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Description automatically generated with medium confidence**MINUTES OF THE BOARD OF LIBRARY COMMISSIONERS monthly regular meeting**

**Date:** Thursday, November 4, 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; George Comeau, Esq.; Stacy DeBole; N. Janeen Resnick; Karen Traub

Commissioner DeBole left meeting at 11:20 A.M.

**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; Maura Deedy, Library Advisory Specialist; **Tracey Dimant,** Head of Operations & Budget; Rob Favini, Head of Library Advisory and Development; 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; Lilli Sutton, Administrative Assistant

**Observers Present:**

Eileen Chandler, Executive Director, Cape Libraries Automated Materials Sharing (CLAMS);

Lynn Griesemer, President and District 2 Councilor, Amherst Town Council; Carol Gray, Resident, Amherst; Marie Letarte, Library Director, Bigelow Library, Clinton; Sarah McKee, former Trustee President, Jones Library, Amherst; Cate Merlin, Library Director, Peabody Institute Library, Peabody; Richard Morse, Board member, Friends of the Jones Library, Amherst; Austin Sarat, Chair of the Jones Library Trustees, Amherst; Sharon Shaloo, Executive Director, Massachusetts Center for the Book; David Slater, Executive Director, Old Colony Library Network, Braintree; Sarah Sogigian, Executive Director, Massachusetts Library System (MLS)

**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- Present |
| Commissioner Ball- Present | Commissioner Comeau- Present | 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- FY2023 LSTA Direct Grant Round; Agenda #FY2022 State Aid to Public Libraries Municipal Appropriation Requirement and minimum standards; #17-Adjourn the meeting. Commissioner Comeau 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- Yes |
| Commissioner Ball- Yes | Commissioner Comeau- Yes | Commissioner Resnick- Yes |
| Commissioner Biancolo- Yes | Commissioner Conrad- Yes | Commissioner Traub- Yes |

**The motion passed.**

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

**October 7, 2021**

Chair Cluggish asked for a motion to approve the minutes from the October 7, 2021 Monthly Meeting.

Commissioner Resnick moved and Commissioner DeBole seconded to approve the minutes from the October 7, 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:

* ByLaw Review Exec Committee Meeting, virtual
* Retirement party for Ann Macfate, Needham Public Library Director
* MLA Legislative Committee meeting, virtual
* Meeting for Commissioners on PR Committee, virtual
* Spoke at BPL Roxbury Branch Celebration
* Executive board meeting, virtual

The Roxbury Branch Celebration in Nubian Square was a terrific, but due to covid, a much delayed event. The library is newly renovated and won both a 2021 AIA/ALA Library Building Award, and the 2021 Boston Preservation Alliance – Preservation Achievement Award. The original 1978 Brutalist architecture was transformed with wood and glass and is now a welcoming light filled building. The Roxbury Branch is the BPL's largest branch at well over 27,000 square feet.

The new Reuben Hoar Library in Littleton, MA Dedication and daylong celebration is tomorrow, November 5th. Actually, I believe a weeklong celebration is planned.

At the Bylaw meeting, the Executive Committee reviewed changes with James and Rachel that they had made to the Bylaws. The Exec Committee made suggestions and James will explain what was done when we get to the Bylaw agenda item later in the meeting.

At the PR Committee meeting, we reviewed the Legislative Agenda yet another time, and as I told Celeste, it is possibly the best Legislative Agenda that I have seen in my time on this Board. Celeste and crew are now creating Affiliate Legislative agenda sheets and this time also one for school libraries.

Celeste and Matt Perry have received excellent feedback on the PR materials and Paul Kissman's instructions for the Wi-Fi Hotspots that they created with Buyer Advertising. Celeste will tell you more about it later in the meeting. I know I sound like I'm gushing today, but I still find the Wi-Fi Hotspot initiative to be one of the most remarkable things that this Agency has achieved.

**Commissioner Reports**

**Commissioner Traub**

* PR Committee Meeting
* MLS Annual Meeting

**Commissioner Conrad**

* October 2 – 1 year anniversary open house – Tufts Library Weymouth
* October 12 – By-Laws Committee Meeting
* October 13 – SACL Meeting
* October 14 – United for Libraries Deep Dive
* October 18 – MLS Executive Board Meeting
* October 26 – MBLC Executive Committee Meeting

**Commissioner Comeau**

* Attended Memorial for Commissioner Greg Shesko on behalf of the Board

**Commissioner Biancolo**

* Virtual Teen Submit
* Championing the Truth Webinar
* PR Committee Meeting
* MLS Annual Meeting

**Commissioner Abraham**

* October 8- Bylaws Discussion
* Championing the Truth Webinar
* Attended Memorial for Commissioner Greg Sheko on behalf of the Board
* MLTA Annual Meeting
* PR Committee Meeting
* Retirement for Ann MacFate
* Working on Board Matrix

