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

**Date** : Thursday, May 4, 2023

**Time** : 11:00 A.M.

**Place** : Monterey Public Library

 Monterey, MA

**Board**

**Present** : Debby Conrad, Chair; Stacy DeBole, Secretary; Les Ball; Vicky Biancolo; George

Comeau, Esq. ; Karen Traub

**Board**

**Zoom** : Deb Abraham, Vice Chair; Mary Ann Cluggish; Jessica Vilas Novas

**Staff Present:**

James Lonergan, Director; Andrea Bono-Bunker, Library Building Specialist; Celeste Bruno, Communication Specialist; Kate Butler, Electronic Services Specialist; Maura Deedy, Library Advisory Specialist; Jen Inglis, State Aid Specialist; Paul Kissman, Library Information Systems Specialist; Rachel Masse, Assistant to the Director; Mary Rose Quinn, Head of State Programs; Lauren Stara, Library Building Specialist; June Thammasnong, Communications Specialist

**Staff Zoom:**

Tracey Dimant, Head of Operations & Budget; Rob Favini, Head of Library Advisory and Development; Uechi Ng, Administrative Assistant

**Observers Present:**

Russell Boekenkroeger, Trustee and Building Committee Chair, Lynnfield Library; Colleen Johnson, Friends of the Monterey Library; Michan Jurm, Trustee, Monterey Public Library; Mark Makuc, Library Director, Monterey Public Library; Sharon Shaloo, Executive Director, Massachusetts Center for the Book; Rebecca Wolin, Trustee, Monterey Public Library

**Observers Zoom:**

Jenny Benedict, Director, Sawyer Free Library, Gloucester; Susan Caulfield, MLA IF/SRC;

Ron Gagnon, Executive Director, North of Boston Library Exchange (NOBLE); Diane Giarrusso, Library Director, Tewksbury Public Library; Deborah Lang Froggatt, MSLA Director of Outreach; Jeanette Lundgren, Executive Director, CW MARS; Martin Mitsoff, Library Trustee, Sheffield Bushnell-Sage; David Slater, Network Administrator, Old Colony Library Network (OCLN); Sharon Sharry, Director, Jones Library, Amherst; Sarah Sogigian, Executive Director, Massachusetts Library System (MLS)

**Meeting called to order by Chair Conrad**

Chair Conrad called the meeting to order at 11:08 A.M.

Mark Makuc gave the following welcome to the Commissioners.

Good Morning! I’m Mark Makuc, library director. I’m so happy to be able to welcome the Massachusetts Board of Library commissioners and staff to the Monterey Library! It’s so nice of you to come such long way for what may be one of the shortest library tours you’ll ever have!

I want to just give you a background on how much this town has appreciated the library over the years. The Monterey Library first opened in May 1891, exactly a year after the MBLC was created. The library building was a shack by the riverbank on the other side of the store. The town valued the library so much they chained it to a tree so that it wouldn’t float away in the spring floods.

After a failed attempt for a Carnegie, the town raised enough money during the start of the depression to build the room you are now in. This was basically the library from 1931 until 2018. It has always been one of the centers of Monterey life. I’ll never forget when I walked in that door for my first unaccompanied visit in the late 1960’s. Newman B Abercrombie, who by the way had been the librarian since 1924, jumped up from his desk and selected the first book I took out on my own.

Who would have thought back then that in 2005 I would become director. Mary King from the Western Region came over and got me started on all the services that are provided by the Regions and the MBLC, and even mentioned that I might someday want to consider the construction program. Fourteen years later we finished this library renovation and addition.

Just so you know, this town loves this library as much as the first one. The planning board just completed a master plan survey. They received 385 responses. 68 percent of respondents gave the library the highest rating, higher than even Lake Garfield beach. Out of those 385 responses, only three were unsatisfied with the library.

I hope you are all satisfied with what you have made possible. The Construction grant was certainly important, but the assistance of how to go about this project was invaluable. I want to especially thank all the staff, many of whom I’m meeting in person today for the first time. Whether it was annual reports, assistance with dealing with politics, or how to make a small library relevant in this day and age, you have all been patient and forgiving of my missed deadlines and math errors, but most importantly you have made this small library so much bigger because of the amazing library community the MBLC has created in Massachusetts. On behalf of the Town of Monterey, I would like to thank you all for your dedication to the cause, and I hope you see that you have made a difference in Monterey.

