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

**Date** : Thursday, December 2, 2021

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

**Place** : Zoom Meeting

**Present** : Mary Ann Cluggish, Chair; Debby Conrad, Vice Chair; Deb Abraham, Secretary; Les Ball; Vicky Biancolo; N. Janeen Resnick; Karen Traub

**Absent** : George Comeau, Esq.; Stacy DeBole

**Staff Present:**

James Lonergan, Director; Liz Babbitt, State Aid Specialist; Celeste Bruno, Communications Director; Andrea Bono-Bunker, Library Building Specialist; Kate Butler, Electronic Services Specialist; Tracey Dimant, Head of Operations & Budget; Rob Favini, Head of Library Advisory and Development; Susan Gibson, Accountant V; Paul Kissman, Library Information Systems Specialist; Rachel Masse, Assistant to the Director; Uechi Ng, Administrative Assistant; Matthew Perry, Communications Specialist; Shelley Quezada, Consultant to the Unserved; Mary Rose Quinn, Head of State Programs / Government Liaison; Aparna Ramachandran, Data Analyst/IT Support Specialist; Lauren Stara, Library Building Specialist

**Observers Present:**

Michael Colford, Director of Library Services, Boston Public Library (BPL); Ron Gagnon, Executive Director, North of Boston Library Exchange (NOBLE); Cate Merlin, Library Director, Peabody Institute Library, Peabody ; Sharon Shaloo, Executive Director, Massachusetts Center for the Book; Sharon Sharry, Library Director, Jones Library, Inc., Amherst; David Slater, Network Administrator, Old Colony Library Network (OCLN) ; Sarah Sogigian, Executive Director, Massachusetts Library System (MLS); Georgina Trebbe: Information Specialist, Minnechaug Regional High School, Wilbraham; Angela Veizaga, Director of Strategic Partnerships, Boston Public Library (BPL)

**Meeting called to order by Chair Cluggish**

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

Chair Cluggish stated that she is required to take a roll call of Commissioners to comply with the Open Meeting Law for remote meetings.

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| --- | --- | --- |
| Commissioner Abraham- Present  | Commissioner Cluggish- Present | Commissioner DeBole- Absent  |
| Commissioner Ball- Present | Commissioner Comeau- Absent | Commissioner Resnick- Present |
| Commissioner Biancolo- Present  | Commissioner Conrad- Present | Commissioner Traub- Present  |

Chair Cluggish explained that she would be making a motion to comply with a consent agenda. A consent agenda is a board meeting practice that groups routine motions into the consent agenda. If there are no objections, the Chair can declare a motion passed, rather than counting votes for each motion separately.

Chair Cluggish moved to adopt a consent agenda for this meeting for Agenda #2- Approval of Minutes, Agenda #7- State Aid to Public Libraries; Agenda #8- Creation of/appointments to the Statewide Databases Advisory Committee; #9- MBLC Bylaws Revisions; #14-Adjourn the meeting. Commissioner Resnick seconded.

Chair Cluggish asked for a roll call vote of the Commissioners for this motion.

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| --- | --- | --- |
| Commissioner Abraham- Yes | Commissioner Cluggish- Yes | Commissioner DeBole- Absent |
| Commissioner Ball- Yes | Commissioner Comeau- Absent | Commissioner Resnick- Yes |
| Commissioner Biancolo- Yes | Commissioner Conrad- Yes | Commissioner Traub- Yes |

**The motion passed.**

**Approval of Minutes from the regular monthly meeting:**

**November 4, 2021**

Chair Cluggish asked for a motion to approve the minutes from the November 4, 2021 Monthly Meeting.

Commissioner Conrad moved and Commissioner Resnick seconded to approve the minutes from the November 4, 2021 Regular Monthly Meeting with minor corrections.

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

**Chair’s Report**

Chair Cluggish presented the following report:

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

* Statewide PR Committee, virtual
* Hearing held by Massachusetts Joint Committee on Tourism, Arts and Cultural Development on H.4120, An Act modernizing library access to electronic books and digital audiobooks.
* Executive board meeting, virtual

The hearing on H.4120 had numerous speakers from the Library community across the state along with written testimony submitted from a number of groups such as WMLA, and CMLA.

As you would expect, everyone testifying in favor of the bill was erudite and presented cogent arguments.