**DIRECTOR’S REPORT**

Director Lonergan presented the following report:

Meetings/activities highlights since the last monthly Board meeting:

* October 8—MLA Executive Board meeting, virtual
* October 8—Schools, Health & Libraries Broadband Coalition (SHLB) *Repairing Broken Broadband Policy* webinar
* October 12—COSLA (Chief Officers of State Library Agencies) Nominating Committee meeting, virtual
* October 13—COSLINE (Council of State Library Agencies in the Northeast) standing meeting, virtual
* October 13—ALA Chapter Advocacy Exchange: *eBooks for All: from National Advocacy to State Policy*
* October 14—Perkins Consumer Advisory Board meeting, virtual
* October 14—*Championing the Truth*/COSLA & NY Times webinar
* October 18—MLS Executive Board meeting, virtual
* October 19—Virtual meeting with John Chrastka, Executive Director of EveryLibrary
* October 21—*Expand Digital Access Today: New Pathways for Sharing Your Digital Collections* webinar
* October 21—Library Journal Summit: *Delivering Services through Multiple Channels* session
* October 21— COSLA Equity, Diversity, and Inclusion Working Group meeting, virtual
* October 22—MLA Legislative Committee meeting, virtual
* October 27—Mass Humanities & MBLC Quarterly meeting, virtual
* October 28—Presented MBLC update at Western Mass. Library Advocates Annual Meeting, virtual
* October 28—Mass. Center for the Book Board of Directors meeting, virtual
* November 1—Presented MBLC Update at MLS Annual Meeting, virtual
* November 3—Meeting with QualityMetrics, LLC re: LSTA Five-Year Plan evaluation process

**American Rescue Plan Act (ARPA)**: MBLC’s Business Office, Communications Team, and Library Advisory and Development staff have been working on several ARPA-funded programs. During the past month more libraries began activating and lending Wi-Fi hotspots across the Commonwealth. Paul Kissman continues to work to help program participants with activation and filtering questions. In addition, October saw the launch of another round of Youth Mental Health First Aid classes. We have again partnered with Walker Cares who will deliver 5 sessions that will run from October through December with a maximum attendance of 20. Most sessions have sold out.

**LSTA Evaluation**: Work on the evaluation of our current LSTA Five-Year Plan 2018-2022 and preparing our new Five-Year Plan 2023-2027 continues. In addition to regular meetings with Rob and me, our consultants from QualityMetrics, LLC have been holding focus groups and interviews with members of the Massachusetts library community. The evaluation is due to IMLS by March 30, 2022, followed by our new Five-Year Plan, due June 30, 2022.

**Database Procurement:** The procurement team, made up of staff from the MBLC, MLS, BPL, and Perkins, is in the process of finalizing the RFR that will go out in early November. The recruitment of members of the library community to serve on the RFR evaluation committee has begun. A list of committee members will be brought to the Commissioners at the December meeting.

**Massachusetts Small Library Forum**  
Registration is open for the virtual Massachusetts *Small Library Forum* taking place on November 16th and 17th. This is a joint event with MLS with funding from the Manton Foundation. Both live and pre-recorded sessions will be available. For more information and registration: (<https://calendar.masslibsystem.org/event/8457436>

Shelley Quezada hosted an in-person training for librarians from 10 libraries who are managing new and recently concluded **Mind in the Making** LSTA Direct grant projects at the EcoTarium in Worcester. Speakers from the Waltham and Bedford public libraries gave presentations on their successful Mind in the Making projects. The session introduced best practices and strengthened programing around the Mind in the Making grants.

Shelley and Michelle Eberle from MLS have begun a dialog with the **Library Social Worker** at the Cambridge Public Library who is currently supervising two Boston College social work trainees (there is a third student at the Waltham Public Library). Future meetings are planned to determine the feasibility of a statewide program that would link college and university social work programs with public libraries to place students working on graduate contact hours.

Shelley also delivered a citation of congratulations to children’s artist and Ipswich resident Ed Emberley in honor of his 90th birthday and of his commitment to Massachusetts libraries, including writing 50 children’s books.

**Trustee Orientations:** We have launched our fall season of Trustee Orientations and continue to rethink the structure and format of online delivery of content. Attendance has been lower than usual, perhaps in part to regular marketing of multiple events. We have streamlined the sessions again, removing content like policy management--which needs to be developed into a Deep Dive.

**Trustee Deep Dives:** These have also kicked off again, slightly reconfigured with topics that can appeal to both Friends and Trustees, like recruitment of board members or onboarding. Overall, most will be targeted at Trustees. Topics include: Evaluations, Hiring a New Director, Recruiting New Board Members, and United for Libraries Statewide Group Membership.