**Roll Call of Commissioners**

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

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| --- | --- | --- |
| Commissioner Abraham- Zoom | Commissioner Cluggish- Present Zoom  | Commissioner DeBole- Present  |
| Commissioner Ball- Present | Commissioner Comeau- Present | Commissioner Traub- Present  |
| Commissioner Biancolo- Present  | Commissioner Conrad- Present  | Commissioner Vilas Novas- Zoom |

Chair Conrad 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 Conrad moved to adopt a consent agenda for agenda items #2- Approval of Minutes- a.) March 2, 2023 Minutes, b.) April 6, 2023 Minutes; #7- Consideration of a FY2024 Grant Round for 7000-9506, Library Technology and Resource Sharing, including Telecommunications for Resource Sharing, Resource Sharing Program, Network Infrastructure, and Small Libraries in Networks; #8- Consideration of approval of three Massachusetts Public Library Construction Program (MPLCP) Partial Provisional Grant Awards; and #14- Adjournment.

Commissioner Abraham seconded.

Chair Conrad 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 Traub- Yes |
| Commissioner Biancolo- Yes | Commissioner Conrad- Yes | Commissioner Vilas Novas- Yes |

**The motion passed.**

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

**March 2, 2023**

Chair Conrad asked for a motion to approve the minutes from the March 2, 2023 Monthly Meeting.

Commissioner Comeau moved and Commissioner Ball seconded to approve the minutes from the March 2, 2023, Regular Monthly Meeting.

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

**April 6, 2023**

Chair Conrad asked for a motion to approve the minutes from the April 6, 2023 Monthly Meeting.

Commissioner Ball moved and Commissioner Comeau seconded to approve the minutes from the April 6, 2023, Regular Monthly Meeting.

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

**Chair’s Report**

Chair Conrad presented the following report:

In April I traveled to New Mexico during which time I visited three very different public libraries: the El Pueblo de Abiquiu Library and Cultural Center located next to the Georgia O’Keeffe home and studio, the White Rock Public Library in Los Alamos County, and the Santa Fe Public Library. Each of these libraries was unique and reflected the communities they serve – adobe, Spanish colonial, and very modern. I had a particularly good visit at the Sante Fe Public Library where I sat down with some members of the Friends of the Library to talk about their activities and support of the library. As always when I visit libraries in other states I try to find out about any statewide cooperative programs or support. The New Mexico State Library offers a books by mail program, operates three bookmobiles, and has a program to support tribal libraries but nothing resembling the type of resource sharing programs available to all Massachusetts residents.

The trip involved some long layovers during which time I was able to view several of the Intellectual Freedom Webinars hosted by MLS. I am very grateful they are available for viewing and I found the content to be well presented and informative. I have several more to watch and I am sure those will prove to be just as worthwhile.

Back in Massachusetts I attended a meeting of the MLA Legislative Committee. This meeting was a wrap-up of the various Legislative day events (virtual and at the State House) which we all agreed were very successful. Based on the budget passed by the House, I would say more than successful. We didn’t receive every increase for which we asked but our three priorities were fully funded and every line item received an increase. I know James and Mary Rose will discuss this further. The State House event had been coordinated by Jennifer Harris, retired director of the Plymouth Public Library. Jennifer is stepping down from the committee but she has left a very well documented set of directions to follow as the plans take shape for the 2024 event.

On April 27 I attended a talk by David Ferriero, recently retired Archivist of the United States. His talk was sponsored by the Charlotte and William Bloomberg Medford Public Library Foundation and the trustees included a tour of the newly renovated library. I was very impressed with how the space was reimagined while staying with the same building footprint. If you haven’t visited the library, I highly recommend it. Mr. Ferriero’s talk was extremely interesting in light of events revolving around the Archives and its role as repository for presidential papers as well a reflection on the current issues and stresses facing public libraries in the United States.

I also attended the MBLC Executive Committee meeting on April 25.

This coming week the Massachusetts Library Association will be holding its annual meeting in Falmouth at the Sea Crest Beach Hotel. The two-day event has some very exciting programs and I hope to have an opportunity to meet old friends and make some new ones.

**Commissioner Activities**

**Commissioner Abraham**

* April 25 Executive Board meeting
* April 27 attended webinar on What Librarians Should Know about the U. S. Immigration System.
* Working on planning a Banned Books Read-in with a local group to be held in Oct.

**Commissioner Ball**

* Spoke about meeting with the Scituate Library

**Commissioner Biancolo**

* April 11: Attended Digital Commonwealth Annual Digital Conference, “Facing the Digital Future.” It included: “Standing the Test of Time: Building Resilient Collections,” an update on Digital Commonwealth Repository Systems Update by Eben English, and “DPLA’s Wikimedia Project: How You Can Leverage Wikipedia for Access and Impact.”
* April 13: Attended “How Access Influences Preservation in Museum Libraries and Archives” webinar presented by the New England Museum Association
* April 20: Attended the Central Mass Library Advocates  monthly board meeting, virtual
* May 2: Attended a marvelous workshop entitled “Effective Strategies to Improve Teamwork” with  Michelle Eberle in-person at the MLS Marlborough office

**Commissioner Cluggish**

* April 21 -- MLA Legislative Committee meeting.
* April 26 -- Doris Kearns Goodwin, Needham Friends and Foundation event
* April 27 -- Reception, Dinner, David Ferriero event, Medford Public Library
* April 28 -- Spoke at Sherborn Library Dedication

**Commissioner Comeau**

* Spoke about threats to libraries especially public libraries. It could happen in Massachusetts. This is the greatest threat fighting public libraries. Problem is critical.