Along with many other speakers, Kim Charlson spoke eloquently for the Perkins School, Jennifer Harris testified for MLA Legislative Committee, Mary Rose Quinn testified for the BPL in place of David Leonard, President of the BPL, who had a conflict, and James Lonergan testified on behalf of the MBLC. Written testimony submitted by EveryLibrary Institute pointed out complexities and alternative approaches; it appears to me that the bill may be amended. Mary Rose will describe the hearing and legislation later in this meeting.

The MLA Legislative Committee is currently looking for libraries to hold Legislative Breakfasts, either via Zoom or in person. To my knowledge, a few libraries have committed to a date. We hope there will be many more and that we will have a robust season of Legislative Breakfasts, Legislative lunches or Legislative Cocktail hours.

I am feeling a bit knocked about with the announcement of the new covid variant; it seems that every time we make plans, a variant pops up to slow down our getting together in person. I have suggested that we meet in January at a new library with a spacious meeting room where we could spread out. Since new libraries have new HVAC systems, and we could drive instead of taking public transportation, I felt that it was a safe venue, especially if we all remained masked. We can discuss this when we get to the Covid agenda item later.

**Commissioner Activities**

**Commissioner Abraham**

* Worked on Board Minutes
* PR Committee Meeting

**Commissioner Biancolo**

* PR Committee Meeting

**Commissioner Conrad**

* November 1 – MLS Annual Meeting
* November 5 – Dr. David Cucinelli reception at Somerset Public Library
* November 6 – Retirement dinner for Ellen Snoeyenbos (West Bridgewater Director)
* November 8 – MLS Executive Board Meeting
* November 10 – Sharing Visions – Moving Digital Lending Forward
* November 18 – MLA Legislative Committee Meeting
* November 23 – MBLC Executive Committee Meeting

**Commissioner Resnick**

* November 5- I completed the MLS Annual Meeting survey
* November 16- Attended the Small Library Forum

              Participated in the Trustee Orientation

* November 17- Attended second day of the Small Library Forum.  Lauren’s space planning session was fantastic.

**Commissioner Traub**

* November 5- Spoke at the Littleton Ribbon Cutting Ceremony
* November 8- Attended the MLS Executive Board Meeting
* November 16- Small Libraries Forum
* November 17- PR Committee Meeting

**DIRECTOR’S REPORT**

Director Lonergan presented the following report:

Meetings/activities highlights since the last monthly Board meeting:

* November 5—Virtual meeting with new Senate Ways and Means Analyst, Emily Taylor
* November 5—PLA Webinar: Bridging Workers’ Digital Skills Gaps through Libraries
* November 8-10—COSLA (Chief Officers of State Library Agencies) Annual Fall Meeting, virtual
* November 10—Sharing Visions: Moving Digital Lending Forward virtual conference
* November 10—New England Public Media “And Another Thing” interview
* November 12—Improve Your Virtual Meetings webinar
* November 12 & 17—Hotspot Community Meetings, virtual
* November 16—Provided welcoming remarks for 2021 Small Libraries Forum, virtual
* November 18— MLA Legislative Committee meeting, virtual
* November 19—Presented oral testimony on H. 4120, An Act modernizing library access to electronic books and digital audiobooks
* November 24—Introducing Benchmark: Library Metrics and Trends webinar
* November 26—2021 North American Virtual Reference Conference (recordings)
* November 30—Meeting with new COSLA Executive Director Jeremy Johannsen, virtual
* December 1—Meeting with QualityMetrics, LLC re: LSTA Five-Year Plan evaluation process

I presented oral testimony on **H.4120, *An Act modernizing library access to electronic books and digital audiobooks***, during a virtual hearing of the Joint Committee on Tourism, Arts, and Cultural Development on November 19. I provided a copy of my testimony to the Committee and to the Commissioners prior to the hearing. Other members of the library community who testified during the hearing included Kim Charlson (Director, Perkins Library), Phil McNulty (Executive Director, Minuteman Library Network), Jill Mercurio (Director, Newton Free Library), Maria McCauley (Director, Cambridge Public Library and President Elect of PLA), Jason Homer, (Executive Director, Worcester Public Library), and Mary Rose Quinn, who spoke on behalf of David Leonard (President, Boston Public Library). Mary Rose will provide more details on the bill and the hearing during her report.

