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

**Date:** Thursday, October 7, 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 joined meeting at 10:07 A.M.

**Staff Present:**

James Lonergan, Director; Liz Babbitt, State Aid Specialist; Celeste Bruno, Communications Director; Andrea Bunker, Library Building Specialist; Kate Butler, Electronic Services Specialist; Maura Deedy, Library Advisory Specialist; Rob Favini, Head of Library Advisory and Development; Paul Kissman, Library Information Systems Specialist; Rachel Masse, Assistant to the Director; Matthew Perry, Communications Specialist; Shelley Quezada, Consultant to the Unserved; Mary Rose Quinn, Head of State Programs / Government Liaison; Lauren Stara, Library Building Specialist; Lilli Sutton, Administrative Assistant

**Observers Present:**

Anna Fahey-Flynn, Central Library Manager, Boston Public Library (BPL); Sharon Bernard, Library Director, Fitchburg Public Library; Anastasia Collins, Research & Instruction Librarian, Simmons University Library; Jeannette Lundgren, Network Administrator, CW MARS, Inc.; Sharon Shaloo, Executive Director, Massachusetts Center for the Book; Sarah Sogigian, Executive Director, Massachusetts Library System (MLS)

**Meeting called to order by Chair Cluggish**

Chair Cluggish called the meeting to order at 10:02 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- Hadn’t joined meeting yet |
| 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- MLS FY2022 Budget Revision 2 Approval Request; Agenda #8 a-h- Consideration of Approval of Policies for the FY2024 State Aid to Public Libraries Program; Agenda 9 a-d- Consideration of Network Grant Awards under account 7000-9506; Agenda #10- Consideration of Approval for the Library eBooks and Audiobooks (LEA) Content Grants; Agenda #11- Consideration of Appointments to the State Advisory Council on Libraries (SACL); Agenda #12- Consideration of Re-appointments to the Public Relations Committee; Agenda #20-Adjourn the meeting. Commissioner Biancolo 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- Hadn’t joined meeting yet |
| 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:**

**September 2, 2021**

Chair Cluggish asked for a motion to approve the minutes from the September 2, 2021 Monthly Meeting.

Commissioner Comeau moved and Commissioner Conrad seconded to approve the minutes from the September 2, 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:

* Attended the retirement party for and presented a certificate to Debra DeJonker Berry, Eastham Public Library Director
* National Book Festival Commonwealth Watch Party
* MLA Legislative Committee meeting
* Statewide PR Committee meeting, virtual
* Executive board meeting, virtual
* New Commissioner orientation for Karen Traub

There is so much going on in the library world right now that it is hard to keep up, and impossible to attend it all. During this past month many of us have been getting back to more normal activities, but unfortunately, we still cannot meet face to face. We did discuss possibilities during the Executive Committee meeting, and we're hoping that we will be able to meet at MBLC offices in December.

The big news today is that we are welcoming a new Commissioner. Karen Traub comes to us after serving as a Library Trustee in two different towns, and also on SACL from 2014-2020. I'll ask her to tell you more, but I'd like to read a paragraph from the press release.

'Traub took a leadership role in planning for a new Shutesbury Library urging the town to put aside a yearly $10,000-$25,000 toward the anticipated project. She sponsored a region wide “Revitalizing your Friends Group” roundtable and a community visioning party with a chocolate fountain. She chaired the Library Facility Needs Assessment Committee which held listening and information sessions. She assisted in writing the MBLC construction grant applications which resulted in Shutesbury being awarded a planning and design grant in 2007 totaling $40,000 and provisional construction grant totaling more than $2 million in 2011. Traub also chaired the fundraising committee which brought in pledges of over $100,000 from all over the world.”

At the last PR Committee meeting, we reviewed the posters and materials to accompany the thousands of Mobile Wi-Fi Hot Spots that have gone out to libraries for lending to their patrons. We all can be extremely proud of our staff and this whole effort. Celeste and staff created and customized materials for each library -- even in multiple languages.

Just a reminder that the MLS Annual Meeting is on November 2nd. You all received a notice via email. In case you don't know, MLS always has an excellent, not-to-be-missed keynote speaker.

Deb Abraham, Debby Conrad and Jan Resnick have been working on the development of the Board matrix that Deb Abraham told you about last month. They'll provide more information during Commissioner Reports.

**Commissioner Reports**

**Commissioner Traub**

Commissioner Traub stated that she was excited to be here. She can’t believe that she is actually a Commissioner! She remembers Rosie in Wendell asked her to be a trustee and she didn’t think that she had enough knowledge of libraries to be qualified to be a trustee. Rosie said to her as long as you love libraries that’s all you need. She remembers one of the first things that she did was read her Trustee Handbook from cover to cover. Commissioner Traub said her favorite thing is attending events and talking to people around the state. She attended the ribbon cutting ceremony at the Hadley Public Library and also had her Commissioner Orientation on the same day.

**Commissioner Resnick**

* Participated in the Commonwealth Watch Party
* Spoke at the Erving Public Library Opening
* Working on the Board matrix with Commissioners Conrad, Abraham, and Cluggish

**Commissioner DeBole**

* Attended Trustee Orientation

**Commissioner Conrad**

* September 2 – Board Meeting
* September 3 – Reception for Deborah Wall, Director of the Pembroke Public Library
* September 8 – State Aid Workshop
* September 9 – Sandwich Public Library Ribbon Cutting
* September 22 – Commonwealth Watch Party
* September 23 – MLA Legislative Committee
* September 24 – Board Matrix Meeting
* September 28 – Executive Board Meeting
* September 29 – Trustee Orientation

**Commissioner Comeau**

* Will be attending memorial service for former Commissioner Greg Shesko next week.

**Commissioner Biancolo**

* Participated in the Commonwealth Watch Party
* Attended the PR Committee Meeting on September 13

**Commissioner Ball**

* Attended the MLS Executive Meeting
* Spoke at the Groundbreaking Ceremony for the Marlborough Public Library
* Spoke at the Ribbon Cutting Celebration at the Hadley Public Library with Lt. Governor Karen Polito

**Commissioner Abraham**

* Attended the Garden Party 125th Celebration of the Gleason Library in Carlisle
* Participated in the Commonwealth Watch Party
* Attended the Trustee Orientation
* Attended the Executive Board Meeting
* Working on the Board matrix with Commissioners Conrad, Resnick, and Cluggish

**DIRECTOR’S REPORT**

Director Lonergan presented the following report:

Meetings/activities since the last monthly Board meeting:

* September 8— COSLINE (Council of State Library Agencies in the Northeast) standing meeting, virtual
* September 8—Future of Work Community of Practice meeting, virtual
* September 9—Virtual meeting with Noah McClanan, Deputy Director, Office of Boards and Commissions
* September 9—COSLA (Chief Officers of State Library Agencies) meeting plus Meet & Greet with new COSLA Executive Director, Jeremy Johannesen
* September 13—MLS Executive Board meeting, virtual
* September 15—Conversation between IMLS Director Crosby Kemper and Smithsonian Secretary Lonnie Bunch on American Heritage, Culture, and the Humanities, virtual
* September 16— COSLA Equity, Diversity, and Inclusion Working Group meeting, virtual
* September 21—Provided MBLC update at CWMARS Users Council meeting, virtual
* September 21—Interview with IMLS regarding how MBLC has been using ARPA (American Rescue Plan Act) funds
* September 22—Gave welcoming remarks for the National Book Festival Commonwealth Watch Party and Community Conversation
* September 23—Provided MBLC update at Central Mass. Library Advocates Annual Meeting, virtual
* September 24—Virtual meeting with Central Mass. Agency on Aging staff (Rob and Shelley participated)
* September 24—MLS webinar “How to Prepare for Climate Change” with David Pogue
* September 28—Meeting with staff from Rep. Garlick’s office re: H.3820, special legislation re: Woburn Public Library (Rob and Mary Rose participated)
* September 30—Orientation for Commissioner Traub, virtual
* October 1—Presented during “State of the States” session with fellow New England state library agency chiefs at NELA (New England Library Association) 2021 Conference, virtual
* October 6— Rob and I met virtually with QualityMetrics, LLC re: LSTA Five-Year Plan evaluation process

The U. S. Department of the Treasury has announced a new federal funding opportunity. Treasury’s **Coronavirus Capital Projects Fund** program, part of the American Rescue Plan Act (ARPA), provides $10 billion for eligible governments (State, territories, freely associated states and Tribes) to carry out critical capital projects that directly enable work, education, and health monitoring, including remote options, in response to the COVID-19 public health emergency.  Recipients may subaward funds to municipalities or counties, non-profits, or private entities.