**Commissioner DeBole**

* April 25: Executive Committee Meeting
* April 27: Reception at the Medford Public Library

**Commissioner Traub**

* April 10 MLS Executive Board virtual
* April 11 Digital Commonwealth Annual Conference virtual. Facing the Digital Future; Addressing Systemic Issues in Cultural Heritage
* April 19 Western Mass Library Advocates meeting virtual
* April 26 The Future of Libraries with the 10th Archivist of the US David Ferriero at the Charlotte and William Bloomberg Medford library

**Commissioner Vilas Novas**

* April 26: Served as a judge at the UMass Lowell iHub digital equity challenge

**DIRECTOR’S REPORT**

Director Lonergan presented the following report:

Meetings/activities highlights since the last monthly Board meeting:

* April 7 & 12 & 18—Meetings with MLA, MLS, and BPL representatives to discuss possible EDI internships/scholarships, virtual/phone
* April 10—MLS Executive Board Meeting, virtual
* April 12—Council of State Library Agencies in the Northeast (COSLINE) meeting, virtual
* April 14—MLA Executive Board meeting, virtual
* April 18—Check-in phone call with David Leonard, BPL
* April 18—Lifetime Arts webinar: “Creativity and Connection: Engaging Older Adults through the Arts”
* April 19— “Ensuring a Safe Workplace” and “Paid Family Medical Leave” training webinars
* April 20—COSLA EDI Working Group meeting, virtual
* April 21—MLA Legislative Committee meeting, virtual
* May 3—Broadband and Digital Equity Working Group meeting, Westborough

The **Office of Boards and Commissions** has let me know that our pending appointments/reappointments will be presented to Governor Healey by the end of this week. We should be hearing from them soon afterwards.

Mary Rose will update the Commissioners on our **FY2024 House budget** numbers as well as library-related earmarks during her report.

The **Executive Office of Administration and Finance (A&F)** provided the following MPLCP update on April 25: “A&F has reviewed the project information in connection with the request for a 15 percent boost to address cost/inflation escalations. We are hopeful that we can find a way to accommodate some relief for the cities and towns dealing with these cost escalations, but we are currently still working through the details. We are also mindful of the time sensitivities involved for municipalities and hope to have a final decision in advance of completion of the broader Capital Investment Plan.” A&F’s **FY2024 Capital Investment Plan** will include our annual cap for the next fiscal year, which we are hoping will be increased from $24 to $25 million.

**LSTA FY2024 Direct Grant Round Update:** Final applications for this year’s grant round were due on April 11. We received 20 applications with a total dollar amount of $360,949 in funding requests. The most popular grant category by applications is Access to All (improving accessibility to library services) followed by Creative Communities (developing or expanding artistic and creative learning opportunities), and At the Table (promoting culinary literacy).

The State Advisory Council on Libraries (SACL) will meet on May 16th in person at the MBLC office to review applications and make funding recommendations.

**E-Rate Consultant Procurement:** After completing the procurement process Ed Tech Strategies was awarded a two-year contract to provide E-Rate consulting services to libraries in Massachusetts. The team from Ed Tech-- under the coordination of Paul Kissman--will educate Massachusetts libraries about the federal E-Rate program that provides funding for internet connectivity. The Ed Tech team will also work with libraries to help them navigate the application process.  Many thanks to Tanesha and Tracey in the Business Office for their assistance.

**Statewide access to the new and improved dPLAN:** Evan Knight, working with the Northeast Document Conservation Center (NEDCC), rolled out a program giving public libraries in Massachusetts access to a new version of dPLAN disaster/emergency response planning software. The program recognizes that good policies are vital in effective administration of our Commonwealth’s libraries – and that emergency response policies are difficult to develop. In the past emergency policies and plans were expected to be overly comprehensive, often filling a large three-ring binder. Such encyclopedic information would unfortunately quickly become outdated or overlooked and forgotten. The new version of dPLAN supports incremental and holistic approaches to policy development, while utilizing mobile tech and cloud storage to offer an easier, more efficient, and in the end, more effective process. Interested libraries are being asked to fill out [the following survey, where they can register for free access to dPlan](https://guides.mblc.state.ma.us/preservation/emergencyplanning2023). Access begins May 1 and libraries can sign up at any point until next year, April 30, 2024.