I was briefly interviewed as part of the New England Public Media’s daily radio program, “[**And Another Thing**](https://urldefense.com/v3/__https%3A/gcc02.safelinks.protection.outlook.com/?url=https*3A*2F*2Fwww.nepm.org*2Fprograms*2Fand-another-thing*23stream*2F0&data=04*7C01*7Cmarshams*40library.ohio.gov*7C2e3f59535bcd4430967908d9a5e82953*7C50f8fcc494d84f0784eb36ed57c7c8a2*7C0*7C0*7C637723238818680923*7CUnknown*7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0*3D*7C1000&sdata=H*2F4L2u859u9i*2B49bHRS7oz0Ab6h3zWHg8o*2FNuFW69oc*3D&reserved=0__;JSUlJSUlJSUlJSUlJSUlJSUlJSUlJSU!!CUhgQOZqV7M!0i2q-0ZQcw1Oyl4a68MXiFQl8d0kWHppsWOH4SnDdKy8nwNk2u5gKmvoaVLbSKcH_4sa4ug$)” on November 10. Jamie Ritter (Maine State Librarian) and I spoke about the libraries in our states and their digital inclusion activities, challenges, and how we might use Digital Equity Act funds from the Infrastructure Investment and Jobs Act. Maria McCauley (Director, Cambridge Public Library and President Elect of PLA), Chelsea Jordan (Director, Griswold Memorial Library, Colrain), and Jack Martin (Executive Director, Providence Public Library, RI) also participated in the program:

[https://www.nepm.org/post/new-england-libraries-ready-help-expand-internet-access-all-need](https://urldefense.com/v3/__https%3A/www.nepm.org/post/new-england-libraries-ready-help-expand-internet-access-all-need__;!!CUhgQOZqV7M!0i2q-0ZQcw1Oyl4a68MXiFQl8d0kWHppsWOH4SnDdKy8nwNk2u5gKmvoaVLbSKcH3fObHVs$)

I was also interviewed by IMLS Program Officer Michele Farrell for their State Library Spotlight regarding how we have been using IMLS American Rescue Plan Act funds in the Commonwealth: <https://www.imls.gov/blog/2021/11/state-library-spotlight-how-arp-act-stimulus-funds-are-supporting-hotspots-teens-and>

**COSLA Fall Meeting 2021:** I participated in COSLA’s Annual Fall Meeting, which was held online again this year over three afternoons from November 8-10. We heard from Sen. Jack Reed (RI) regarding “key policy goals from the past year, and insights on how COSLA can help advance library issues in the coming session.” Panels included a conversation on digital equity with representatives from the Urban Libraries Council, the National Library Service for the Blind and Print Disabled, the Association of Rural and Small Libraries, and the National Digital Inclusion Alliance. Other panels included discussions on key issues related to broadband and the impacts of the COVID-19 pandemic on the library community, lessons learned, and opportunities for the future. IMLS Director Crosby Kemper discussed current IMLS priorities and we also held our annual membership and business meeting.

**American Rescue Plan Act (ARPA) Funds Update:** The ARPA Wi-Fi hotspot program has been progressing with libraries deploying the distributed hotspots. On November 12 and 17 Paul Kissman hosted hotspot program drop-in sessions to answer questions and share experiences. Attendees discussed issues around cataloging, lending, setting up, and monitoring devices.

**Library Accessibility Training Series:** We are using ARPA funds to partner with Perkins Access (<https://perkinsaccess.org/>) to develop and deliver a training series on library technology accessibility. Targeting spring 2022 as a start date Perkins Access will deliver a series of five to seven online training sessions on several topics around library technology accessibility. Sessions will be open to all libraries in Massachusetts. The goal of the series is to educate librarians on key accessibility issues, technology, and available solutions.

**FY23 LSTA Direct Grant Round:** Today (December 2) is the deadline to submit a letter of intent for libraries interested in applying for a FY2023 LSTA Direct grant. MBLC Library Advisory staff hosted an information session on November 15 that outlined the grant program and walked through the program timeline and associated deadlines. Submitting a letter of intent is the first step in the grant application process. Those who submit letters will take apart in a grant writing workshop in January and submit draft applications for review in February. Final grant applications will be due in April.

**Sharing Visions: Moving Digital Lending Forward:** Paul Kissman served on the planning committee for the Fall 2021 Sharing Visions conference. Sharing Visions is a joint effort by the Connecticut State Library, Massachusetts Board of Library Commissioners, New Hampshire State Library, RI Office of Library & Information Services, and the Vermont State Library. The Fall 2021 virtual conference had a peak attendance of 120 over the morning long program. Session details and recordings can be found here: <https://olis-ri.libguides.com/sharing-visions/fall2021>

**Massachusetts Small Library Forum:** The virtual Massachusetts Small Library Forum took place on November 16 and 17. This was a joint event with MLS and was made possible with funding from the Manton Foundation. The event had 130 registrations.

