits:

* Mashpee Public Library
* Cushman Library, Bernardston
* Goodnow Library, Sudbury
* Stoneham Public Library

I also sent letters to select legislators to highlight our 10th anniversary and the work libraries are doing to support needs in the pandemic:

Dear <name>,

I hope this letter finds you, your family, and your staff healthy. While there is so much drawing our attention, I wanted to take a moment to acknowledge a milestone in the Massachusetts Library System’s history: MLS recently celebrated its 10th anniversary. MLS began its service to over 1,600 libraries across the Commonwealth on July 1, 2010.

As you may recall, a decade ago, the drastic budget changes in FY09 dictated a consolidation of our beloved six regional library systems into one organization: MLS. I fear the next few years will be harder because our libraries will be equally, if not more, affected by budget cuts. Libraries will depend on MLS more than ever.

I thank you for your continued advocacy and support of the work we do, and the work our libraries do. Due to the pandemic, libraries immediately shifted models and policies to meet the needs of their users. Libraries stand at the ready to support their patrons, especially the educational and workforce development needs of their communities. Libraries will be critical partners in the pandemic recovery. For us to meet these demands, I am once again asking for your assistance advocating for our, and all our library partners’ funding requests. The MA Board of Library Commissioners, who administers MLS funding, has more information on their website:<https://mblc.state.ma.us/about-us/budgets-and-funding.php>

I am proud of the work MLS has done, building on our initial four core offerings:

· Statewide Delivery

· Access to online encyclopedias, newspapers, and magazines,

· Trainings and consulting services for library workers

· InterLibrary Loan & Resource Sharing

We’ve also introduced and expanded unique services to meet the demands of MA libraries and their patrons:

· eBooks

· BiblioTemps® (filling temporary staff positions in libraries)

· Purchasing Cooperative with the Mass. Higher Education Collaborative (MHEC)

· Summer Reading Library Program

In our first decade, we worked to assert MLS as a statewide service point for multi-type libraries in Massachusetts, and in our next one, we’ll strengthen the great relationships we have built with member libraries, workers, and partner organizations to continue providing unique and innovative services that benefit all citizens of the Commonwealth.

I am happy to provide further information on our organization’s work.

Thank you again for your continued support of MLS and libraries throughout the Commonwealth!

Sincerely,

Sarah Sogigian

Executive Director

sarah@masslibsystem.org

**MLS Strategic Planning Update**

The MLS Executive Board voted to approve the 2021-2024 Strategic Plan and the FY22 Plan of Service and Budget.

Thank you to Commissioner Perille for working with Sarah Sogigian on streamlining the documents’ format and offering ideas for new methods for sharing information. We’re excited to put many of these ideas in place in the new year.

**New and Returning Members**

New Librarians/ members

Monthly Update- September 2020

|  |  |  |  |
| --- | --- | --- | --- |
| **Librarian Name** | **Library** | **Town/ City** | **Email** |
| Lesley Brower | Roger L. Putnam Vocational Technical Academy | Springfield | browerl@springfieldpublicschools.com |
| Rachel Dowd | Pioneer Valley Regional School | Northfield | dowdr@pvrsdk12.org |
| Maureen Maney | Woburn Memorial High School | Woburn | mmaney@woburnps.com |
| James Freel | Leominster High School | Leominster | James.freel@leominsterschools.org |
| Erin Redihan | Princeton Public Library | Princeton | eredihan@cwmars.org |
| Cheryl Formato | Stacy Middle School Library | Milford | cformato@milfordma.com |
| Irene Madden | Brightwood Elementary School | Springfield | maddeni@springfieldpublicschools.com |
| Karen Arnold | Taft Early Learning Center Library | Uxbridge | karnold@uxbridge.k12.ma.us |
| Julia Sparano | Woodville Elementary School Library | Wakefield | Julia.sparano@wpsk12.org |
| Amanda Jabir | Morris H. Seigal Clark Avenue Middle School | Chelsea | jabira@chelseaschools.com |
| Nancy Stenberg | Hiram Dorman Elementary School Library | Springfield | stenbergn@springfieldpublicschools.com |
| Misha Storm | Leverett Library | Leverett | mstorm@cwmars.org |
| Deborah Caudill | Fall Brook Elementary School Library | Leominster | Deborah.caudill@leominsterschools.org |
| Jeremy Royds | Lt. Eleazer Davis School Library | Bedford | Jeremy\_royds@bedfordps.org |
|  | | | |
| This color print= new members | | | |
| This color print= new librarians | | | |
| This color print= returning schools | | | |
| This color print= temp. librarian | | | |
| This color print = returning school but not a new librarian (new color code this month) | | | |