**Collection Development Compliance Project Update:** Maura Deedy launched this project in January 2023 that has identified 137 libraries where the status of their collection development policy was in question. Due to Maura’s outreach efforts, as of 4/28/2023 that number is 59. Upon reviewing plans, we noted that some do not have a provision for reconsideration, and those libraries were contacted to advise an inclusion.  Some libraries have been in touch with MBLC and have attended the collection development policy help sessions and have been sending drafts for review. Other libraries updated us about the status of their review and when their policy will be voted on at an upcoming board meeting. We will continue to reach out to the remaining libraries with the goal of 100% compliance by the end of December 2023.

**Mass Friends of Libraries and Mass Trustee Association Meetings Announced:** The Massachusetts Friends of Libraries (MFOL) Spring meeting has been announced. This year’s meeting’s theme is Creating a Winning Attitude and will take place on Saturday, June 10, 2023, 10:00am - 1:00pm at the Woburn Public Library. For more information and registration: <https://mblc.libcal.com/event/10681956>

The Massachusetts Library Trustee Association (MLTA) Fall Meeting will take place on Saturday, October 21, 2023, 10:00am - 1:00pm at the Shrewsbury Public Library. For more information and registration: <https://mblc.libcal.com/event/10690959>.

The MLTA has also launched a new website: <https://themlta.org/>. The site is still being constructed but when finished it will be a place for members to learn the latest MLTA news, learn about membership, and review board minutes and agendas.

**Upcoming Directors, Trustee, Friend, and Foundation Outreach:**

Library Foundation Forum: Tuesday, May 6, 2023, 10:00am-11:00am
Registration: <https://mblc.libcal.com/event/10625510>

Collection Development Policy Help Session: Thursday, May 18, 2023, 11:00am-12:00pm
Registration: <https://mblc.libcal.com/event/10640575>

Friends Sharing with Friends Coffee Hour: Wednesday, May 24, 2023, 10:00am-11:00am
Registration: <https://mblc.libcal.com/event/10105955>

Collection Development Policy Help Session: Wednesday, May 24, 2023, 2:00pm-3:00pm
Registration: <https://mblc.libcal.com/event/10640577>

Trustee Deep Dive: Wednesday, May 31, 2023, 6:00pm-7:00pm
Registration: <https://mblc.libcal.com/event/10105959>

Shelley Quezada served on the coordinating team that brough the **Solar Eclipse Activities for Libraries (SEAL)** training workshop to the Christa McAuliffe Branch of the Framingham Public Library on April 13, 2023.The workshop brought 35 public librarians from across the state to receive training on the use of solar science circulation kits. The workshop and kits are funded by a grant from the Gordon and Betty Moore Foundation, NASA@My Library, and the Science Institute’s STAR Net team. Over the next two years libraries will be able to use kits for library programming.

Evan Knight completed work with **COSTEP MA** (Coordinated Statewide Emergency Preparedness) on a Foundation for Advancement in Conservation (FAIC)/National Center for Preservation Technology and Training (NCPTT) microgrant that awarded 8 disaster kits to cultural organizations in MA. The eight awardees included the following libraries: Shrewsbury Public Library, Lynnfield Public Library, Erving Public Library, and the Holbrook Public Library. For more information: <https://mblc.state.ma.us/costepma/?s=Emergency+Prep+Grant+Awardee>

Paul Kissman co-hosted the MBLC/Social Law Library: What Public Librarians Should Know About the US Immigration System on April 27, 2023. The session drew 72 registrants and covered everything a librarian should know about their non-citizen patrons, from the basics of how the immigration system works to the best resources for anyone looking to know more about their own case or the system generally.

We recently awarded a contract for **website accessibility consultation and audit** to the Institute for Human Centered Design (<https://www.humancentereddesign.org/>). The purpose of this project is to provide:

* A detailed audit of the MBLC websites to identify potential barriers for users with sensory, physical, learning, and other disabilities, and review compliance with Title II of the ADA with respect to web accessibility. The audit will be based on the requirements of the Commonwealth's Accessibility Standards, published at <http://www.mass.gov/accessibility>.
* Remediation and consultation services to address defects identified during the audit process and provide guidance for avoiding the introduction of new defects in the future.
* Training for agency staff regarding accessibility, both for the MBLC websites and other aspects of agency business. This should include specific technical training on the creation of accessible digital documents (Word, Excel, PDF).

The MBLC's goal is to provide information on our websites that is not just technically compliant with guidelines, but truly useable for everyone. The contract is currently being executed and work will begin this fiscal year and continue through FY2025.