Session highlights included: a presentation about ALA’s Libraries Transforming Communities resources for facilitating community conversations for small and rural libraries; “Making the Most of the Space You Have” by Lauren Stara; and a panel of small library directors discussed how they create and sustain effective summer reading programs in their communities. All live presentations were recorded, and sessions will be archived on the Small Libraries Forum LibGuide: [https://guides.masslibsystem.org/smalllibraries.](https://urldefense.com/v3/__https%3A/guides.masslibsystem.org/smalllibraries__;!!CUhgQOZqV7M!10S70vwR_dWEOP9bzFIYPyxzeEHPdVS9AonFzfcA0DIcmOGlBAF120EF9bo2oViJHhgmQK4$) Many thanks to Lyndsay Forbes and Kristi Chadwick from MLS for planning, managing and executing a successful conference.

**Library Outreach:** The final of this Fall’s Trustee Orientation sessions was held on November 16 with 16 attendees. Maura Deedy held a Trustees Deep Dive on Hiring a New Director on November 4 that had 15 participants.

**LEGISLATIVE REPORT**

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

Revenue collections for October 2021 totaled $2.445 billion, which is $356 million or 17.0% more than actual collections in October 2020, and $197 million or 8.7% more than benchmark. FY2022 year-to-date collections totaled approximately $11.197 billion, which is $1.858 billion or 19.9% more than collections in the same period of FY2021, and $723 million or 6.9% more than year-to-date benchmark. Mid-month reports are usually posted around the twenty-first day of the month and the end of month report is released on the first Thursday of the month following. The reports are available from the Department of Revenue (DOR) at <https://www.mass.gov/orgs/massachusetts-department-of-revenue>.

The Joint Committee on Tourism, Arts, and Cultural Development held a hearing on November 19, 2021 on [H.4120,](https://malegislature.gov/Bills/192/H4120) An Act modernizing library access to electronic books and digital audiobooks, a bill filed by Representative Ruth Balser, Newton. The Massachusetts bill promotes digital equity and access to eBooks and audiobooks for libraries of all types and mirrors closely legislation passed in Maryland and filed in New York and Rhode Island. The intent of the legislation is to ease publisher-imposed restrictions on e-books and audiobooks licensed to libraries and improve access to digital resources for library patrons. Publishers refuse to sell, charge inflated prices, and restrict access to many titles to libraries that they freely sell to the average consumer.

Several library groups and organizations spoke in favor of the bill, including the Massachusetts Board of Library Commissioners (Director James Lonergan), Boston Public Library/Library for the Commonwealth, Phil McNulty from the Minuteman Library Network (on behalf of the automated networks), Kim Charlson from Perkins Braille and Talking Book Library, Jason Homer from the Worcester Public Library for the Worcester Talking Book Program, Jennifer Harris for the Massachusetts Library Association (MLA Legislative Committee), and Directors Jill Mercurio and Maria McCauley from the public libraries in Newton and Cambridge. Maria is also the incoming President of the Public Library Association (PLA). Kyle Courtney, from Harvard University, a founding member of Library Futures spoke in favor of the concept rather than the current proposal. Numerous other groups submitted written testimony, including the Massachusetts Library System (MLS), the Western Massachusetts and Central Massachusetts Library Advocates, the Massachusetts School Library Association (MSLA), EveryLibrary, and several of the automated networks.

Representative Balser expects the bill to be reported out of Committee by March. She recommends that library supporters of the bill to carry on their outreach to their local representatives and senators and to continue submitting testimony to the Committee.

To submit written testimony, please email remarks to: Derek.Dunlea@mahouse.gov and James.Ostis@masenate.gov with the subject line “Written Testimony – TACD 11/19/21

The ARPA spending bill, H.4269, <https://malegislature.gov/Bills/192/H4269> has emerged from the Conference Committee. House and Senate leadership hope to have votes this week in order to deliver the bill to the Governor’s desk quickly for his signature. There are several library earmarks in the Conference Committee compromise spending plan.