**Consulting and Training Services report**

Terry McQuown, Consulting and Training Services Director

Our fall training season is getting underway! As noted in our September 15 blog post, we have made a couple of modifications to how we’re doing trainings this season:

* First, all of our trainings this fall will be held online.  No need to travel to access top-rate trainings!
* Second, we are experimenting with a variety of ways to deliver training this fall … from multi-week cohort-based learning, to anytime learning (asynchronous), to a series of online learning experiences centered around a theme, in addition to our standard webinars, workshops, and events.

**September 2020 Learning Opportunities**

* The Art of Employee Communication (9/3/20) – 14 attendees
* Virtual Check-In: Youth Services (9/3/20) – 40 attendees
* Libraries Promoting Voter Engagement (9/9/20) – 50 attendees
* Virtual Check-In: Small Libraries (9/22/20) – 17 attendees
* The Art of Employee Communication (9/23/20) – 18 attendees
* Virtual Check-In: Reference & User Services (9/24/20) – 22 attendees
* Using the RACI Matrix to organize a communication campaign, in COVID context (9/28/20) – 7 attendees

**LibGuides**

In September, the top two most viewed LibGuides were:

* Coronavirus (COVID-19) and Massachusetts Libraries: this LibGuide received 5,484 views in the first 28 days of September. The top two viewed pages were:
* Reopening Your Library (1,742 views)
* What Your Library Can Do Remotely (1,142 views)
* Climate Preparedness Week 2020: this LibGuide received 1,404 views in the first 28 days of September. The top two viewed pages were:
* Social Media Toolkit (640 views)
* Drawing Contest (516 views)

**Vimeo Recordings**

We currently have over 245 recorded webinars and videos published on our Vimeo channel. During the first 28 days of September, we had 714 views and 195 finishes.

**Update on Small Library Training**

In 2019, MLS received a generous grant from the Manton Foundation to support training opportunities for small libraries:

* Working in partnership with other New England libraries, MLS used a portion of the grant to offer five webinars on important management topics for small libraries. The webinars were provided by ALA. Library staff could view the live or recorded version. Through mid-September, 1,444 library staff in Massachusetts had viewed the webinars.
* A small portion of the funds was used to purchase a subscription to ALA’s five-part “Essentials for Library Workers” recorded webinar series. Through mid-September, 71 library staff in Massachusetts had registered for this recorded webinar series.
* We had originally planned to use the remainder of the funds to support the 2020 Small Library Forum. Because of the COVID-19 pandemic, we are holding this event online. As such, our expenses are expected to be significantly lower than if the event had been held in-person. We will use any unexpended funds on the 2021 Small Library Forum.

**Resource Sharing Report**

Scott Kehoe, Library Resources Director

After Labor Day, we began seeing an increase in activity from K-12 school and academic libraries. The ramp up was slightly later in the month than normal due to delayed school openings and switches from in-person to remote for some of these institutions.

Overall, September retained its place as one of our busier months for the Resource Sharing department. In addition to their appreciation in getting their various resource sharing services back up and running, the message from many of our K-12 members is, give us a chance to figure our situation out, as there are so many unknowns in returning to school. The following statistics and commentary below illustrate the hard work of the Library Resources staff.

**Member Interactions / Support requests (email, phone):**

**2020 vs 2019: 1 March – 31 August**

|  |  |  |
| --- | --- | --- |
| *Support Area:* | *2020* | *2019* |
| Interlibrary Loan | 2,921 | 4,459 |
| Commonwealth eBooks | 734 | 276 |
| State-wide Databases | 232 | 219 |
| MassCat | 421 | 173 |