Among other areas, the scope includes broadband infrastructure projects and construction/improvements to library facilities that offer public-access internet (for work, education, and health) and digital literacy training.

(<https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/capital-projects-fund>.)

We are in contact with the Executive Office of Administration and Finance and others to learn more about Treasury’s Coronavirus Capital Projects Fund and potential plans for how the Commonwealth and local governments may use the $175 million being awarded to Massachusetts.

While the Treasury funding will not be coming directly to the MBLC, we will continue to encourage libraries seeking funding for single-purpose projects, such as HVAC upgrades, ADA access, new roofs, etc., to contact their municipal officials.

We have been finalizing plans for our **ARPA** funds in the form of open $50,000 grants to MBLC affiliates. Proposals include:

* The Perkins Library will use funds to offer remote programming, provide training on the Victor Reader Stream program, and upgrade the phone system and related software to improve and expand outreach.
* The Worcester Talking Book Library will use funds to purchase an outreach van, install a permanent storywalk, and develop outreach literature and applications in Spanish.
* The Massachusetts Center for the Book will use funds to support a pilot program with Raising a Reader, an early literacy program, targeted to Gateway Communities. The funds will provide literacy kits and training for library staff.

Our **IMLS LSTA 5-year evaluation** process has begun. Rob and I have been meeting with our outside consultants from QualityMetrics, LLC. They are currently reviewing our LSTA program-related data provided by the Institute for Museums and Library Services. They have also begun holding focus groups and interviews with MBLC stakeholders and staff.

The **Massachusetts Friends of the Library Association Annual Meeting** will be held virtually on Saturday, October 16, 2021 at 10:00 am. Following the Annual Meeting will be the presentation of the Donna Forand Award.  Rob Favini will provide an update on MBLC activities.

Sandra Elaine Scott from the Millis Friends will present on how to design a successful virtual presentation.  She will discuss how they managed to turn what they had spent a year preparing as an in-person gala event with 10 authors to a successful online gala, still with all 10 authors, and with individual breakout sessions that allowed participants to have Q&A time with their favorite authors.

Following Sandra, Shirley Straface from the Duxbury Friends will describe how Duxbury conducted an extremely successful Cookbook fundraiser.

Registration Link: <https://mblc.libcal.com/event/8355520>

**Massachusetts Library Trustees Association Annual Meeting and Program**
Saturday, October 23, 2021
10:30 am to 12:00pm, virtual

The event will include their annual business meeting and feature a panel discussion titled “What Covid-19 Taught Me About Library Service.” The discussion will be led by Maura Deedy and feature perspectives from the Woods Hole Public Library, Shrewsbury Public Library, and Haverhill Public Library.

Registration Link: <https://mblc.libcal.com/event/8355637>

Maura Deedy attended the Massachusetts Municipal Human Resources Association fall conference to support the New Directors Search packet revision. Topics included: “rebranding” for municipalities, engagement and retention of a diverse workforce, revisiting the Massachusetts Equal Pay Act, and succession planning.

Evan Knightis organizing an event in collaboration with the Digital Commonwealth and the MA SHRAB (State Historical Records Advisory Board):

**Expand Digital Access Today: New Pathways for Sharing Your Collections
Thursday, October 21, 12p-1:30p**Registration: [https://mblc.libcal.com/calendar/main/expand\_digital\_access\_today](https://urldefense.com/v3/__https%3A/mblc.libcal.com/calendar/main/expand_digital_access_today__;!!CUhgQOZqV7M!xTutpjWElAOmaBd3Ox6qgMk259nbu8ETqJRnRN5P-8Ii7VrEvXM_hVNJROpnBBohGGmwHQ$)

Program agenda:

* *Controlled Digital Lending (CDL) for public libraries*
Chris Freeland, Open Libraries Project at Internet Archive
* *Automatically share digitized collections in Wikipedia*
Dominic Byrd-McDevitt, Data Fellow at Digital Public Library of America and Eben English, Repository Manager at Boston Public Library Digital Services.
* *Wide discovery and access for archives through a National Finding Aid Network (NAFAN)* Adrian Turner, Senior Project Manager at the California Digital Library and Rachel Hu, User Experience Design Manager at the California Digital Library

Lyndsay Forbes and Shelley Quezada have been working with Christie Farrar from MLS to train librarians on the **Touchpoints in Libraries** training program that is offered by the Brazelton Touchpoints Center. This program is centered in the understanding of child development. MBLC and MLS are beginning the process of becoming certified Touchpoints trainers, which will allow MLS to offer the Touchpoints in Libraries training to library staff across the Commonwealth.

This month the following four teams from MA public libraries were selected for the Touchpoints in Libraries program:

Bellingham Public Library
Pollard Memorial Library (Lowell)
Nevins Memorial Library (Methuen)
Waltham Public Library

Youth services consultants from Maine, New Hampshire, and Rhode Island will also take part in the pilot by just taking the initial class – they will decide whether to pursue a train the trainer program for their state on their own. This program made possible with LSTA funding from the Institute for Museum and Library Services.

On September 23, Shelley Quezada presented a virtual presentation, in Portuguese, along with Olivia Melo, Director of the New Bedford Public Library at the *3rd International Congress of the Research Network Libraries, Politics, Reading: The digital, the traditional, the new normal?* Shelley and Olivia presented on outreach services to the Portuguese and Brazilian communities in Massachusetts and highlighting several programs funded by LSTA grants.

Shelley also spoke at the ribbon cutting of the **Citizenship Corner** **at the Lawrence Public Library** on September 17. The project was funded in part by a $15,000 LSTA Citizenship Corner grant. Activities included a class taught by John McCarthy of the USCIS about the citizenship process.  The highlight of the day was when the Lawrence Public Library’s auditorium was turned into a courtroom and 13 people were sworn in as US citizens by a local judge.

**MPLCP**: On September 21, the **Marlborough Public Library** celebrated its groundbreaking with local officials and their State delegation. Commissioner Ball spoke. Work to ready the site for construction commenced on October 1.

On September 30, 2021, the **Hadley Public Library** shared the spotlight with two other municipal projects- the Senior Center and the Fire Substation- for a triple ribbon cutting. Lt. Governor Polito and Commissioner Ball spoke on behalf of the State. The Library is thriving, and Director Patrick Borezo states that usage of the library and its resources has been far surpassing the usage statistics counted while in their former building. The project received a $3.9 million MPLCP grant.

After a year-and-a-half long delay, the **Erving Public Library** held an open house on September 26 to celebrate its opening in March 2020. Commissioner Resnick spoke at the event. The total project cost was $5.5 million, with $2.7 million provided by the MPLCP.