The Massachusetts Municipal Association’s (MMA) Annual Conference and Trade Show is Friday and Saturday, January 21 and 22. The MBLC staffs a booth each year with Commissioners and Agency staff members, usually from the Construction Team and State Aid Unit. This annual event is the best opportunity for MBLC Commissioners and Staff to reach out to municipal officials. On Friday, January 21, we are looking for two Commissioners to staff the booth from 11 A.M. to 1 P.M. and one Commissioner from 1 P.M. to 3 P.M. and 3 P.M. to 5 P.M.

Commissioners will have an opportunity to promote the Legislative priorities with attendees, providing information about the FY2023 budget funding priorities, talking points regarding the increase needed in the construction annual bond spending cap, and the e-book bill (H4120). We will provide printed copies of the Agenda, Construction Program and waitlist information, and State Aid information for municipal officials. We also share information and handouts from Summer Reading and LSTA projects each year.

Governor Baker and Lieutenant Governor Polito, in a joint statement, announced that neither will run for Governor next year. If history can be relied on concerning recent administrations, there will be significant turn over in Administration positions and several temporary appointments or empty positions in the upcoming months, which can make ongoing communications with the Executive Branch challenging.

The Governor’s final budget, referred to as House 2, for the second year of the legislative session, will be released in late January; it is expected the day after the State of the Commonwealth address and close to the annual MMA conference.

There are currently six Legislative Breakfasts in the planning stages, scheduled from January through March. At this time, they are slated to be in person or hybrid events. They are:

* Western Massachusetts Library Advocates (WMLA): The Berkshire Breakfast, most likely in Pittsfield, will be held on January 28, 2022
* Central Massachusetts Library Advocates (CMLA): The Worcester Public Library February 4, 2022; a second evening event is under discussion in Central MA as well, possibly on the February 11, 2022
* SAILS network libraries are planning a breakfast on March 9, 2022
* Boston Public Schools are discussing a school library breakfast; there is no firm date to report
* The Merrimack Valley Library Consortium (MVLC) is also discussing a breakfast this winter.

Commissioners will be needed to speak at each of the breakfast events. There are a number of initiatives to promote this year, including the FY 2023 Legislative Agenda, especially the $16 million State Aid funding request, raising the annual bond spending cap from $20 million to $25 million, and H.4120 on digital content equity and access.

**Consideration of approval of the municipalities meeting the requirements for the FY2022 State Aid to Public Libraries PROGRAM based on eligibility established in FY2022 for the Municipal Appropriation Requirement and in FY2021 for the minimum standards**

Liz Babbitt, State Aid Specialist, presented for certification 208 municipalities meeting the requirements for the FY2022 State Aid to Public Libraries program.

Ms. Babbitt reminded the Commissioners that these awards are half payments. The remainder is paid at the end of the grant cycle. The total first half payments for the first group of municipalities is $4,054,617.66.

Commissioner Resnick moved and Commissioner Abraham seconded that the Massachusetts Board of Library Commissioners certifies that the communities on the attached list have met minimum standards of free public library service and awards each a FY2022 Library Incentive Grant (LIG), a FY2022 Municipal Equalization Grant (MEG) and a FY2022 Nonresident Circulation (NRC) offset in the indicated amounts, totaling $ 4,054,617.66, and authorizes any additional FY2022 State Aid to Public Libraries disbursements that may be possible toward the end of the grant cycle.

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

**Creation of/appointments to the Statewide Databases Advisory Committee**

Kate Butler, Electronic Services Specialist presented the charge of the Statewide Database Advisory Committee to the Commissioners.

The statewide database procurement advisory committee will provide expert assistance to the MBLC procurement team for the next suite of statewide licensed electronic content. Licenses negotiated through this procurement will determine statewide databases for up to the next five years.

The advisory committee will: read and score proposals, attend and evaluate vendor demonstration and Q&A sessions, thoroughly test products during the open trial period, and provide recommendations for the best vendors, product packages, and overall value for the Commonwealth to the procurement team.

While advisory committee members’ scores will not be tallied as part the final procurement team evaluation, their current, hands-on expertise in areas of reference and collection development for electronic content will be critical to the successful outcome of this procurement.

Commissioner Ball moved and Commissioner Conrad seconded to appoint the following individuals to an ad hoc statewide database procurement advisory committee, serving from December, 2021 through February, 2022.