* **Interlibrary Loan (ILL)** – September was the second full month of the ILL team physically processing items at the Marlborough office. The ILL staff hosted an incredibly successful online “check in” for library staff responsible for ILL. A nice turn-out, good questions and discussion with members, a great experience for member library and ILL staff alike. We will continue to run these through the coming year in lieu of on-site ILL trainings. We recognize Resource Sharing Assistant Laura Bogart for coordinating this effort. In terms of the new normal, ILL activity picked up with K-12 schools, academics returning as well as public libraries re-opening their services to patrons. The Commonwealth Catalog returned to operation on the 21st, which was as welcome by member libraries as by ILL staff, since it’s a major tool in our mediated ILL operations. MLS member libraries continue to thank us for being able to place requests and are supportive of the ILL staff efforts to find lenders. As stated previously, ILL continues to come back in fits and starts in Mass., the United States, and internationally. Even with fewer requests, ILL staff are busier than ever attempting to find lenders in-state and nationally. This is the new norm for the foreseeable future.
* **Commonwealth eBooks (CEC)** – Again, as evidenced by the above statistics, we’ve had a noticeable uptick in K-12 schools joining CEC in September. Schools are indicating that they are spending while they know they have the money. There are slowdowns getting new members set up with OverDrive due to overwhelming number of schools joining OverDrive nationally. This is a continual point of discussion with this vendor in our monthly meetings.
* **Databases** – Database support was lighter this month compared to last September, possibly due to delayed starts, the shift of many library/teachers to other roles, and use of MSLA’s Resource Sharing Assistant Virtual Librarian LibGuide for access.
* **MassCat** –Historically the last week of August thru September is the busiest time of year for MassCat support due to the return of K-12 school members. This year, given the delayed openings/remote-starts, the normal avalanche of schools requesting support to have student data uploaded/updated occurred slightly later and was spread out more evenly. This was a welcome relief as was the addition of having Resource Sharing Assistant Kathryn Bowen assist in managing the new student data uploads. Twenty members are now sharing in-network, nine members in ComCat. Of returning K-12 schools, 10 of 28 are sharing in-network.

**Resource Sharing Webinars in Response to COVID-19 Closings**

In response to the COVID-19 related school and library closings, Tressa Santillo worked with vendors Gale Cengage and OverDrive to provide timely workshops for our member libraries.

Further webinars continue to be scheduled: https://calendar.masslibsystem.org/

*September & October 2020 – Gale, OverDrive. Mediated ILL webinars*

|  |  |
| --- | --- |
| Thursday, September 10  *Virtual Check-In: ILL Library Staff Social*  Friday, September 18  *Prepare for Presidential Elections with Gale In Context: Opposing Viewpoints* | Wednesday, September 23  *Discover Primary Source Documents within Gale In Context*  Friday, October 9, 2020  *Virtual Check-In: ILL Library Staff Social* |

**Business/HR Report**

Betsy Meaden, Business and HR Director

* Delivery has been busy as we navigate the opening of libraries. Currently there are 443 libraries out of 550 accepting delivery. PreCovid Optima was sorting approximately 300,000 items weekly. It is climbing, last week they sorted 270,000 items.
* Bibliotemps had one placement last month.
* September financials will be presented in November due to the early date of the October meeting.

**MLS Internal IT Updates**

The MLS IT team continues to be busy with support issues. We continue to troubleshoot and support MLS staff on their telecommuting issues and tech needs, as well as working with our network, server, and telecom vendors.

We had our first occurrence of touchless curb-side service in June, provided by Amos for a staff member in need.

**Business/HR Report**

* Preparations for the audit are in process.
* Virtual trainings are being set up for COVID-19 training and Sexual harassment training.
* FY21 Budget is being reviewed and FY 22 is being prepared.
* Marlborough has started letting ILL staff return to the office on a part time basis. Office has been cleaned and all precautions are in place.

**Report from the Library for the Commonwealth**

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

**Webinar**

On October 15, in partnership with the Massachusetts Library System, BPL presented a webinar to promote a variety of Library for the Commonwealth services that support Mass librarians and library users. There were 207 live attendees. The evaluations were very positive and also provided good insight for how we can better serve the library community and spread the word out about LFC resources available. Another webinar is being planned with our MLS colleagues for December, presented by staff of the Kirstein Business Library & Innovation Center (KBLIC) and will focus on Business and Career Resources.