**Massachusetts Library Association Annual Conference**: Maura Deedy is developing a panel for the MLA Annual Conference about being an accidental HR manager, with Vanessa Hale, Assistant Town Manager in Southborough.

**Massachusetts Library Trustee Association:** MLTA had a wonderful annual meeting which was well attended. Maura moderated a panel with three librarians who discussed the impact COVID-19 had on their library operations, and what they’ve learned from providing library services during that time.  Panel members: Kellie Porter, Librarian at Woods Hole Public Library; Sarah Moser, Library Director at Haverhill Public Library; and Mike Zeller, Assistant Library Director in Shrewsbury.

**Director Search Packet:** The committee met to review the survey results and discuss additional items like searching on social media and samples to include in the packet. The next meeting will be focused on reviewing corrections and additions.

**Friends Coffee Hours**: Friends Coffee Hours continue to be a hit- with some of the same members attending and new ones joining. These continue to be a valuable resource for the Friends community in sharing and learning new ideas. Many Friends groups are deciding how to move forward with in-person programs and book sales over the winter.

**Program Statistics**

|  |  |  |  |
| --- | --- | --- | --- |
| **Attendance** | **Date** | **Time** | **Event** |
| 11 | Wednesday, October 13, 2021 | 10am to noon | Trustee Orientation   Virtual |
| 8 | Thursday, October 14, 2021 | 10 am to 11 am | Deep Dives: United for Libraries Statewide Group Membership |
| 18 | Saturday, October 16, 2021 | 10 am to 12 pm | MFOL Annual Meeting |
| 3 | Tuesday, October 19, 2021 | 10 am to 11 am | Deep Dives: Recruiting New Board Members |
| 14 | Thursday, October 21, 2021 | 11 am to 12 pm | MLS and MBLC Community Chat  for New Directors |
| 27 | Saturday, October 23, 2021 | 10:30 am to 12 pm | MLTA Annual Meeting and Program |
| 10 | Tuesday, October 26, 2021 | 6pm to 7 pm | Friends Coffee Hour |
| TOTAL: 91 |  |  |  |

**OUTREACH TO LIBRARY DIRECTORS:** Maura and Terry McQuown at MLS held the first New Director Community Chat. This was born out of seeing how our respective agencies support recently hired library directors and wanting to better understand the kind of support we could offer to this group. This listening session was well attended, and we will use feedback to inform future meetings.

Evan Knight organized and moderated a virtual symposium, **“Expand Digital Access Today: New pathways for sharing your collections**,” with national speakers on three topics: Controlled Digital Lending for Public Libraries; Automatically Sharing Digitized Collections in Wikipedia; and Building a National Finding Aid Network for Archives Collections. Thanks to Rob, Tracey, and Tanesha for supporting the symposium.

* 161 Total Registrants from: 54 MA Public Libraries, 6 MA Library Networks, 30 Academic Libraries, 33 Special/Govt/Archive/Other
* 16% (25) post-event survey response rate
* Impact on Knowledge/Skills -->
* 100% (25) report the session increased their knowledge of digital access projects
* 80% (20) report the session increased their skills in management of digital collections
* Impact on Behavior -->
* Controlled Digital Lending - 52% (13) report they may get involved
* Automatically share digitized collections in Wikipedia - 67% (18) report they may get involved
* National Finding Aid Network - 64% (16) report they may get involved

Evan attended the Digital Commonwealth virtual talk with sociology professor Troy Smith called “Building Bridges of Inclusion,” which was focused on digital collections in primary, secondary, and undergraduate education. Prof. Smith discussed how digital repositories like the Digital Commonwealth, and any museum collection or exhibition for that matter, might more responsibly share troubling material. <https://digitalcommonwealth.wildapricot.org/Recordings>.

Evan also represented COSTEP MA as a part of the Advisory Committee of the Alliance for Response (an NEH initiative of the Foundation for Advancement in Conservation <https://www.culturalheritage.org/resources/emergencies/alliance-for-response>) and met with colleagues around the country who work in emergency response for cultural heritage to share information and plan for a bi-annual virtual meeting in January for all members of the AFR. COSTEP has been invited to join this group.