**Littleton:** Their long-awaited shelving is being installed over the course of the next three weeks, so we should hear about their opening celebration soon.

**Medford**: The project is nearing completion, but the shelving continues to be the element holding up the opening of the new library. With the last of the shelving set to arrive in late November, the library hopes to move in early December, have a soft opening in early January, and then have an opening celebration in mid-January.

**Boston Public Library, Roxbury Branch**: Mayor Kim Janey and BPL President David Leonard have invited us to an event on Saturday, October 23 to celebrate the one-year anniversary of the re-opening of the renovated Roxbury Branch in Nubian Square. Rachel is reaching out to Commissioners to see who might be able to attend and possibly provide remarks.

The **Communications Team** coordinated with the Massachusetts Center for the Book on the *Commonwealth Watch Party and Conversation* by creating items to promote the program, which had over 900 registrants, and providing chat monitoring during the event.

The team also continues work on the promotional items for the hotspot program. Non-customized items (posters and survey) were sent to libraries last week. Customized orders for 130 libraries are in final proof. The consumer portal has been updated with helpful information for patrons who are looking for a hotspot or just want to see if the T-Mobile device will work in their area.

The MBLC will once again be participating in the Boston Book Festival, which is now virtual-only and will start on October 16 and run through the end of the month.

The draft text to accompany the approved funding request for the legislative agenda has been sent to the PR committee for feedback.

**Staff news**: We are pleased to announce that we have hired Lillian (Lilli) Sutton as a new Administrative Assistant in our Business Office. Lilli comes to us from Tufts University, where she was an Administrative Assistant for their Development and Alumni Relations team. She joined us on September 7. Welcome, Lilli!

**LEGISLATIVE REPORT**

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

State tax collections totaled $3.992 billion in September, slightly more than half a billion dollars over the monthly benchmark. The Department of Revenue announced this week that September revenues were $848 million or 27 percent greater than actual collections in September 2020 and $501 million or 14.3 percent greater than anticipated. Since the beginning of the fiscal year in July, the DOR has collected $8.751 billion from residents and businesses, $1.501 billion or 20.7 percent greater than actual collections during the same time period of fiscal 2021 and $525 million or 6.4 percent above the year-to-date benchmark. During fiscal year 2021, Massachusetts state government collected $5 billion more than it was expecting, generating a significant surplus.

Representative Ruth Balser filed a bill, [H.4120](https://malegislature.gov/Bills/192/H4120), An Act modernizing library access to electronic books and digital audiobooks, to require publishers, including Amazon, to provide greater access to their e-books, audiobooks, and other digital content to libraries and their patrons; her Bill has been referred from the Rules Committee to the Committee on Tourism, Arts, and Cultural Development. Senator Ann Gobi filed the Bill in the Senate, [SD.2749](https://malegislature.gov/Bills/192/SD2749), which is now in the Joint Committee on Rules. The list of names included in the report are the House Co-sponsors who signed on to Rep. Balser’s Bill.

| **Name** | **District/Address** |
| --- | --- |
| [Ruth B. Balser](https://malegislature.gov/Legislators/Profile/RBB1/192/Cosponsor)  | 12th Middlesex  |
| [Brian W. Murray](https://malegislature.gov/Legislators/Profile/BWM1/192/Cosponsor)  | 10th Worcester |
| [James M. Kelcourse](https://malegislature.gov/Legislators/Profile/JMK1/192/Cosponsor)  | 1st Essex |
| [John Barrett, III](https://malegislature.gov/Legislators/Profile/J_B1/192/Cosponsor)  | 1st Berkshire |
| [Alice Hanlon Peisch](https://malegislature.gov/Legislators/Profile/AHP1/192/Cosponsor)  | 14th Norfolk |
| [Angelo J. Puppolo, Jr.](https://malegislature.gov/Legislators/Profile/AJP1/192/Cosponsor)  | 12th Hampden |
| [Hannah Kane](https://malegislature.gov/Legislators/Profile/HEK1/192/Cosponsor)  | 11th Worcester |
| [Kay Khan](https://malegislature.gov/Legislators/Profile/K_K1/192/Cosponsor)  | 11th Middlesex |
| [Tommy Vitolo](https://malegislature.gov/Legislators/Profile/T_V1/192/Cosponsor)  | 15th Norfolk |
| [Marcos A. Devers](https://malegislature.gov/Legislators/Profile/MAD1/192/Cosponsor)  | 16th Essex |
| [Joanne M. Comerford](https://malegislature.gov/Legislators/Profile/JMC0/192/Cosponsor)  | Hampshire, Franklin and Worcester |
| [Smitty Pignatelli](https://malegislature.gov/Legislators/Profile/WSP1/192/Cosponsor)  | 4th Berkshire |
| [Eric P. Lesser](https://malegislature.gov/Legislators/Profile/EPL0/192/Cosponsor)  | First Hampden and Hampshire |
| [Danillo A. Sena](https://malegislature.gov/Legislators/Profile/DAS1/192/Cosponsor)  | 37th Middlesex |
| [Natalie M. Higgins](https://malegislature.gov/Legislators/Profile/N_H1/192/Cosponsor)  | 4th Worcester |
| [Brian M. Ashe](https://malegislature.gov/Legislators/Profile/BMA1/192/Cosponsor)  | 2nd Hampden |

A group called Library Futures Institute is interested in the initiative in Massachusetts and at the federal level and has been in contact with the Massachusetts Library Association and Senator Eric Lesser about revising the Bill to focus on the consumer protection aspects of the argument.

There is an ongoing push from the American Library Association (ALA) to urge Congress to fund the Build America’s Library Act (BALA) in the larger infrastructure bill. There are also additional funding opportunities through the American Rescue Plan (ARPA) and other federal funding initiatives that Commissioners will hear more about in the upcoming weeks.

Hold the dates: The Massachusetts Municipal Association (MMA) will be holding its Annual Meeting and Trade Show in person this January 21 and 22, 2022. The MBLC will have a booth again this year. Commissioners are encouraged to help staff the booth for a few hours on one of the days. It is a great opportunity to promote the MBLC and library services with local officials.

**MLS FY2022 Budget Revision 2 approval request**

Sarah Sogigian, MLS Executive Director presented the FY2022 Budget Revision 2 request to the Commissioners. The budget revision was necessary due to an increase in state funding.

MLS received a significant increase to our line in the amount of $ 750,000 for FY22, because of this a revision was necessary. As you know budgets are based on the previous year budget until a budget is approved by the State.

The significant increase we received this year has made delivery sustainable through 2025.

With the increase to our line, we are able to add placeholders in the budget for a Consultant, Admin Assistant and a part time BT Assistant. I have also increased the line for databases and e-Books.

The training line has been increased to offer more programs for our members.

Other than the yearly increases to the health insurance and delivery there were no significant changes to the budget other than the ones stated above.

The revised budget as approved is $10,137,000.

This budget was approved by the MLS Executive Board on September 13, 2021.

Commissioner Resnick moved and Commissioner Conrad seconded that the Massachusetts Board of Library Commissioners approves the FY2022 Budget Revision 2 filed on October 7, 2021 for the Massachusetts Library System with a bottom line of $10,137,000, as detailed in the agenda item 7.

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

**Consideration of approval of policies for the FY2024 State Aid to Public Libraries Program**

Liz Babbitt, State Aid Specialist presented the Board policies related to the FY2024 State Aid to Public Libraries program: a) Extending a Grace Period for Increased Population-based Minimum Standards; b) Minimum Standards of Hours of Service for Public Libraries; c) Minimum Materials Expenditure Standard Calculation; d) Materials Expenditure and Hours Open Accommodation Policy; e) Municipal Appropriation Requirement (MAR) Calculation; f) Determining Eligibility for a Waiver of the FY2024 Municipal Appropriation Requirement; g) The Closure of a Public Library; h) Five Year Waiver Plan Policy.