The Communications team is gearing up for the **Statewide Summer Library Program**. The Bruins player for the summer is Brad Marchand, who will be featured on summer READ posters and outstanding reader certificates. Summer Success will launch again this summer as a way to collect stories about how patrons are using the library during the summer months.

The team has also coordinated the MBLC’s booth at the upcoming **MLA Conference**. New materials created for the booth include an agency brochure with staff contact information and MBLC bookmarks. The team also worked with the statewide PR Committee to develop new database bookmarks that target children, teens/students, and adults. These will also be available at the MLA booth and later in the summer for general ordering. People who come to the booth can play “Is it MBLC or MLS?” for a chance to win a team signed Bruins jersey or a Blades summer visit.

Work continues on the Deborah Sampson campaign with the team considering ways to broaden the appeal of a statewide program and ways to include library resources.

In celebration of Financial Literacy Month, libraries ordered over 6400 bookmarks developed in collaboration with our partners from the Office of Economic Empowerment.

The ”Get to Know Your Commissioners” series has been popular on MBLC social media and has been effective at increasing engagement.

Intellectual Freedom: In response to a recent request from the Western Mass. Library Advocates for a “right to read” statement shared with us by Commissioner Traub, we have proposed the idea of a joint MLS, MLA IF/SRC, MSLA, MBLC statement that discusses our values, the work we are doing together on our Task Force/Working Group, with a resource list, links, etc. We would like to give the Commissioners and our Task Force partners an opportunity to discuss their ideas about this during our meeting today if time allows.

**Legislative Report**

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

The House passed its version of the FY 2024 budget unanimously in late April. (link below.)

[House Budget](https://malegislature.gov/Bills/193/H3901.pdf).

BOARD OF LIBRARY COMMISSIONERS.
7000-9101 For the operation of the board of library commissioners......................................$1,904,745
7000-9401 For state aid to regional public libraries; provided, that the board of library commissioners may provide quarterly advances of funds as it deems appropriate under clauses (1) and (3) of section 19C of chapter 78 of the General Laws to regional public library systems throughout each fiscal year, in compliance with the office of the comptroller’s regulations on state grants, 815 C.M.R. 2.00; provided further, that notwithstanding any general or special law to the contrary, in calculating the fiscal year 2024 distribution of funds appropriated in this item, the board shall employ the population figures used to calculate the fiscal year 2023 distribution; provided further, that the board shall provide funds for the continued operation of a single regional library system to serve the different geographic regions of the commonwealth; provided further, that notwithstanding any general or special law to the contrary, the library for the commonwealth shall receive not less than 47.5 cents for each resident of the commonwealth; provided further, that not less than $100,000 shall be expended for material and equipment upgrades for the Tufts library in Weymouth; provided further, that not less than $100,000 shall be expended for the Worcester public library to provide seed funding and support staff for the Library in Every Classroom project; and provided further, that said amount shall not exceed 25 per cent of the amount appropriated under this item ...................................................$15,441,800
7000-9402 For the talking book library at the Worcester public library .......................$678,040
7000-9406 For the Perkins Braille and Talking Book Library in the city known as the
town of Watertown, including the operation of the machine lending agency ................$3,860,420
7000-9501 For state aid to public libraries; provided, that notwithstanding any general or special law to the contrary, no city or town shall receive funds from this item in any year when the appropriation of the city or town for free public library service is below an amount equal to 102.5 per cent of the average of the appropriations for free public library services for the 3 years immediately preceding; provided further, that notwithstanding any general or special law to the contrary, the board of library commissioners may grant waivers in excess of the waiver limit set forth under the second paragraph of section 19A of chapter 78 of the General Laws for fiscal year 2024 for not more than 1 year; provided further, that notwithstanding any general or special law to the contrary, of the amount by which this item exceeds the amount appropriated under item 7000- 9501 of section 2 of chapter 194 of the acts of 1998, funds shall be distributed under the guidelines of the municipal equalization grant program, the library incentive grant program and the nonresident circulation offset program; provided further, that not less than $25,000 shall be expended for the Plympton public library for the purchase of furniture for the room for children; and provided further, that notwithstanding any general or special law to the contrary, any payment made under this item shall be deposited with the treasurer of the city or town and held in a separate account and shall be expended by the public library of that city or town without appropriation .......................................$16,825,000
7000-9506 For the technology and automated resource sharing networks .....$6,167,581
7000-9508 For the Massachusetts Center for the Book, Inc., chartered as the Commonwealth Affiliate of the Center for the Book in the Library of Congress; provided, that the Massachusetts Center for the Book, Inc. shall continue its work as a public-private partnership..............$420,00

The MBLC budget lines for Regional funding (7000-9401) and State Aid to Public Libraries (7000-9501) include three earmarks totaling $225,000. There are numerous other earmarks for libraries on other line items, including local economic development initiatives on 7008-1116. Searching for the word “library” finds the projects within the House budget PDF.