**McKim Master Plan**

The Boston Public Library held the first of 4 community meetings on October 28 to engage the public in the newly launched, McKim Master Plan Study. BPL is undertaking a master planning study with the intention to restore, renovate, and reimagine portions of the Central Library’s McKim Building, a National Historic Landmark in Copley Square. This project will look at improving access and performance, with a special focus on the Library’s special collections, and providing enhanced opportunities for education, interpretation, and engagement. The McKim Building turned 125 years old this year.

**Roxbury Branch Library**

The Roxbury Branch (formerly called Dudley Branch) reopened for curbside service on October 26 after nearly 3 years of closure for major renovations and improvements. Due to an abundance of caution, the City of Boston is not allowing the public inside for tours or other uses at this time. All additional expansion of current in-person services at all BPL locations is on hold while Boston continues to be listed as “RED” on the state’s COVID-19 Community-Level Data Map.

BPL has maintained curbside pick up for holds and computer printouts at the Central Library and 21 branch locations. We have added limited computer use appointments at the Central Library. We have created an Outdoor Wi-Fi Program to provide outdoor access points at nine BPL branch locations. We continue to actively help patrons remotely via phone, email, and chat.

**New e-resources and Digital Offerings**

* **Tumble Math:** Online math eBooks and videos, grades K-6.
* **Scholastic BookFlix:** BookFlix is a literacy resource that pairs interactive, fictional video storybooks with related nonfiction eBooks for kids 3-9 years old.
* **Scholastic Teachables:** An online hub of 30,000 ready-to-use printable learning resources for every subject, pre-K to 6th grade.
* **MakeMake:** MakeMake has 300 Spanish-language eBooks for children. The collection includes picture books, read-along books and interactive books. The interface and search are also in Spanish.

**Diversity, Equity, Inclusion work**

BPL, as an institution, has also been engaging in the national conversation around racial equity and examining inequities in our internal makeup and practices and also how we can remove barriers and construct and deliver equitable, anti-racist services to the public. Administration has created, in consultation with the City’s newly created Office of Equity, an Equity Statement and initial Equity Action Plan with a specific timeline of goals to be met over the course of the coming year. One of these goals calls for partnering with an external consultant to help us further our diversity, equity, and inclusion work. The Board of Trustees has signed off on BPL entering into an initial contract with the local, community-based organization YW Boston for this purpose.

YW Boston will lead the BPL through four steps:

1. **Discovery and assessment:** Uncovering the Library’s current reality, goals and objectives
2. **Dialogue series:** Surfacing individual knowledge, attitudes, behaviors and opportunities for learning
3. **Action plan development:** Building a plan, taking account of the BPL’s culture, practices, and formal and informal rules, as well as work already underway.
4. **Follow up and outcomes:** Ensuring the Library meets its goals and objectives, and that there are concrete results from this work.

Work with YWBoston will involve all staff, at every level, and will be conducted over the course of several months, well into 2021.

**Libraries and COVID-19 Discussion**

Rob Favini, Head of Library Advisory and Development spoke about the recent email he sent out on allregions:

This week 134 communities in Massachusetts reverted back to operations under Step 1 Phase III of the state’s reopening plan after being designated as high risk for three consecutive weeks in the Department of Public Health weekly reports. Reverting back to Step 1 Phase III should have minimal impact on libraries. The most notable change is building capacity being reduced to 40% occupancy. Curbside services are not impacted.

During the fall and winter months it is likely that more communities will revert to Step 1 Phase III due to increased community positivity results. Below are some helpful links and information to help you navigate the Commonwealth of Massachusetts’ [COVID-19 Updates and Information](https://www.mass.gov/info-details/covid-19-updates-and-information) page.

For a definition of “low risk community” and a list of communities not designated as low risk: <https://www.mass.gov/info-details/covid-19-communities-in-step-1-of-phase-iii-not-designated-lower-risk>

For an overview of allowable opening activity under Step 2 Phase III: <https://www.mass.gov/news/baker-polito-administration-announces-transition-to-step-ii-of-phase-iii-for-lower-risk>

Safety Standards and Checklists for Libraries: <https://www.mass.gov/info-details/safety-standards-and-checklist-libraries>