**EXTENDING A GRACE PERIOD FOR INCREASED POPULATION-BASED**

**MINIMUM STANDARDS**

1) To be eligible for the extension of a grace period for increased population-based requirements due to new population figures, the library must:

 a. be in compliance with or receive a waiver of the FY2024 Municipal Appropriation Requirement (MGL, c.78, s.19A).

 b. meet the other minimum library standards required for receipt of FY2024 State Aid to Public Libraries (MGL, c.78, s.19B):

*(1)* *“be open to all residents of the commonwealth,*”

*(2)* *“make no charge for normal library services*,”

*(6)* *“lend books to other libraries in the commonwealth and extend privileges to the holders of cards issued by other public libraries in the commonwealth on a reciprocal basis.*”

2) If a municipality is in a different population group according to the population estimates mandated by the General Court for use with the FY2024 State Aid program, it is eligible for a grace period of up to three years to meet the increased standard for hours open or materials expenditure. This grace period is for the FY2024 State Aid to Public Libraries grant round. Compliance for State Aid to Public Libraries in the FY2024 grant round is measured by library performance in FY2023. To be eligible for this grace period the library must be meeting the prior lower standard.

3) A library director whose educational requirement is now “graduation with a degree from an approved library school” because the population of his or her community has gone above 10,000 will be exempt (*legacied*) from the increased requirement. However, any work in progress by the director on prior educational/professional requirements of the Basic Library Techniques must be completed within the previously established time limits. When a *legacied* director leaves the library, his or her replacement must meet the changed requirement at the time of appointment as library director.

**Initial Approval of Policy: January 9, 1997**

**Policy wording updated: October 7, 2021**

**FY2024 Approval Date: October 7, 2021**

**State Aid Policies are reviewed annually.**

**MINIMUM STANDARDS OF HOURS OF SERVICE FOR PUBLIC LIBRARIES**

Minimum Hours Open Per Week:

In keeping with the regulation that "library service should be available to the community a minimum number of hours per week," (605 CMR 4.0) the minimum hours requirement will apply during each week of the compliance period. To meet the requirement, a public library must be open the required hours, days and evenings during each week of the compliance period.

Compliance Period

The compliance period will be defined as 38 consecutive weeks per year. The 38 weeks may span two fiscal years if compliance includes summer months.

Massachusetts Legal Holidays:

Libraries may close on Massachusetts legal holidays and local municipal holidays, and not affect their compliance with the hours of service standards.

**Initial Approval of Policy: February 4, 1993**

**Revision of Definition: March 22, 2017**

**FY2024 Approval Date: October 7, 2021**

**State Aid Policies are reviewed annually.**

**MINIMUM MATERIALS EXPENDITURE STANDARD CALCULATION**

The minimum materials expenditure standard is computed for all municipalities using the amount appropriated by the municipality to the library for operations and the percentage requirement as stated in regulation. (MGL, c.78, s.19B; 605 CMR 4.01(5))

Operating expenditures include:

1. Personnel

 *Salaries only.*

2. Library Materials

 *The cost of books, serials, audio materials, electronic, and other non-print materials that circulate to library patrons or are used by library patrons within the library. Included are online costs, (including money paid to networks for electronic content), and museum passes. Supplies used to prepare library materials for circulation are not included (e.g. bar codes, book pockets, etc.) and the monetary value of donated books may not be included.*

 *Up to 10% of the materials expenditure requirement may be used to purchase hardware for direct patron use. This includes but is not limited to hard drives, laptops, peripherals (mouse, keyboard, etc.), adaptive technology, and scanners.*

3. Other Operating Expenditures

 *The current and recurrent costs necessary to support the provision of library services. These include expenditures made by the library that are not capital, personnel, or for library materials. Other operating expenditures include building maintenance, energy and utilities, network membership, supplies, repair or replacement of existing furnishing and equipment, and other miscellaneous expenditures.*

Please note: Only materials that circulate to all residents of municipalities certified for State Aid to Public Libraries count toward meeting the Minimum Materials Expenditure Standard unless there are special circumstances, such as a stipulation in a vendor contract or a Trust that is designated for special purposes.

**Initial Approval of Policy: January 9, 1997**

**Revision of Policy: October 3, 2019**

**FY2024 Initial Approval Date: October 7, 2021**

**State Aid Policies are reviewed annually.**

**MATERIALS EXPENDITURE AND HOURS OPEN ACCOMMODATION POLICY**

The Board of Library Commissioners recognizes the necessity of continuing the policy of accommodation of the standards of the State Aid to Public Libraries program. This policy for the accommodation of the Materials Expenditure and the Hours Open standards seeks to certify as many municipalities as possible while still reinforcing the principles of library service represented by the minimum standards of public library service.

A municipality will receive certification for FY2024 State Aid to Public Libraries if it:

meets the FY2024 Municipal Appropriation Requirement (MAR), or receives a waiver of the FY2024 MAR,

meets the materials expenditure and hours open standard at either a full (100%), or mid-level (90%), meets all other statutory and regulatory requirements for State Aid to Public Libraries as contained in 605 CMR 4.01.

**NOTE: Prior to FY2020, accommodation of the Materials Expenditure or the Hours Open standards included a minimum level of compliance (80%). The 80% level for accommodation for materials is no longer in effect since all municipalities are currently at 90% or higher. 90% is now considered the minimum level.**

State Aid to Public Libraries grants will be awarded to all certified municipalities.

A municipality may meet a reduced standard of as low as 90% of the materials expenditure and hours open requirement contained in regulation (605 CMR 4.01), while continuing to remain certified and receive State Aid to Public Libraries. Award amounts will be unchanged for municipalities meeting 100% of both standards.

Awards for municipalities meeting adjusted standards will be reduced according to compliance with reduced standard, and will be no less than 75% of the full award for meeting the minimum (90%) of both standards. Each standard that is met at a lower level will result in a 12.5% reduction to the full award for each level of reduction. Awards may be made in amounts of; 100%, 87.5%, 75%. If funds remain at the end of the FY2024 grant round, no additional award of State Aid to Public Libraries will be made to a municipality using this policy of accommodation.

Example: Library A

Library A has a population of 17,000 and is meeting its MAR. It is required to be open 50 hours each week and expend15% of its municipal appropriation on materials. It was only open 46 hours and spent 14% on library materials, mid-level compliance for both standards. As a result, the FY2024 State Aid award will be reduced to 75% of the Cherry Sheet total.