**MPLCP**: The Woburn Public Library project, partially funded with a $9.9 million MPLCP grant, is a recipient of 2 American Institute of Architects 2021 New England Design Awards.  The project was recognized with both an Honor Award (the highest of three award categories) as well as a “Best of the BSA” Award, a new category to recognize a single project per AIA Chapter within the New England region: [https://www.cbtarchitects.com/news-ideas/woburn-library-wins-aia-new-england-design-award](https://urldefense.com/v3/__https:/www.cbtarchitects.com/news-ideas/woburn-library-wins-aia-new-england-design-award__;!!CUhgQOZqV7M!1Ooubo8SscgTJ8r5-OYWeaRpfJMm8t1Ud5i2QGxw3SsG7ibWNa8N0ZlfomjeCBHe_nZbUA$)

The MPLCP funded award-winning projects in each category of the 2021 New England Design Awards: [https://aianewengland.org/design-awards/2021-design-awards/](https://urldefense.com/v3/__https:/aianewengland.org/design-awards/2021-design-awards/__;!!CUhgQOZqV7M!1Ooubo8SscgTJ8r5-OYWeaRpfJMm8t1Ud5i2QGxw3SsG7ibWNa8N0ZlfomjeCBGu_ScNSw$)

The **Communications Team** wrapped up content and design of the print version of the **2023 Legislative Agenda** with input from the statewide PR Committee and an in-depth content review by Commissioners Mary Ann Cluggish, Vicky Biancolo, Karen Traub and Deb Abraham, all PR Committee members. Mary Rose Quinn also attended.

The goal of the legislative agenda is to demonstrate to legislators that libraries have a valuable role to play in addressing some of the most pressing issues facing the Commonwealth. State funds to the prioritized budget lines will enable libraries to continue this work. The library community can use the agenda to talk about the good and necessary work that they have been doing in the areas highlighted in the agenda.

In order to create the affiliate sheets, Matt has reached out and asked affiliates for the three most important things they want legislators to know. We are also coordinating with schools to develop a fact sheet. We’re in the process of working with Buyer to create the legislative webpage which will house the print-version of the agenda as well as affiliates sheets, a school fact sheet, and any pending legislation.

The Team has also been working with Buyer on the promotional materials for both the *Small Libraries Forum* and the upcoming LSTA grant round.

In addition, the final set of customized hotspot materials was sent to the printer and we used input from our new patron group to update the webpage on the portal. This kind of patron input is new and invaluable to us. In the past we struggled to have 10 patrons review materials. For the hotspot materials we had 50.

We questioned our patron group in the form of a survey. Ninety percent thought the messaging was clear enough to understand the new library offering but they had questions that we didn’t anticipate: Is there an extra fee for the internet itself? Are we just borrowing the hardware but still have to pay for the internet? Is it secure from previous users?

The Boston Book Festival wrapped up at the end of October. Originally planned as an in-person event in two locations, it was switched to an all-virtual event due to COVID. The MBLC participated in the virtual marketplace and we’re in the process of reviewing usage data to gauge the event’s impact.

**LEGISLATIVE REPORT**

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

Revenues each month of Fiscal Year 2022 continue to outpace projections. Preliminary revenue collections for September totaled $3.992 billion, which is $848 million or 27.0% more than actual collections in September 2020, and $501 million or 14.3% more than benchmark. FY2022 year-to-date collections totaled approximately $8.751 billion, which is $1.501 billion or 20.7% more than collections in the same period of FY2021, and $525 million or 6.4% more than year-to-date benchmark. Income tax collections for September were $2.040 billion, $216 million or 11.8% above benchmark, and $325 million or 19.0% more than September 2020.Corporate and business tax collections for the month totaled $1.001 billion, $249 million or 33.0% above benchmark, and $379 million or 61.1% more than September 2020.

Bill H.4234, An Act relative to immediate COVID-19 recovery needs passed the House unanimously. The Bill includes federal COVID-19 relief funds and surplus state tax revenues totaling $3.82 billion. There were a few earmarks proposed for individual library projects but most of the amendments focused on broader, more statewide concerns. Also included in the final Bill is language supporting expanded broadband to address the digital divide with a mention of the role libraries may play. From [H.4234](mailto:https://malegislature.gov/Bills/192/H4234):

“There shall be established and set up on the books of the commonwealth a separate fund known as the Broadband Innovation Fund to be administered by the secretary of housing and economic development. There shall be credited to the fund: (i) revenue from appropriations or other money authorized by the general court and specifically designated to be credited to the fund; (ii) interest earned on such revenues; and (iii) funds from public and private sources including gifts, grants, and donations. …. Subject to appropriation, the secretary shall make expenditures from the fund for the purposes of: (i) closing the digital divide by facilitating equitable broadband service adoption in unserved and underserved communities; (ii) expanding digital literacy for residents experiencing economic hardship including, but not limited to, persons eligible for the temporary assistance for needy families program, the federal supplemental nutrition assistance program, the federal communications commission’s emergency broadband benefit program, the federal communications commission’s lifeline program, and those whose household include a child who is eligible for free or reduced price lunch; provided, that priority shall be given to programming for existing regional partners, public housing authorities and public libraries; and (iii) empowering communities to use digital tools through the provision of devices, connectivity and training to low-income populations. ”

The Senate next week will debate a $3.67 billion plan to spend federal relief and state tax surplus dollars that would add $1 billion into the state's health care system and authorize $500 million in bonus pay for low-income, essential workers. The plan is similar to the $3.82 billion bill that passed the House with American Rescue Plan Act and surplus money being directed toward health care, housing, economic development and climate change relief.