* Viral Amin, Reference Librarian for Electronic Resources, Bentley University, Waltham
* Jessica Atherton, Head of Reference, Newburyport Public Library, Newburyport
* Anna Bognolo, Library Director, Eaglebrook School, Deerfield
* Jennifer Dimmick, Library Teacher, Newton South High School, Newton
* Pamela Hayes-Bohanan, Senior Librarian, Bridgewater State University, Bridgewater
* Claire Lobdell, Distance Education Librarian & Archivist, Greenfield Community College, Greenfield
* Jennifer Pickett, Reference Librarian, Brooks Free Library, Harwich
* Priya Subramanian, Public Services Supervisor, Worcester Public Library, Worcester
* Georgina Trebbe, Certified School Library Teacher, Minnechaug Regional High School, Wilbraham

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

**Consideration of MBLC Bylaws Revisions**

Director Lonergan discussed the MBLC Bylaws Revision that started about a year and a half ago by Commissioner Madell wanting to simplify the bylaws. There were meetings before COVID-19 to update the bylaws but half the group felt too much was taken out while the other half thought another document was necessary to include information that might be taken out of the bylaws. The group agreed at the time that it was in the best interest of the Board to table revisiting the bylaws to a future date.

The Executive Committee reviewed drat revisions of the bylaws starting in early September 2021 and incorporated suggested edits received from Committee members and from other Commissioners both prior to and after the November 4 Monthly Board meeting.

Commissioner Resnick moved and Commissioner Conrad seconded to approve the new version of the MBLC Bylaws presented today at the December 2, 2021 Monthly Board Meeting.

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

THE COMMONWEALTH OF MASSACHUSETTS

BOARD OF LIBRARY COMMISSIONERS

BYLAWS

**ARTICLE I.**

**ORGANIZATION AND FUNCTIONS OF THE**

**BOARD OF LIBRARY COMMISSIONERS**

Section 1.1 Composition and Functions

The composition, functions and responsibilities of the Board of Library Commissioners shall be as provided and authorized by the General Laws and the Acts of the General Court of the Commonwealth of Massachusetts.

Section 1.2 Officers

(I.) The officers of the Board of Library Commissioners shall be a Chair, a Vice-Chair, and a Secretary. The officers shall be eligible for election to two successive one-year terms in any particular office; and after a period of one year, may be eligible for election to one or more similar two-terms in this same office under the same provisions.

The Chair, Vice‑Chair, and Secretary shall be elected by the Board of Library Commissioners at the first regular meeting of the Board of the new fiscal year, which is usually held in July (see Section 2.1). They shall hold office until the first regular meeting of the Board of the next fiscal year and until their respective successors are elected.

Said officers shall constitute the Executive Committee of the Board of Library Commissioners (ARTICLE III., Section 3.1).

(II.) The Director of the agency, with such staff assistance as necessary, shall carry out the duties as provided in Section 1.7.

Section 1.3 Election of Officers

(I.) At the last meeting of the fiscal year, which is usually in June, the Chair will appoint a nominating committee that will consist of the Secretary and two non-officer Board members.

(II.) The nominating committee will nominate a slate of officers to be voted on at the first regular meeting of the new fiscal year. During the election, the Chair will also give the opportunity for nominations (including self-nominations) to be made from the floor.

Section 1.4 Duties of the Chair.

(I.) To serve as presiding member at all meetings of the Board of Library Commissioners and of the Executive Committee.

(II.) To call special meetings of the Board of Library Commissioners and of the Executive Committee.

(III.) To serve ex officio as a member of all committees of the Board of Library Commissioners.

Section 1.5 Duties of the Vice‑Chair.

To perform the duties of the Chair of the Board of Library Commissioners at the Chair’s request or in the case of the Chair’s absence.

Section 1.6 Duties of the Secretary.

To verify and sign Board minutes and any other documents requiring the signature of the Secretary of the Board, and to record the proceedings of the Board in Executive Session.

Section 1.7 Duties of the Director in Relation to Board Meetings.

(I.) To give written public notice of all regular and special meetings of the Board of Library Commissioners and of all committees of the Board and to compile and distribute the agenda. The Director shall include with the agenda or supply to members of the Board not fewer than five (5) business days before the meeting such historical and other information in respect to each agenda item requiring a Board vote as may be reasonably necessary for Board members to understand the ramifications of such agenda item. Such information shall include the views of the Director and the staff as well as those of other members of the library community and shall be succinctly summarized. On occasion when time does not permit such information to be prepared in full before a meeting, a summary thereof may be included in the information sent out before the meeting and oral and/or written reports may be presented at the meeting.