**Adjusted Awards**

|  |  |
| --- | --- |
| **Award Amount** | **Level of Compliance with Materials Expenditure Requirement and Hours Open** **Standards** |
| **100%** | **Full** (100%) compliance with both standards. |
| **87.5%** | **Full** (100%) compliance with onestandard and **Minimum-level** (90%) compliance with the otherstandard. |
| **75%** | **Minimum-Level** (90%) compliance with both standards. |

**Materials Expenditure Requirement**

|  |  |  |
| --- | --- | --- |
| **Population Group** | **Full****Compliance****(100%)** | **Minimum-Level****Compliance****(90%)** |
| Under 2,000 | 20.00% | 18.00% |
| 2 – 4,999 | 19.50% | 17.55% |
| 5 - 9,999 | 19.00% | 17.00% |
| 10 - 14,999 | 16.00% | 14.40% |
| 15 - 24,999 | 15.00% | 13.50% |
| 25 - 49,999 | 13.00% | 11.70% |
| over 50,000 | 12.00% | 10.80% |

**Hours Open Requirement**

|  |  |  |
| --- | --- | --- |
| **Population Group** | **Full****Compliance****(100%)** | **Minimum-Level****Compliance****(90%)** |
| Under 2,000 | 10 hours, including some evening | 9 hours, including some evening |
| 2 - 4,999 | 15 hours, including some evening | 13.50 hours, including some evening |
| 5 - 9,999 | 25 hours, including some evening | 22.50 hours, including some evening |
| 10 - 14,999 | 40 hours, 5 days, including some evening | 36 hours, 4 days, including some evening |
| 15 - 24,999 | 50 hours, 5 days, including some evening | 45 hours, 4 days, including some evening |
| 25 – 49,999 | 59 hours, 6 days, including some evening | 53 hours, 5 days, including some evening |
| over 50,000 | 63 hours, 6 days, including some evening | 57 hours, 5 days. Including some evening |

**Initial Approval of Policy: April 3, 2003**

**FY2024 Approval Date: October 7, 2021**

**State Aid Policies are reviewed annually**

**MUNICIPAL APPROPRIATION REQUIREMENT CALCULATION**

The Municipal Appropriation Requirement (MAR) for each award year is computed using figures for the three prior fiscal years. For each of those three years that a municipality received a State Aid to Public Libraries award, the figure used will be either the MAR or Total Appropriated Municipal Income, (TAMI), whichever is higher. If the municipality was not certified for State Aid to Public Libraries in any year, the actual TAMI for that year will be used.

For the **FY2024** grant round:

The **FY2021** figure will be either the **FY2021 MAR** or the **FY2021 TAMI**, whichever is **higher**. If the municipality was not certified for State Aid to Public Libraries in FY2021, the actual final FY2021 TAMI will be used.

The **FY2022** figure will be either the **FY2022 MAR** or the **FY2022 TAMI**, whichever is **higher**. If the municipality was not certified for State Aid to Public Libraries in FY2022, the actual final FY2022 TAMI will be used.

The **FY2023** figure will be either the **FY2023 MAR** or the **FY2023 TAMI**, whichever is **higher**. If the municipality was not certified for State Aid to Public Libraries in FY2023, the actual final FY2023 TAMI will be used.

FY2024 Municipal Appropriation Requirement Calculation:

(FY2021 + FY2022 + FY2023) / 3 = average of three years

average x 1.025 = FY2024 MAR (average of three years plus 2.5 %)

**Initial Approval of Policy: August 8, 1991**

**FY2024 Approval Date: October 7, 2021**

**State Aid Policies are reviewed annually.**

**DETERMINING ELIGIBILITY FOR A WAIVER OF THE FY2024 MUNICIPAL APPROPRIATION REQUIREMENT (MAR)**

The Board of Library Commissioners will consider requests for waivers of the FY2024 Municipal Appropriation Requirement (MAR) from municipalities that demonstrate fiscal hardship. Requests for waivers must include the following documentation and must be received by the MBLC State Aid and Data Coordination Unit **with a postmark no later than October 6, 2023:**

1. a signed *Petition for Waiver of the FY2024 Municipal Appropriation Requirement.*

**And…with a postmark no later than November 3, 2023:**

**For Municipalities applying for a waiver of the FY2024 MAR that met full requirements (no waiver) of the FY2023 MAR):**

2. a completed *FY2023/FY2024 Total Municipal Operating Budget Worksheet*, and

3. supporting municipal budget document(s) (such as copies of warrant articles or summary pages from the municipal budget), listing for FY2023 and FY2024 both the total operating and departmental budgets for the municipality,

4. a statement from a senior municipal official:

a. citing the fiscal hardship surrounding the municipality’s inability to meet the FY2024 MAR,

b. explaining the municipality's FY2024 budget process regarding the library,

c. providing evidence that any reduction to the library budget is not disproportionate relative to changes in other municipal departments and the overall municipal budget.

5. a cover letter from the library director and trustee chair, with enclosures if appropriate, explaining the library's FY2024 budget process and reasons why the community did not comply with the FY2024 MAR. (Examples of enclosures include: narratives from municipal officials describing the fiscal situation, text of referenda.)

**For Municipalities that received a waiver of the FY2023 MAR, in addition to documents 2-5 as listed above:**

6. Five Year MAR Waiver Plan (Year Two) or update (Year Three) written by a senior municipal official in conjunction with library director and trustees.

**NOTE: Municipalities are limited to 5 consecutive fiscal years as a waiver applicant. Commissioners have the discretion to request that any waiver applicant present their petition in person.**

**The Waiver Review Process**

According to Massachusetts General Laws, c.78, s19A:

No city or town shall receive any money under this section in any year when the appropriation of said city or town for free public library services is below an amount equal to the average of its appropriation for free public library service for the three years immediately preceding, increased by two and one‑half per cent of said average. Said board may, upon petition of a community, waive aforesaid requirement upon demonstration of fiscal hardship.

The number of waivers available for FY2024 will not be determined until the budget language is final for FY2024.

1. Petitions for a waiver will be reviewed by the Board of Library Commissioners at their January 2024 meeting.

2. All petitioners for a waiver determined to have a disproportionate cut to their budget must present their petition in person at the January 2024 meeting.

3. All petitioners for a waiver who received a disproportionate cut in the prior fiscal year must present their petition in person at the January 2024 meeting.

4. The Board will review FY2024 MAR Waiver Petitions based on:

a. evidence of municipal fiscal hardship, and

b. demonstration by the municipality that the library’s budget was not disproportionately reduced.

5. The Board will vote on the petitions for waivers of the FY2024 MAR at their February 2024 meeting.

6. The Board will hear any appeals of the denial of an FY2024 MAR waiver at their March 2024 meeting.

7. The Board will act on any appeal at their April 2024 meeting.

8. The FY2024 State Aid to Public Library Program officially concludes at the conclusion of the April 2024 Board of Library Commissioners meeting.

**Initial Approval of Policy: February 7, 2002**

**Revision to the Policy: October 3, 2019**

**FY2024 Approval Date: October 7, 2021**

**State Aid Policies are reviewed annually.**

**THE CLOSURE OF A PUBLIC LIBRARY**

The Massachusetts Board of Library Commissioners considers any municipality that closes its main public library or ceases offering library service to the public for any reason other than the undertaking of a project to improve library services (such as construction, automation preparation or inventory) or the occurrence of a natural catastrophe (including a limited emergency closing due to illness, death or pandemic) to be, as of the date of that termination of service, no longer a certified participant in the State Aid to Public Libraries program.

The Commissioners will confirm the municipality's loss of certification at their next regularly scheduled Board meeting.

Once the municipality has lost certification, it cannot be recertified as meeting the minimum standards of public library service for State Aid to Public Libraries (as set forth in MGL c.78, s. 19A and 19B, 605 CMR 4.0, and current budget language) until the municipality's library has been meeting the standards for one complete fiscal year (July 1 through June 30) and proper application for State Aid to Public Libraries is made to the Board of Library Commissioners.

**Initial Approval of Policy: March 5, 1993**

**FY2024 Approval Date: October 7, 2021**

**State Aid Policies are reviewed annually.**

**FIVE YEAR MAR WAIVER PLAN POLICY**

The Board of Library Commissioners recognizes that municipalities that demonstrate fiscal hardship may need to request a waiver of the FY2024 Municipal Appropriation Requirement (MAR). Requests for waivers must include documentation as outlined in the *DETERMINING ELIGIBILITY FOR A WAIVER OF THE FY2024 MUNICIPAL APPROPRIATION REQUIREMENT (MAR)* policy.