Budget next steps = Annual Budget Process

1. [Governor's Budget](https://malegislature.gov/Budget/GovernorsBudget)  House 1 (1 represents the first budget year in the Legislative session) budget due out before the end of January, usually in conjunction with the governor’s State of the Commonwealth speech. With a new Governor, the budget is released later, usually at the beginning of March.
2. [House Ways & Means Budget](https://malegislature.gov/Budget/FY2024/HouseWaysMeansBudget) The House Committee on Ways and Means examines the [Governor's Proposal](https://malegislature.gov/Budget/GovernorsBudget) and releases its own recommendations for the annual budget for deliberation by the House of Representatives. Prior to release of the House Ways and Means Budget, Joint Ways and Means Committee budget hearings are held across the state.
3. [House Debate](https://malegislature.gov/Budget/FY2024/HouseDebate) The full body of the House of Representatives considers amendments to the [House Ways and Means recommendations](https://malegislature.gov/Budget/FY2024/HouseWaysMeansBudget), and debates their inclusion in the bill. This is a very busy time for the House of Representatives, as the Representatives and their staffs are constantly working to make sure the concerns and needs of their constituents are addressed in the final budget.
4. [House Budget](https://malegislature.gov/Budget/FY2024/HouseBudget) After debate on amendments to the [House Ways and Means recommendations](https://malegislature.gov/Budget/FY2024/HouseWaysMeansBudget), the House of Representatives then approves a final, amended version of the bill which is then sent to the Senate for consideration.

1. [Senate Ways & Means Budget](https://malegislature.gov/Budget/FY2024/SenateWaysMeansBudget) The Senate Committee on Ways and Means examines both the [Governor's proposal](https://malegislature.gov/Budget/GovernorsBudget) and the [House proposal](https://malegislature.gov/Budget/FY2024/HouseBudget) and releases its own recommendations for the annual budget for deliberation by the Senate.
2. [Senate Debate](https://malegislature.gov/Budget/FY2024/SenateDebate) The full body of the Senate considers amendments to the [Senate Ways and Means recommendations](https://malegislature.gov/Budget/FY2024/SenateWaysMeansBudget), and debates their inclusion in the bill. This is a very busy time for the Senate, as the Senators and their staffs are constantly working to make sure the concerns and needs of their constituents are addressed in the final budget.
3. [Senate Budget](https://malegislature.gov/Budget/FY2024/SenateBudget) After debate on amendments to [Senate Ways and Means recommendations](https://malegislature.gov/Budget/FY2023/SenateWaysMeansBudget/Ways_Means_Final_Budget), the Senate then approves a final, amended version of the bill which is then sent to a Conference Committee, along with the House final budget, for review and reconciliation.
4. [Conference Committee](https://malegislature.gov/Budget/FY2024/ConferenceCommittee) The House and Senate appoint three members each to a "Conference Committee" to reconcile the differences between the House and Senate proposals. One member of the minority party must be appointed by each branch. The Conference Committee reports a final compromise bill to the House and Senate for a final vote of acceptance in each branch.
5. [Final Budget](https://malegislature.gov/Budget/FY2024/FinalBudget) The Governor has 10 days to review the budget and take action to either approve or veto the budget. The Governor may approve or veto the entire budget, veto, or reduce specific line items, veto outside sections or submit changes as an amendment to the budget for further consideration by the Legislature. Following any legislative overrides to the Governor's actions, the budget is finalized and is commonly referred to as the "General Appropriations Act" (GAA) for the upcoming fiscal year. (FY 2024)
[**Acts (20xx)**](https://malegislature.gov/Laws/SessionLaws/Acts/2021) **Chapter ## The General Appropriations Act (GAA)
An act making appropriations for the fiscal year 2024 for the maintenance of the departments, boards, commissions, institutions and certain activities of the commonwealth, for interest, sinking fund and serial bond requirements and for certain permanent improvements.** (e.g., from 2023 <https://malegislature.gov/Budget/FY2023/FinalBudget>)

The Senate Ways and Means budget is expected to be released on May 10, the day after the MLA Conference concludes. Amendments will be filed by members of the Senate by Friday of the same week. Discussion and a vote on the amendments and the full budget before Memorial Day. Advocates will be asked by MLA and others to contact their Senate members once the amendments have been filed and prior to the discussion. The differences between the House and Senate will be resolved by a conference Committee made up of the Chairs, Vice Chairs, and Ranking Minority members of their respective Ways and Means Committees in June. They are Senators:
[Michael J. Rodrigues](https://malegislature.gov/Legislators/Profile/MJR0), Chair, [Cindy F. Friedman](https://malegislature.gov/Legislators/Profile/CFF0), Vice Chair, and [Patrick M. O'Connor](https://malegislature.gov/Legislators/Profile/PMO) (Ranking Minority).
Representatives:
[Aaron Michlewitz](https://malegislature.gov/Legislators/Profile/AMM1), Chair, [Ann-Margaret Ferrante](https://malegislature.gov/Legislators/Profile/AMF1), Vice Chair, and [Todd M. Smola](https://malegislature.gov/Legislators/Profile/TMS2) (Ranking Minority).