H.4120, An Act modernizing library access to electronic books and digital audiobooks, filed by Representative Ruth Balser, Newton, is currently in the Committee on Tourism, Arts, and Cultural Development. The Senate version of the Bill, SD.2749, An Act modernizing library access to electronic books and digital audiobooks, filed by Senator Ann Gobi, Spencer, mirrors the House bill and remains in the Rules Committee. The intent of the legislation is to ease publisher-imposed restrictions on e-books and audiobooks licensed to libraries and improve access to these popular digital resources for our patrons. Publishers refuse to sell, charge inflated prices, and restrict access to many titles to libraries that they freely sell to the average consumer.

The print version of the Legislative Agenda document has been completed; the web version will be available soon for posting on the MBLC site. <https://www.mblclegislativeagenda.com/>.

Thanks to Celeste Bruno who developed the compelling narrative and the format for the Agenda. And thanks to the Public Relations Committee and the members of the library community who shared their stories about the important programs and projects they are able to provide with support from MBLC state and federal funding lines.

**Consideration of approval of the FY2023 Library Services and Technology Act (LSTA) Direct Grant Round Program & Budget**

Rob Favini, Head Library Advisory and Development

The State Advisory Committee on Libraries (SACL) met on October 13 and discussed the FY2023 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 FY2023 LSTA Direct Grant Program opportunities:

* 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
* Open for Business: Supporting Small Business Development and Entrepreneurs
* Pathways to Success
* Protecting Priority Collections
* Strength in Families

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, 2021 and grant applications due April 6, 2022. The budget for the FY2023 program is $500,000. Please contact me with questions, if you would like additional information, or if you need assistance accessing grant fact sheets.

Commissioner Ball moved and Commissioner Conrad seconded that the Massachusetts Board of Library Commissioners approves the Program and Budget for the FY2023 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 seven.

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

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

**Consideration of approval of the municipalities meeting the requirements for the FY2022 State Aid to Public Libraries 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 103 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 $1,578,191.93.

Commissioner DeBole moved and Commissioner Comeau 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 $ 1,578,191.93, and authorizes any additional FY2022 State Aid to Public Libraries disbursements that may be possible toward the end of the grant cycle.

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

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

**Presentation of FY2022 MBLC Budget**

Tracey Dimant, Head of Operations & Budget presented the Board with the following report on the budget.

I’ve provided you with a copy of the monthly agency budget for the MBLC for FY2022.

The format for it provides an overview of the overall agency spending across all lines (state, federal, and capital funds) on page 1 (including projected spending, based upon my study of the monthly spend over the last several years), detailed spending of the agency administrative line (7000-9101) and yearly LSTA (7000-9702) budgets on page 2, and Bond Bill (construction) spending on page 3.

The rest of the packet is in order by appropriation, and shows the current detailed spending line by line, with the payroll, fringe, and indirect cost information at the end.

To provide context for the FY2022 budget: in FY2021, we received an increase of $257,746. This was an extremely necessary in order for us to be able to absorb the increased rent costs associated with our move in October 2021. With limited funding and strict regulations restricting the use of our federal funding line rental costs, the increase to the 7000-9101 line was key to our ability to pay our rent. We had been in our previous location for 15 years by the time we moved in October of 2020 and we had been paying substantially below market value for the location. We worked closed with our Administration and Finance analyst as well as our House and Senate Ways and Means analysts to be certain they understood the need behind the legislative request for that line and was gratified that the need was heard. (Our lease increase is

$146,442 per year above what we had previously been paying.)

For FY2022, we received an overall increase of $122,396 to the 7000-9101 Administration line. However, $75,000 of that was for earmarks, which makes the actual increase to the line only

$47,396.

These were the two earmarks on our budget this year, both on the 7000-9101 Administrative line:

$25,000 to Fitchburg for boiler repairs at the Fitchburg Public Library

$50,000 to Gloucester for a feasibility study to rehabilitate the former Gloucester Free Library

We communicate with A&F (Administration and Finance), as well as House & Senate Ways and Means regarding how problematic earmarks are to our lines. Earmarks artificially increase the lines, which can result in budget limitations in future years. They also present problems with regard to paying them out.

The House budget did originally have four earmarks on our lines, with one of them not having a funding increase associated with it, so the funding would have come directly out of our line. So while we were not successful in getting all of the earmarks removed, we did ensure the two that remained also did provide the funding to offset the earmarked funds.