**NOTE: Municipalities are limited to 5 consecutive fiscal years as a waiver applicant. Commissioners have the discretion to request that any waiver applicant present their petition in person.**

For Municipalities that received a waiver of the FY2023 MAR (Year One), and are petitioning for a waiver of the FY2024 MAR (Year Two), a plan must be submitted, written by a senior municipal official in conjunction with the library’s director and trustees. This plan outlines the steps to be made in FY2024 (and for the next three fiscal years) which will bring the municipality’s library appropriation back to the required level of funding, the MAR.

For Municipalities that received a waiver of the FY2022 MAR (Year One), and FY2023 (Year Two) and are petitioning for a waiver of the FY2024 MAR (Year Three), an update to the plan created in Year Two must be submitted, written by a senior municipal official in conjunction with the library’s director and trustees. This update reviews the steps that were made in FY2023 (and outlines the steps to be made for the next two fiscal years which will bring the municipality’s library appropriation back to the required level of funding, the MAR.)

For Municipalities that received a waiver of the FY2023 MAR with reservation, i.e. the library’s budget was DISPROPORTIONATELY CUT in FY2023, and are petitioning for a waiver of the FY2024 MAR, a plan or update as described above must be submitted, written by a senior municipal official in conjunction with the library’s director and trustees, and IN ADDITION, they must present their petition in person at the Board of Library Commissioners meeting in January, 2024.

**Initial Approval of Policy: October 4, 2018**

**Revision to the Policy: October3, 2019**

**FY2024 Approval Date: October 7, 2021**

**State Aid Policies are reviewed annually.**

Commissioner Ball moved and Commissioner Biancolo seconded that the Massachusetts Board of Library Commissioner adopt for the FY2024 State Aid to Public Libraries program the following proposed policy: Extending a Grace Period for Increased Population-Based Minimum Standards.

Commissioner Biancolo moved and Commissioner Resnick seconded that the Massachusetts Board of Library Commissioners adopt for the FY2024 State Aid to Public Libraries program the following proposed policy: Minimum Standards of Hours of Service for Public Libraries.

Commissioner Comeau moved and Commissioner Conrad seconded that the Massachusetts Board of Library Commissioners adopt for the FY2024 State Aid to Public Libraries program the following proposed policy: Minimum Materials Expenditure Standard Calculation.

Commissioner Conrad moved and Commissioner Resnick seconded that the Massachusetts Board of Library Commissioners adopt for the FY2024 State Aid to Public Libraries program the following proposed policy: Materials Expenditure and Hours Open Accommodation Policy.

Commissioner Resnick moved and Commissioner Biancolo seconded that the Massachusetts Board of Library Commissioners adopt tor the FY2024 State Aid to Public Libraries program the following proposed policy: Municipal Appropriation Requirement Calculation.

Commissioner Traub moved and Commissioner Conrad seconded that the Massachusetts Board of Library Commissioners adopt for the FY2024 State Aid to Public Libraries program the following proposed policy: Determining Eligibility for a Waiver of the FY2023 Municipal Appropriation Requirement.

Commissioner Comeau moved and Commissioner Resnick seconded that the Massachusetts Board of Library Commissioners adopt for the FY2024 State Aid to Public Libraries program the following proposed policy: The Closure of a Public Library.

Commissioner Ball moved and Commissioner Resnick seconded that the Massachusetts Board of Library Commissioners adopt for the FY2024 State Aid to Public Libraries program the following proposed policy: Five Year Waiver Plan Policy.

**Hearing no objection, Chair Cluggish declared all State Aid to Public Libraries Policy motions passed under the consent agenda.**

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

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

* Small Libraries in Networks ($371,078)
* Telecommunications for Resource Sharing ($455,930)
* Network Infrastructure ($300,000)
* Resource Sharing Program ($1,606,079)

The total for the four award recommendations is $2,733,087, a $21,189 (0.78%) increase from FY21. The grant opportunities were approved by the Board at their June 3, 2021, meeting.

**Small Libraries in Networks**

For FY2022, $371,078 from the Library Technology and Resource Sharing Account (7000-9506) will be used to support connectivity and network membership through the Small Library in Networks (SLIN) program for 155 libraries.

SLIN grants, though awarded to the network, directly offset the membership cost for eligible member libraries. Each library’s membership offset is calculated from a common base amount ($1,450), a municipal need factor using the library’s federal e-rate discount percentage (20% - 90%), and an additional award if the network membership exceeds 6% of the library’s Total Appropriated Municipal Income (TAMI).

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

CW MARS’ award consists of two components: $257,488 for 99 member libraries and $3,375 for 9 nonmember public libraries with internet-only access.

**Telecommunications for Resource Sharing**

The Telecommunications for Resource Sharing program offsets the annual operating expense of library connections to the Internet and to the services provided by their automated library network, including core library business transactions, such as searching, circulation, cataloging, and patron registration. Automated resource sharing networks have received state-funded telecommunications support for 34 years (since 1987).

For FY2022, the Telecommunications for Resource Sharing program will offset the approximately 85% of the total cost of network telecommunications after E-rate discounts have been factored in. Both central site connections and library “remote-to-host” connections are offset at up to 85%. The maximum amount allowed per outlet for FY22 has been raised from $1,500 to $1,750 / yr. Three networks’ requests exceeded the lower cap limit. The cap increase is recommended because sufficient funding is available to support the increases in bandwidth and associated costs.

The program supports direct connections to 348 library outlets. Shared central site internet connections benefit 394 member libraries (505 outlets). This is a reduction from FY21. Beginning in FY22, the CLAMS network, whose servers are hosted, no longer maintains a fixed central site.

Telecommunications for Resource Sharing also provides the annual ongoing “internet only” connectivity funding for small public libraries that are not part of a network. CW MARS is responsible for managing broadband internet access to 9 libraries. Eight of these libraries have been put on the CW MARS contract with Crocker Communications. The remaining three libraries have 85% of their internet service costs reimbursed through the network.

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

**Network Infrastructure**

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

Applications were reviewed by MBLC staff and outlet data verified prior to the final recommendation. This is a formula-based grant program that includes a common base amount for each network and a per-outlet amount based on the number of network member libraries, branches, bookmobiles, and connected offsite storage facilities. In FY22, as in FY21, the base amount remains at $7,500 and the total grant amount at $300,000. 544 total outlets (increase of 12) were counted for a per outlet amount of $427.

**Resource Sharing Program**

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

FY22 is the first year using a new resource sharing formula that has been in the works since 2017. The previous approach, used for many years, counted titles (bibliographic records), library holdings and interlibrary loan activity. However, in the 2010’s, our networks’ catalogs started to bring in large numbers of titles and holdings from remote providers, often counting materials that were only temporarily licensed or potentially available out of much larger collections through mechanisms such as demand-driven acquisitions or short-term loans. Results, and therefore awards, between different networks were liable to become heavily skewed depending on how consortia licensed content and then integrated them into their library catalog.

The new resource sharing formula takes a different approach. Awards are based on the size of the network’s operating budget and the number of members served, along with a smaller nod to the interlibrary loan activity each network undertakes each year. Each network’s resource sharing grant award correlates well with its size, complexity, and resource sharing activity. The formula freezes all the inputs for five years, except for yearly interlibrary lending. Thus, given a stable funding amount (*e.g.*, $1,600,000), each network has a very good estimate of what its award will be through FY26. To buffer the larger changes that some networks would see, increases and decreases are capped at 3%, so no network will see a major shift from one year to the next.

Network data reporting was reviewed by MBLC staff, and final calculations shared with the nine automated resource sharing networks on September 28, 2021.