State tax revenues for the month of April were well below expectations. The year-to-date collections were running $870 million ahead of benchmarks and are now $703 million below what is needed to keep the current budget in balance. The House in April approved a $56.2 billion state budget for fiscal year 2024 based on the assumption that Massachusetts will collect $41.4 billion in tax revenue next year.

Revenues for April were $4.782 billion, $2.163 billion less than in April 2022, a decline of 31.2 percent, and $1.435 billion or 23.1 percent below the most recent monthly benchmark projection. Through ten months of fiscal 2023, Massachusetts has collected $703 million less than anticipated, a change from the $870 million above original benchmarks the state reported through March.

The four municipalities that have notified us that they are facing significant reductions in their library funding for FY 2024 are:

* Lancaster
* Rutland
* Hopedale
* Dighton

**Consideration of a FY2024 Grant Round for 7000-9506, Library Technology and Resource Sharing, including Telecommunications for Resource Sharing, Resource Sharing Program, Network Infrastructure, and Small Libraries in Networks**

Paul Kissman, Library Information Systems Specialist presented the four FY2024 Telecommunications, Resource Sharing, Network Infrastructure, and Small Libraries in Networks Grants.

1. FY24 Telecommunications for Resource Sharing ($450,000)
2. FY24 Resource Sharing Program ($1,694,000)
3. FY24 Network Infrastructure ($300,000)
4. FY24 Small Libraries in Networks ($386,000)

The total for these four grant rounds is: $2,830,000.

**Telecommunications for Resource Sharing** provides offsets to the ongoing costs that networks bear for providing broadband connectivity, dedicated data lines and shared Internet service to their members. Telecommunications for Resource Sharing also provides ongoing support for the cost of Internet service for smaller libraries that are not part of a network.

The **Resource Sharing Program** grant recognizes that libraries in networks are contributing to the overall universe of materials available to all residents of Massachusetts by facilitating interlibrary lending using network technology. The grant also supports 75% of the ongoing costs for the eCard registration and renewal platform used by networks.

The **Network Infrastructure** grant provides funding to each network based on the network’s size in number of outlets. These funds allow the network to accomplish large equipment replacement projects, software-as-a-service costs (SAAS), and related system costs on its own timeline.

The **Small Libraries in Networks** (SLIN) grant allows networks to directly offset annual membership costs for public libraries in municipalities under 10,000 population.

Chair Conrad asked for a motion to approve the FY2024 Grant Round for 7000-9506 under the consent agenda.

Commissioner Cluggish moved and Commissioner Ball seconded to approve the four FY2024 grant opportunities, to be funded out of account 7000-9506 as described in the accompanying fact sheets: Telecommunications for Resource Sharing, Resource Sharing Program, Network Infrastructure, Small Libraries in Networks totaling $2,830,000.

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

**Consideration of approval of a Massachusetts Public Library Construction Program (MPLCP) Partial Provisional Grant AwardS**

Lauren Stara, Library Building Specialist presented for the Board partial grant awards for Fitchburg Public Library, $4,979,980 and Swansea Public Library, $818,248. A Construction Project may either be a project to construct a new facility, an addition/renovation to an existing building that may or may not add space, but does involve a significant reorganization of functional space, or a joint library project that will involve construction of a facility by two or more municipalities.

This award is subject to the completion and execution of a contract with the MBLC and the compliance of the Library and community with all of the assurances as listed in the grant application and found in the Code of Massachusetts Regulations, 605 CMR 6.00 governing the Massachusetts Public Library Construction Program. The date by which the municipalities must accept their award is May 15, 2023.

Commissioner Ball moved and Commissioner Comeau seconded that the Massachusetts Board of Library Commissioners approves partial grant awards totalling $5,798,288 to Fitchburg Public Library, $4,979,980 and Swansea Public Library, $818,248 The date by which the municipalities must accept their award is May 15, 2023

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

**Update on Small Library Pilot Project**

Lauren Stara, Library Building Specialist presented the following report to the Board.

As most of you know, the town of Shutesbury was selected as the town for the Small Public Library Pilot Project, with a provisional grant awarded a year ago in April 2022. The town accepted their award and approved a debt exclusion in June of last year, and we’ve been working with them since then to get rolling.