The FY2022 funding to the state administration 7000-9101 line is substantial enough that we are able to continue our established salary plan. Some background for the newer Commissioners - we are currently able to charge salaries to four lines:

7000-9101 Administration

7000-9702 LSTA

7000-9506 Library Technology and Resource Sharing

7000-9091 Construction Bond Bill

There are limitations as to what we are able to charge to the various lines:

We charge the full salary of 8 staff members and 50% of the salary of 7 staff members to the state 7000-9101 Administration line.

For the LSTA line, only those staff who do work with LSTA and are not part of the overhead/support costs of that line may be charged. We charge the full salary of 6 staff members and 50% of the salary of 7 staff members to LSTA.

For the Library Technology and Resource Sharing line, only those staff who directly manage the database and network work may be charged. We have two staff members whose roles fit the goals of the line (Paul Kissman and Kate Butler) and have had either one or both of them (depending on budgeting needs) charged to that line since FY2018.

In anticipation of budget cuts at the start fiscal 2021, we kept both salaries on the 9506 line from July through December. Once the budget was final and it was made clear that we had received appropriate support for the 7000-9101 Administration line, we moved one salary (Paul) back to the Admin line. We have continued that in FY2022: Paul’s salary charged to the 7000-9101 line and Kate’s charged to the 7000-9506 Library Technology and Resource Sharing line.

Similarly, for the 7000-9091 Capital Bond Bill (Construction) line: only those staff who directly manage the construction program may be charged against this line. We have two staff members whose roles fit the goals of the line (Lauren Stara and Andrea Bunker) and have had either one or both of them (depending on budgeting needs) charged to that line since FY2018.

In anticipation of budget cuts at the start of fiscal 2021, we moved both salaries onto that line from July through December. Once the budget was final and it was made clear that we had received appropriate support for the 7000-9101 Administration line, we moved one salary (Lauren) back to the Admin line. We have continued that in FY2022: Andrea’s salary charged to the 7000-9101 line and Lauren’s charged to the 7000-9091 Capital Bond Bill (Construction) line.

Regarding the Construction line: we have been requesting an increase to our yearly spending cap for several years, asking for a $25 million cap. Thus far, Administration and Finance (A&F) has kept us at the current $20 million spending cap. We communicate with them regularly regarding this. Maya Jonas-Silver, the Director of Capital Funds we had been working with for several years, has left the position earlier this year and has not yet been replaced. I am in contact with the person who is temporarily in the position and will be informed as soon as we have a permanent replacement.

FY22 Budget Increases:

7000-9101: This is the administrative operating budget of the agency. This line received a

$47,396 increase in FY2022 (after $75,000 in earmarks).

Earmarks:

$25,000 to Fitchburg for boiler repairs at the Fitchburg Public Library

$50,000 to Gloucester for a feasibility study to rehabilitate the former Gloucester Free Library

7000-9101 is primarily used for:

Salaries and Fringe: 59%

Lease: 24%

With the remaining 17% going towards standard costs of supplies, IT, and equipment purchase and leasing.

7000-9401: This is the State Aid to Regional Libraries line. This line received a one million dollar increase for FY2022.

This is a cherry sheet line, with the funding split:

75% to the Massachusetts Library System (MLS)

25% to the Library for the Commonwealth (LFC – BPL)

We work with DOR (Department of Revenue) to adjust the per capita rate so that the lines represent a true 75/25% split. With the .475 per capita rate in the language:

the library for the commonwealth shall receive not less than 47.5 cents for each resident of the commonwealth; and provided further, that said amount shall not exceed 25 per cent of the amount appropriated under this item

the increase to the line would go just to MLS, with LFC being level funded to FY21. Given that the legislative language has the “not less than” qualifier we confirmed with DOR (Department of Revenue) that it would be possible for the Library for the Commonwealth to receive more than that per capita rate. Adjusting the per capita to .549687236 brings us to an exact 75/25% split

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | FY2021  actual | FY2022 | Difference | % |
|  |  |  |  |  |
| MLS | $9,387,000 | $10,137,000 | $750,000 | 7.99% |
| LFC | $3,129,000 | $3,379,000 | $250,000 | 7.99% |
|  | $12,516,000 | $13,516,000 | $1,000,000 | 7.99% |

MLS receives quarterly forward funding; LFC receives quarterly reimbursements.

7000-9402 and 7000-9406: These are the Talking Book lines:

9402 – Worcester: $14,468 increase for FY2022

9406 – Perkins: $82,373 increase for FY2022

They receive their forward funding based on quarterly forward funding requests.

7000-9501: This is the State Aid to Public Libraries line, which received a one million dollar increase for FY2022.