How community risk levels are determined: [https://massgis.maps.arcgis.com/home/item.html?id=9f5b8ae8d0e24a1b98c55f704aaa24f3](https://urldefense.proofpoint.com/v2/url?u=https-3A__massgis.maps.arcgis.com_home_item.html-3Fid-3D9f5b8ae8d0e24a1b98c55f704aaa24f3&d=DwMGaQ&c=lDF7oMaPKXpkYvev9V-fVahWL0QWnGCCAfCDz1Bns_w&r=Kr2lHgpbm0FRhXaB0nrlzJ7zaao_EJHhHjhONHMO1z8&m=iP67v51mq1EmV9oNbd7pLx-lAmvcIH4Xwv1UnmzMI8U&s=m4XmMUkDM8rH4xaWm4_nhteluLl1dd0V3zh0NerDCvc&e=)

The latest community level data reporting and risk designation, including map interface: <https://www.mass.gov/info-details/community-level-covid-19-data-reporting>

Frequently Asked Questions:<https://www.mass.gov/info-details/covid-19-communities-in-step-1-of-phase-iii-not-designated-lower-risk#frequently-asked-questions->

**When does a community revert from Step 2 of Phase III to Step 1 of Phase III?**A community must revert to Step I of Phase III of the Commonwealth’s reopening plan, as outlined in the Governor's COVID-19 Order #51, **when the community is designated in the “red” category for three consecutive weekly Department of Public Health weekly reports.**

**When a community reverts from Step 2 to Step 1, what date is the reversion effective?**The rule changes go into effect the Monday after the data is posted. For example, if a community is red for the third week and the Department of Public Health posts the data on Thursday, then the rules go into effect on the following Monday.

**What changes when a community moves from Step 2 to Step 1 of Phase III?**The following types of businesses are prohibited from operating during Step 1 of Phase III: indoor performance venues, roller skating rinks, trampoline parks, obstacle courses, laser tag and escape rooms.

**The following types of businesses must reduce capacity to 40% (currently 50%)** when operating during Step 1 of Phase III: driving/flight schools, gyms, **libraries**, museums, arcades, and lower-contact indoor and outdoor recreation businesses. During Step 1, outdoor gatherings at event venues and in public settings are limited to 50 people.

As always safety considerations for staff and library users are job one. Please remember to contact your local health department when making any decision regarding opening or modifying library building access and any expansion of library services.

**COMMISSIONER ACTIVITIES**

**Commissioner Resnick**

* Attended WMLA’s Annual Meeting. Invited 2 legislators.
* Will be attending CMLA Anuual Meetuig next week

**Commissioner Abraham**

* Participated in the Boston Book Festival (BBF) Virtually

**PUBLIC COMMENT**

Commissioner DeBole suggested that the Commissioners and staff investigate and consider alternate sources of funding in the upcoming year.

**OLD BUSINESS**

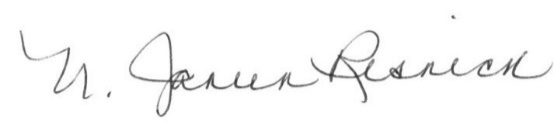
**List of documents for the November 5, 2020 Regular Monthly Board Meeting:**

1. Agenda for the November 5, 2020 Regular Monthly Board Meeting
2. Draft Minutes of the September 3, 2020 Regular Monthly Board Meeting
3. Draft Minutes of the October 8, 2020 Regular Monthly Board Meeting
4. Agenda Item 6, Approval of the FY2022 Library Services and Technology Act (LSTA) Direct Grant Round Program and Budget
5. Agenda Item 7 a-d Network Grant Awards under 7000-9506
6. Agenda Item 8- Approval of the Library eBooks and Audiobooks (LEA) Content Grants
7. Agenda Item 9- Approval of appointments to the PR Committee
8. Agenda 11- *Library Space: A Planning Resource for Librarians*
9. Report from Massachusetts Library System
10. Report from Library for the Commonwealth

**ADJOURNMENT**

There being no further business, Commissioner Abraham moved and Commissioner Ochsenbein seconded to adjourn the November 5, 2020 monthly business meeting of the Board of Library Commissioners at 1:20 PM.

|  |  |  |
| --- | --- | --- |
| Commissioner Abraham- YES | Commissioner DeBole-  Left Meeting | Commissioner Ochsenbein- YES |
| Commissioner Ball- YES | Commissioner Kronholm- Absent | Commissioner Perille- YES |
| Commissioner Cluggish- YES | Commissioner Madell- YES | Commissioner Resnick- YES |



N. Janeen Resnick

Secretary