Commissioner Traub moved and Commissioner Biancolo seconded to approve the following six Small Libraries in Network Grants totaling $371,078 for FY2022.

**Small Libraries in Networks Expansion**

|  |  |  |
| --- | --- | --- |
| **Library** | **Municipality** | **Award** |
| CLAMS | Barnstable |  $30,665  |
| CW MARS | Worcester |  $260,863  |
| Minuteman Library Network | Natick |  $11,290  |
| MVLC | North Andover |  $39,895  |
| OCLN | Braintree |  $4,250  |
| SAILS | Lakeville |  $24,115  |
| **Total Recommended: $371,078** |

Commissioner Ball moved and Commissioner Conrad seconded to approve the following nine Telecommunications for Resource Sharing Grants, totaling $455,930 for FY2022.

**Telecommunications for Resource Sharing**

|  |  |  |
| --- | --- | --- |
| **Network / MLS** | **Municipality** | **Award** |
| CLAMS | Barnstable | $11,915  |
| CW MARS | Worcester | $128,060  |
| FLO | Boston | $5,100  |
| MBLN | Boston | $37,811  |
| Minuteman Library Network | Natick | $67,169  |
| MVLC | North Andover | $67,552  |
| NOBLE | Danvers | $37,849  |
| OCLN | Braintree | $52,043  |
| SAILS | Lakeville | $48,431  |
| **Total Recommended:** $455,930 |

Commissioner Resnick moved and Commissioner Biancolo seconded to approve the following nine Network Infrastructure Grants, totaling $300,000 for FY2022.

 **Network Infrastructure**

|  |  |  |
| --- | --- | --- |
| **Network / MLS** | **Municipality** | **Award** |
| CLAMS | Barnstable |  $ 24,168  |
| CW MARS | Worcester |  $ 84,430  |
| FLO | Boston |  $ 22,031  |
| MBLN | Boston |  $ 28,442  |
| Minuteman Library Network | Natick |  $ 34,425  |
| MVLC | North Andover |  $ 24,596  |
| NOBLE | Danvers |  $ 21,604  |
| OCLN | Braintree |  $ 22,886  |
| SAILS | Lakeville |  $ 37,418  |
| **Total Recommended: $300,000.00** |

Commissioner Comeau moved and Commissioner Conrad seconded to approve the following nine Resource Sharing Program Grants totaling $1,606,079 for FY2022.

**Resource Sharing Program**

|  |  |  |
| --- | --- | --- |
| **Network** | **Municipality** | **Award** |
| CLAMS | Barnstable | $99,639  |
| CW MARS | Worcester | $308,898  |
| FLO | Boston | $83,631  |
| MBLN | Boston | $233,918  |
| Minuteman Library Network | Natick | $286,447  |
| MVLC | North Andover | $143,532  |
| NOBLE | Danvers | $173,660  |
| OCLN | Braintree | $127,020  |
| SAILS | Lakeville | $149,334  |
| **Total Recommended: $1,606,079** |

**Hearing no objection, Chair Cluggish declared all Network Grant Award motions passed under the consent agenda.**

**Consideration of approval for the Library eBooks and Audiobooks (LEA) Content Grants**

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

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

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

For FY22, each network has provided MBLC with title and holdings counts of their shareable OverDrive collection, and both the network spending and individual library spending on shareable content for the previous three fiscal years. Items which are not shareable via LEA -- eMagazines, simultaneous use products, and OverDrive Advantage copies -- were not eligible for inclusion. Content awards were calculated with a common base amount of $10,000 for each network, with the remaining funds apportioned based on their provided data: 50% for total spending and 50% for holdings.

Commissioner Abraham moved and Commissioner Conrad seconded that the Massachusetts Board of Library Commissioners approves the following eight LEA Content Grants totaling $500,000 for FY2022, to be paid out of line item 7000-9506, and eight LEA Platform Grants totaling $94,000 for FY2022, to be paid out of LSTA funds.

|  |  |  |  |
| --- | --- | --- | --- |
| Network | Municipality | Award(Content) | Award(Platform) |
| CLAMS | Barnstable | $41,323.28 | $12,000 |
| CW MARS | Worcester | $72,929.91 | $12,000 |
| MBLN | Boston | $119,980.80 | $10,000 |
| Minuteman Library Network | Natick | $98,970.52 | $12,000 |
| MVLC | North Andover | $31,534.10 | $12,000 |
| NOBLE | Danvers | $33,186.12 | $12,000 |
| OCLN | Braintree | $53,202.20 | $12,000 |
| SAILS | Lakeville | $48,873.07 | $12,000 |
| **$500,000** | **$94,000** |

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

**Consideration of appointments to the State Advisory Council on Libraries (SACL)**

Rob Favini, Head of Library Advisory and Development presented the following people to be appointed to the SACL Committee.

The Statewide Advisory Council on Libraries has openings for three SACL representatives; one representing user library, one representing academic libraries, and one representing public libraries. The LSTA staff is pleased to present the following candidate for your consideration:

* Tim Cherubini, library user
* Stacy Collins, Research and Instruction Librarian, Simmons University Library, Boston
* Hermayne Gordon, Director, Woburn Public Library

Each representative is appointed to a three-year term and can be re-appointed for an additional three years.

Commissioner Comeau moved and Commissioner Biancolo seconded that the Massachusetts Board of Library Commissioners appoints Tim Cherubini, Stacy Collins, and Hermayne Gordon to the State Advisory Council on Libraries with terms ending on September 30, 2024.

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

The following is a list of the current SACL Members.

Appointed to Terms Ending 9-30-2021

* Cheryl Marks - Library Users
* Jill Mercurio - Public Libraries
* Kathryn Geoffrion Scannell - Academic Libraries
* Jennifer Woodward - Public Libraries

Appointed to Terms Ending 9-30-2022

* Alida Hanson - School Libraries
* Sara Marks - Academic Libraries
* Nancy Hughes - Special/Prison Libraries

Appointed to Terms Ending 9-30-2023

* Jessica Bell - Special Libraries
* Chris Chanyasulkit - Library Users
* Kim Cochrane - School Libraries
* James Gleason - Underrepresented Populations
* Esme Green - Public Libraries
* Jessica Vilas Novas - Public Libraries (>50k)

MBLC Board Liaisons

* Vicky Biancolo
* Debby Conrad

**Consideration of re-appointments to the Public Relations Committee**

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

The MBLC's Public Relations Advisory Committee was formed in 2007 to build awareness of resources, programs, classes, and professional development opportunities available at libraries throughout the state.

Committee members serve two-year terms and represent all types of libraries and all geographic areas of the Commonwealth. The committee creates and oversees campaigns and a public relations and marketing plan.

Several members of the Public Relations (PR) Advisory Committee have terms that recently expired. The following members wish to be reappointed to serve another two-year term: Ellen MJ Keene, Head of Access and Technical Services at the University of Massachusetts Lowell Libraries; Jennifer Del Cegno, Member Service Assistant at Minuteman Library Network; Laurie Lessner, Assistant Director for Technology Services at SAILS, Inc.; Patrick Marshall, Director at Wareham Public Library; Tressa Santillo, Electronic Resources Coordinator at Massachusetts Library System and Jocelyn Tavares, Director of Dighton Public Library.

Commissioner Biancolo moved and Commissioner Abraham seconded that the Massachusetts Board of Library Commissioners reappoints Ellen MJ Keene, Head of Access and Technical Services at the University of Massachusetts Lowell Libraries; Jennifer Del Cegno, Member Service Assistant at Minuteman Library Network; Laurie Lessner, Assistant Director for Technology Services at SAILS, Inc.; Patrick Marshall, Director at Wareham Public Library; Tressa Santillo, Electronic Resources Coordinator at Massachusetts Library System and Jocelyn Tavares, Director of Dighton Public Library to the PR Advisory Committee for two-year terms ending in 2023.