(II.) To record the proceedings of the Board of Library Commissioners and of each of its committees.

(III.) To preserve the minutes and all documents determined by the Board of Library Commissioners to be part of its official records.

(IV.) To conduct correspondence as directed by the Board of Library Commissioners to certify official documents and proceedings.

Section 1.8 Authorization of Signing Contracts and Agreements.

Pursuant either to State Law or to authorization by the Board of Library Commissioners, the Director shall execute and deliver contracts and other agreements, otherwise the Chair or Vice‑Chair of the Board of Library Commissioners are authorized and directed to execute and deliver, all in the name and behalf of the Board of Library Commissioners, contracts and other agreements; and the execution by the Director or the Chair or the Vice‑Chair of said contracts and other agreements shall be conclusive evidence of their approval by the Board of Library Commissioners and the same, and the execution and delivery thereof, are duly authorized.

**ARTICLE II. MEETINGS.**

Section 2.1 Regular Meetings.

Regular meetings shall be held on the first Thursday of each month unless the Board otherwise determines. The time and place of such meetings shall be fixed by the Chair, in consultation with the other members of the Executive Committee.

Section 2.2 Special Meetings.

Special meetings of the Board of Library Commissioners may be held at any time and place in the Commonwealth of Massachusetts. Special meetings may be called by the Chair or by any three members of the Board of Library Commissioners through a written communication to the Director stating the time, place and purpose of the meetings and received by the Director at least five (5) business days prior to the date fixed for the meeting.

Section 2.3 Notice of Meetings.

Written public notice of each regular meeting of the Board of Library Commissioners including the agenda thereof shall be distributed at least seven (7) days prior to the date fixed for the meeting and shall state the time and place of the meeting. Notice of special meetings shall be given to Board Members at least five (5) days prior to the date fixed for the meeting. The notice shall state the purpose for which the special meeting has been called.

Section 2.4 Agenda.

A written agenda of matters to be considered at each regular or special meeting, as compiled by the Director and approved by the Chair, shall be distributed to each Board member. An agenda must be supplied to the members of the Board not fewer than five (5) business days before the meeting. Items to be included in the agenda for the regular meeting shall be submitted to the Director in writing. Such agenda shall include the following matters:

(I.) Written reports of committees of the Board of Library Commissioners.

(II.) Matters suggested by any Board member and given to the Director at least seven (7) business days prior to the date of the meeting at which consideration is desired and containing a title and description of the agenda item.

(III.) Any matter suggested by any other person who wishes to present pertinent matters to the Board. Individuals who wish to present a matter for action shall make specific requests in writing to the Director at least fifteen (15) days in advance of the next regular Board meeting. Individuals who wish to address the Board for other matters are requested to inform the Director at any time prior to the Board meeting.

(IV.) Any subject not on the agenda proposed for Board action, and for which there is consensus further study is desired (other than a motion that has been made and seconded) shall be held over for consideration at a future meeting, unless emergency action is deemed necessary by a majority of the Board.

Section 2.5 Other Business.

Discussion of topics not reasonably anticipated by the Chair at least forty-eight (48) hours before meetings.

Section 2.6 Procedure on Policy Changes.

Matters involving new or changed policy or exceptions to policy shall not be voted until having been considered in at least two (2) successive meetings. The applicability of this section to any issue shall be determined by the Chair.

The Board shall review all policies at least once every five (5) years and such policies shall become null and void unless acted upon by vote of the Board every five (5) years.

Section 2.7 Quorum.

A majority of members of the Board of Library Commissioners shall constitute a quorum for the transaction of business. When a quorum is present at any meeting, a majority of the members present may take any action on behalf of the Board, except that the affirmative vote of the majority of the entire Board is required for the appointment or removal of the agency's Director.

Section 2.8 Open Meetings and Regulatory Hearings.

The meetings of the Board of Library Commissioners, including regulatory hearings, shall conform to the provisions of the Massachusetts General Laws regarding open meetings, M.G.L. c.30A, §20, and all relevant Massachusetts laws.

Section 2.9 Attendance at Board Meetings.

Members are expected to attend regularly scheduled Board meetings. Failure of any Board member to attend four (4) such consecutive meetings without just cause shall be reason for notification of same to the appointing authority, the Governor of the Commonwealth, of such absences upon a majority vote of the Board. A copy of the notification will be sent to the Board member in question.