9501 is paid to the public libraries that are eligible for State Aid and usually goes out in two allotments – one in the fall and one in the spring, when the line is fully allotted.

7000-9506: This is the Library Technology and Resource Sharing line, which received an increase of $131,603 for FY2022.

This line funds the various network grants and a portion of the database costs as well as, as I mentioned previously, the salary and fringe for Kate Butler, our Electronic Systems Specialist. We are also using some funding from this line to upgrade our online Public Portal this fiscal year.

7000-9508: This is the Center for the Book line, which received an increase of $75,000 for FY2022 – a 33% increase). They receive forward funding quarterly.

7000-9702: This is the LSTA (Library Services and Technology Act) line, which is funded by IMLS (Institute of Museum and Library Sciences). Our funding to be spent in FY2022 is $3,441,168. This is primarily used for:

Special Projects: 48%

Salaries and Fringe: 32%

Direct Grants: 16%

With the remaining 4% going to indirect costs and admin costs (Note that the fringe rate is substantially higher on LSTA salaries, due it to being a federal grant).

Special Projects include:

Statewide databases (Encyclopedia Britannica, Proquest, and Cengage [which is split with 9506 funds]

Baker & Taylor for the ARIS reports

Buyer and Journeyman (our advertising and print companies)

COSLA, COSLINE,, and other professional memberships

Symposiums and institutes

Fenway Libraries Online and the Commonwealth Catalog

Network Overdrive fees

Preservation and disaster recovery programs along with many other projects.

The federal fiscal year runs October 1 - September 30. We receive our LSTA federal funding a year ahead of time. So, for example, for this fiscal year (state FY2022) the LSTA funds we are spending are FFY2021 funds.

FY022 is a very successful year, budget-wise, for the agency.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | FY21  Total | FY2022  total | Difference | Earmark  s | Actual Final  Increase | Percent  Increase |
| 7000- | $ | $ | $ | $ | $ | 3% |
| 9101 | 1,579,876 | 1,702,272 | 122,396 | (75,000) | 47,396 |  |
| 7000- | $ | $ | $ |  | $ | 8% |
| 9401 | 12,516,00 | 13,516,000 | 1,000,000 | 1,000,000 |  |
|  | 0 |  |  |  |  |
| 7000- | $ | $ | $ |  | $ | 3% |
| 9402 | 482,264 | 496,732 | 14,468 | 14,468 |  |
| 7000- | $ | $ | $ |  | $ | 3% |
| 9506 | 2,745,774 | 2,828,147 | 82,373 | 82,373 |  |
| 7000- | $ | $ | $ |  | $ | 8% |
| 9501 | 12,000,00 | 13,000,000 | 1,000,000 | 1,000,000 |  |
|  | 0 |  |  |  |  |
| 7000- | $ | $ | $ |  | $ | 3% |
| 9506 | 4,386,770 | 4,518,373 | 131,603 | 131,603 |  |
| 7000- | $ | $ | $ |  | $ | 33% |
| 9508 | 225,000 | 300,000 | 75,000 | 75,000 |  |
|  | $ | $ | $ | $ | $ | 7% |
| 33,935,68 | 36,361,524 | 2,425,840 | (75,000) | 2,350,840 |  |
| 4 |  |  |  |  |  |

**Discussion 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 was taken out of the bylaws. The group thought it was the best interest of the group to table the bylaws for a future date.

There was discussion of having another group review the bylaws before a vote was made.

Commissioner Abraham moved and Commissioner Ball seconded to appoint a Committee to review the MBLC Bylaws.

|  |  |  |
| --- | --- | --- |
| Commissioner Abraham- No | Commissioner Cluggish- No | Commissioner DeBole- Left Meeting |
| Commissioner Ball- No | Commissioner Comeau- No | Commissioner Resnick- No |
| Commissioner Biancolo- No | Commissioner Conrad- No | Commissioner Traub- No |

**Commissioner Cluggish stated that the motion failed. The Bylaws will be reviewed by Executive Committee and will be included in the December or January Board Meeting 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, and may preside at all meetings of such committees which the Chair attends.

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 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 agenda. The Director shall include with the agenda or supply to members of the Board not less than five 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 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 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 less than five 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 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 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 which 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 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 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 years and such Policies shall become null and void unless acted upon by vote of the Board every five 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 (with a copy of the notification to be sent to the Board member in question) upon a majority vote of the Board.