**Hearing no objection, Chair Cluggish declared the PR Committee Re-appointments motion passed under the consent agenda.**

The following is a current list of the Public Relations Advisory Committee Members.

Appointed to Terms Expiring on June 30, 2021

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

Appointed to Terms Expiring on June 30, 2022

* Jean Canosa Albano: Assistant Director for Public Services, Springfield City Library
* Jason Homer:  Director, Worcester Public Library
* Kathleen Kenny: Reference Librarian & Literacy Program Coordinator, Nevins Memorial Library, Methuen
* Jeanette Lundgren: Executive Director, CW MARS
* Olivia Melo: Director, New Bedford Public Library
* Lisa Pollack: Chief of Communications, Boston Public Library
* Georgina Trebbe: Information Specialist, Minnechaug Regional High School,Wilbraham

MBLC Board Liaisons

* Deborah Abraham
* Vicky Biancolo
* Mary Ann Cluggish

Board Staff

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

**Update on the Small Library Pilot project**

Lauren Stara and Andrea Bunker, Library Building Specialists provided the following update on the Small Library Pilot Project to the Board.

We presented an introduction to the Small Library Pilot project at the May 6, 2021, Commissioners’ Meeting. This update will describe our progress to date.

As we reported in May, there were 59 municipalities that were eligible to submit a Letter of Intent for the pilot project, and we held an information session and Q&A about the project in April. We received four Letters of Intent by the deadline of June 30. Those towns were Chester, Florida, Otis, and Shutesbury.

**Activities to date:**

* June 24: Site visit to Otis Library
* July 12-13: Virtual meetings with the four library directors to discuss the process and gather basic information.
* July 16: Site visit to Florida Free Public Library
* At this meeting it was determined (in discussion with two trustees, one of them serving as acting Library Director) that the Florida Free Library is not in a position to move forward on a major capital project at this time. Lauren and Andrea will maintain communication with them and work with staff on facility planning when a permanent director is hired
* July 27: Preliminary interview in Otis, including library staff, Trustees, Select Board members, Town Administrator, and other town staff
* July 30: Virtual preliminary interview with representatives of Chester. Attending was the Library Director, one Trustee, the Town Administrator, a Select Board member who is also on the Finance Committee, and the Chair of the Finance Committee
* Note: July 27 in-person preliminary interview in Chester was cancelled due to emergency library closure
* August 3: Preliminary interview in Shutesbury, including library staff, Trustees, Select Board members, Town Administrator, and other town staff
* August 17: Community meeting in Shutesbury, with a short presentation, Q&A, and input from residents
* August 23: Site visit and meeting in Chester (Lauren in-person and Andrea attending the meeting virtually) – included library staff and trustees, three Select Board members, and a Finance Committee member
* August 25: Community meeting in Shutesbury, with a short presentation, Q&A, and input from residents
* August 25: Community meeting in Otis, with a short presentation, Q&A, and input from residents
* August 29: Chester withdrew from the pilot, stating that “we just don’t feel it is a good fit for our town at this time” in an email from the Chair of the Trustees to Lauren
* August 30: Tour of the Erving Public Library with library staff, trustees, and town representatives from Shutesbury
* September 8: Tour of the Erving Public Library with library staff, trustees, and town representatives from Otis
* Ongoing: Lauren and Andrea are working closely with the remaining two library directors on developing a Library Building Program for each town

At the same time, with the help of Tanesha and Tracey in the Business Office, we issued an RFR for qualified Librarian Reviewers for the applications. We received eight exceptional proposals, and Tanesha is in the process of contracting with the two chosen librarians. Our application review team will be composed of:

1. Lauren Stara, Library Building Specialist
2. Andrea Bunker, Library Building Specialist
3. Lyndsay Forbes, Grants Specialist
4. Bill Barry (Architect)
5. Rosemary Waltos (Librarian & former MBLC Library Building Specialist)
6. Beth Kramer (Librarian & former Director, West Tisbury Free Public Library)

Applications are due by December 3, 2021, and will include detailed information about the chosen site, community support for the project, and the town’s financial capacity. The review team will do a second round of community interviews, site visits, and application review during December and January. We plan to notify the chosen town in February.

**Update on Database RFR**

Kate Butler, Electronic Services Specialist presented the following report.

Over the summer we assembled the procurement team, consisting of ten people. From MBLC: myself, Paul Kissman, Rob Favini; from MLS: Sarah Sogigian, Scott Kehoe, Tressa Santillo; from BPL/LFC: Catherine Halpin, Melissa Andrews, Jessy Wheeler; from Perkins: Kim Charlson.

The team has been meeting regularly to work on the subject specific portions of the RFR. We'll be wrapping up that work by the end of October, because the RFR will be posted to the COMMBUYS website on November 10th. We're coordinating closely with Tracey Dimant and Tanesha Deane at the MBLC business office to make sure everything is done according to the rules established by the state.

The RFR this time will be a little different from last time. With the list of library priorities from the feedback sessions and the survey in mind, we've added more topics to the list of products we're especially interested in. We're hoping that we'll get interest from a wide variety of vendors which will give us plenty of options to consider, and from that we'll be able to select a group of products that is helpful for everyone. We're also working to center accessibility this time, being very clear that we cannot accept any products which aren't truly available to all.

As we move out of the RFR writing phase and begin to look toward evaluating the proposals that come in, we're looking to add additional viewpoints to our group. Next month we'll be asking the Board to approve an ad hoc database procurement advisory committee to help us with the process.

**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.

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| 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.

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| 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.

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| --- | --- | --- | --- |
| 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.

**Libraries and Covid-19 Discussion**

Director Lonergan state that even though we are an independent agency we are following the Governor’s executive order requiring all Executive Department employees to provide proof of COVID-19 vaccination on or before October 17, 2021. He stated that staff won’t be back in the office full time in the future. As of now it is still on an as-needed basis and moving forward staff will be going into the office 2-3 times a week. It will be a hybrid work schedule.

Rob Favini, Head of Library Advisory and Development said that most signs say the Delta Variant is starting to ease a little bit. He also said that masks are still required on all public transportation and in Boston in all buildings. Mr. Favini said that he hasn’t received a call about mask requirements in almost 2 weeks. He also said that more and more there will be more in person meetings.

**PUBLIC COMMENT**

**OLD BUSINESS**

**List of documents for the October 7, 2021, 2021, Regular Monthly Board Meeting:**

1. Agenda for the October 7, 2021, Regular Monthly Board Meeting
2. Draft Minutes from the September 2, 2021 Regular Monthly Board Meeting
3. Agenda #7- MLS FY2022 Budget Revision 2 approval request
4. Agenda #8 a-h- Consideration of approval of policies for the FY2024 State Aid to Public Libraries Program
5. Agenda 9 a-d- Consideration of Network Grant Awards under account 7000-9506
6. Agenda #10- Consideration of approval for the Library eBooks and Audiobooks (LEA) Content Grants;
7. Agenda #11- Consideration of appointments to the State Advisory Council on Libraries (SACL)
8. Agenda #12- Consideration of re-appointments to the Public Relations Committee
9. Agenda #13- Update on Small Library Pilot Program
10. Agenda #15- Report from MLS
11. Agenda #16- Report from LFC

**ADJOURNMENT**

Chair Cluggish asked for motion to adjourn.

Commissioner Resnick moved and Commissioner Conrad seconded to adjourn the October 7, 2021 MBLC Monthly Board Meeting 11:56 A.M.

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



Deb Abraham

Secretary