**ARTICLE III. COMMITTEES.**

Section 3.1 Committees of the Board.

The officers of the Board, as provided for in Section 1.2, (I.), shall comprise the Executive Committee of the Board, and they shall meet at such times and for such purposes as may be deemed necessary by the Chair, or as may be determined by majority vote of the Board. Under Massachusetts Law G.L.c.39, sec.23B, any subcommittee meeting at which a quorum is required in order to make a decision (with certain exceptions such as simply reviewing a meeting agenda) is construed to be an open meeting, for which minutes must be kept. Therefore, the Chair shall include in the Chair’s Report at the next full meeting of the Board a report on all such Executive Committee meetings. The Executive Committee shall take no action binding upon the Board unless authority to so act has been authorized previously, and for specific purposes by the Board.

The Chair may, or as may be required by a vote of the Board, appoint committees from the membership of the Board, that the Chair or the Board deems necessary. Each such committee shall be automatically discharged upon completion of its assignment.

The Chair shall be a member ex officio of each committee.

Temporary work assignment of a functional or project nature may be made by the Chair to individual members of the Board. Each such assignment shall terminate upon report to the Board.

Section 3.2 Committees of non‑Board Members.

(I.) The Board may from time to time authorize committees, as it deems necessary, composed in whole or in part of non‑Board members.

(II.) The Director shall make recommendations to the Board as to the composition of such committees. Such recommendations shall include persons of varying perspectives with regard to the subject to be considered by the committee. Other recommendations may be made by the Board members or any other interested persons. All such appointments shall be made by vote of the Board.

(III.) Advice submitted to the Board by such committees may be accepted or rejected in whole or in part by the Board. The Board’s responsibilities require it to consider the quality, availability, equity, and cost-effectiveness of library services throughout the Commonwealth.

**ARTICLE IV. AMENDMENT.**

These bylaws, adopted by the Board of Library Commissioners, may be amended or repealed, and new bylaws may be adopted, by vote at the meeting of the Board for the purpose and the notice of which shall have specified the subject matter of the proposed addition, amendment or repeal.

*Robert's Rules of Order*, current edition, shall govern in all matters not covered by these bylaws.

Approved by vote of the Board of Library Commissioners on January 17, 1978.

Amended by vote of the Board of Library Commissioners on February 15, 1979; October 22, 1981; May 13, 1982; June 10, 1982; June 5, 1986; June 5, 1991; February 9, 1995; February 1, 1996; September 10, 1998; January 14, 1998; and December 2, 2021.

**Presentation and discussion of the FY2023 Plan of Service and Program and Budget for the Massachusetts Library System and Monthly Report**

Sarah Sogigian, Executive Director, Massachusetts Library System (MLS) presented the FY2023 Plan of Service and Program and Budget.

The MLS Executive Board unanimously approved the FY2023 Plan of Service and Program and Budget at its September 13, 2021 meeting and the MLS Council of Members approved it unanimously on November 21, 2021.

The budget is based on our current annual budget figure: $10,137,000.

MLS is incredibly honored and grateful for the strong support from the Legislature over the past few years and have applied the funding to ensure continued and sustained services. This document will be complemented by our annual Action Plan. Our current Action Plan can be found on our website. Our new one will be shared prior to July 1, 2022. The Plan of Service will present our service list for upcoming fiscal year and the Action Plan will address how we will focus on our strategic initiatives.

The Board will vote on the FY2023 MLS Plan of Service and Program and Budget at the January 6, 2022 Monthly Board Meeting.

**PUBLIC COMMENT**

There was no public comment.

**OLD BUSINESS**

There was no old business.

**List of documents for the December 2, 2021, 2021, Regular Monthly Board Meeting:**

1. Agenda for the December 2, 2021, Regular Monthly Board Meeting
2. Draft Minutes from the November 4, 2021 Regular Monthly Board Meeting
3. Agenda #7- State Aid to Public Libraries
4. Agenda #8- Creation of/appointments to the Statewide Databases Advisory Committee
5. Agenda #9- MBLC Bylaws Revisions

**ADJOURNMENT**

Chair Cluggish asked for motion to adjourn.

Commissioner Conrad moved and Commissioner Abraham seconded to adjourn the December 2, 2021 MBLC Monthly Board Meeting 11:38 A.M.

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



Deb Abraham

Secretary