**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 persuasive power of such advice depends upon the extent to which the report of each such committee reflects the fact that the Board's responsibilities require it to consider such advice from a point of view that takes into account the quality, availability, 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 XX,

**Report from Massachusetts Library System (MLS)**

Sarah Sogigian, Executive Director, presented the following report:

**Strategic Initiative 1**

MLS ensures its services are sustainable, prioritize member needs, and equitably serve all member types.

|  |  |  |  |
| --- | --- | --- | --- |
| Goal | Actions | Measurement of Success | **Monthly work toward Goal** |
| MLS ensures service value to all member types. | MLS will develop a guide to its levels of services, clarifying what benefits are available to each member type; the guide will be shared broadly and in several formats | *Member library staff at a broad level will have a greater understanding of MLS services and resources.* | Interviews conducted with over 250 staff at member libraries to inform Case for Support work. |
| MLS will continue to strengthen its partnerships and collaborations to allow MLS to focus on what it does uniquely well. | MLS will establish a partnership process, including a rubric, liaisons, expectations, policy and evaluations of current and new partnerships for opportunities and overlap. | *MLS will report annually on the value of their partnerships.* | We are transitioning to the iRead Reading Program next summer; the theme will be “Read Beyond the Beaten Path.”  We are partnering with MBLC to offer the “Touchpoints in Libraries” program (taught by the Brazelton Touchpoints Center) this Fall. |
| New Services will be designed to deliver the greatest statewide impact, able to expand and contract due to available funding and need. | MLS will create guidelines and criteria for new and established services for value and impact. | *As an element of service review or introduction, MLS will be able to detail the impact of the service.* | Launched Fall BLT (cataloging) in our new Learning Portal. All participants will complete the online training piece through the Learning Portal and attend a live session via Zoom. Each of our three live sessions will have 20 participants each, making our capacity for training this fall 90 library staff. |

**Strategic Initiative 2**

MLS empowers leaders to emerge at every level of library service, connecting staff throughout the stages of their careers.

|  |  |  |  |
| --- | --- | --- | --- |
| Goal | Actions | Measurement of Success | **Monthly work toward Goal** |
| MLS promotes excellence and continuity by providing professional development, conversation and community around leadership. | MLS develops a process for reaching out to members/training participants, asking them to report on how MLS programs have helped them. | *Member library staff recognize the transformative value of building and maintaining a professional network.* | Offered Leadership Development workshops (series will end in September) |
| Leadership, professional development, and networking opportunities will have flexible offerings in order to include participants from various library types, library sizes, and resources. | Linked to S.I.1, G.1: MLS will develop a guide to its levels of service, clarifying what benefits are available to each member type; l the guide will be shared broadly and in several formats. | *MLS will report to member libraries on an annual basis the number of professional development opportunities via type of opportunity, intended audience, training modality and type of library.* | Annual Report work has begun, with an eye to share with the members at the Annual Meeting in Nov 2021. |

**Strategic Initiative 3**

MLS will take the lead in facilitating important conversations, and support member-facing initiatives focused on DEI: diversity, equity, inclusion, accessibility, and social justice work.

|  |  |  |  |
| --- | --- | --- | --- |
| Goal | Actions | Measurement of Success | **Monthly work toward Goal** |
| MLS will integrate the core values of diversity, equity, inclusion, accessibility, and social justice into its policies, practices, procedures, and programs. | In collaboration with partner organizations, MLS will explore hiring a coordinator/consultant to support the membership in this work.  MLS will work to align internal policies and procedures to the tenets of DEI. | *MLS will demonstrate both increased resource allocation as well as substantive, visible progress in representation throughout MLS services.* |  |
| Following the lead of trusted experts, MLS will build awareness in using the DEI tenets with member library staff to identify and eliminate barriers to inclusive library services. | In partnership with member libraries, research and tailor a DEI evaluation framework for member libraries. | *Member library staff are confident in using the core values of DEI with their communities.* | Offered DEI workshops (series ended in August) |

**Additional monthly notes:**

* Both MLS offices are open and staffed daily.
* The State Aid to Regional Libraries budget line (7000-9401), ¾ of which goes to MLS, is one of the two priorities for the FY2023 Legislative Agenda that the Commissioners voted on at their September meeting.
* Annual audit is complete, with no deficiencies.

**PUBLIC COMMENT**

**OLD BUSINESS**

**List of documents for the November 4, 2021, 2021, Regular Monthly Board Meeting:**

1. Agenda for the November 4, 2021, Regular Monthly Board Meeting
2. Draft Minutes from the October 7, 2021 Regular Monthly Board Meeting
3. Agenda #7- FY2023 LSTA Grant Round
4. Agenda #8- State Aid awards
5. Agenda #10- MBLC Budget
6. Agenda #11- MBLC Bylaws

**ADJOURNMENT**

Chair Cluggish asked for motion to adjourn.

Commissioner Ball moved and Commissioner Conrad seconded to adjourn the November 4, 2021 MBLC Monthly Board Meeting 12:29 P.M.

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

Letter

Description automatically generated with medium confidence

Deb Abraham

Secretary