The town selected their architect in January, and they got started with schematic design immediately. The projected schedule on the screen shows that schematic design has just concluded, and the project is being re-estimated now. The plan is to complete DD or design development by mid-august, CDs or construction documents by mid-January 2024, and open the new building in May of 2025, two years from now.

One of the differences between our usual projects and this pilot project is that we are attending all the building committee meetings and the design working group meetings. So, we know much more about this project than our other ones.

The next slide shows a schematic floor plan of just under 6,000 square feet.

The shape and orientation of the building was primarily determined by two factors: efficiency/economy, and the optimization of roof space available for solar panels. You can see from the section on the next slide that the entire roof has a shallow slope oriented toward the south.

And the final slide shows a very schematic, tentative idea of what the building might look like from the road.

**Report from Massachusetts Library System**

Sarah Sogigian presented the following report to the Board.

# MLS Update April 2023

**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 towards goal** |
| MLS ensures service value to all member types. | MLS will create new avenues for active member engagement, including task forces, class leaders, and project engagements. | *MLS will report to member libraries on an annual basis the number of active member engagements.* | Changes made by the new School Library Membership Policy are being implemented.Sarah Sogigian and Rob Favini (MBLC) launched their 2023 Road Trip program Two Masscat public library members (Huntington and Becket) have signed contracts to join C/WMARS, with support from MLS. |
| MLS will continue to strengthen its partnerships and collaborations to allow MLS to focus on what it does uniquely well. | Utilizing the newly created partnership policy and process, MLS will explore possible partnership work with the Library for the Commonwealth and other organizations. | *MLS will report to member libraries on an annual basis the value of their partnerships.* | We launched the five-part webinar series with ALA on intellectual freedom topics. Three webinars occurred in February with 176 participants at the live events and 94 views of the recordings. Two additional webinars will occur in March. Recordings of the webinars will be available for 18 months.We continued working with MBLC and other organizations to host a webinar series on mental health supports and libraries. One webinar occurred in February and two will occur in March.Staff from MLS, MBLC, public libraries, and other New England state libraries began the *Touchpoints for Libraries* train- the-trainer program to teach the Touchpoints program to Massachusetts library staff. The training will continue in March.We continued working with other New England states on this year’s Summer Summit, to help libraries prepare for the youth and adult summer library program. The event is scheduled for March 31. |
| New services will be designed to deliver the greatest statewide impact, able to expand and contract due to available funding and need. | MLS will evaluate current, new, and proposed services using a new internal service review process. | *MLS will ensure that services are able to expand and contract due to available funding, need, and capacity.* |  |

# **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 towards goal** |
| MLS promotes excellence and continuity by providing professional development, conversation, and community around leadership. | Together with our partners, MLS will lead the planning of learning opportunities on leadership and management topics and ensure networking options in our engagements. | *MLS will report to member libraries on an annual basis the leadership and management learning opportunities hosted and the reflection from participants.* | We scheduled a series of four workshops with the Employers Association of the NorthEast on HR topics relevant for libraries (employment Law, interviewing, performance management, and documentation skills). They will take place March through May.We are working with EANE to schedule four community chats on HR related topics. |
| Leadership, professional development, and networking opportunities will have flexible offerings in order to include participants from various library types, library sizes, and resources. | MLS will explore the creation of grants and/or scholarship opportunities to support member library staff in their professional development work. | *MLS will report to member libraries on an annual basis the number of opportunities available, awarded, and the reflection from participants.* | We launched the Language Learning Grant program and approved 20 applications in February. |

# **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.**

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| --- | --- | --- | --- |
| Goal | Actions | Measurement of Success | **Monthly work towards goal** |
| MLS will integrate the core values of diversity, equity, inclusion, accessibility and social justice into its policies, practices, procedures, and programs. | Utilizing learnings from our work last year, MLS will continue its review of documents, resources and practices to ensure they align with core values.In partnership with trusted experts, MLS will begin an accessibility audit of MLS services. | *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. | Utilizing established services, MLS will showcase member libraries that are using the core values of DEI within their communities. | *MLS will report to member libraries on an annual basis the DEI learning opportunities hosted and the reflection from participants.* |  |

Additional notes:

* The Spring 2023 training lineup was announced on February 24. Consultant-led workshops will be held in April and May. Topics include *Weeding the Print Collection* (Anna Popp), *ChatGPT and Generative AI* (Jane Stimpson), *Incivility in the Workplace* (Kristi Chadwick), and *Effective Strategies to Improve Teamwork* (Michelle Eberle). Check out our newsletter announcement for dates, times, and locations.

**PUBLIC COMMENT**

**OLD BUSINESS**

There was no old business.

**List of documents for the May 4, 2023, Regular Monthly Board Meeting:**

1. Agenda for the May 4, 2023, Regular Monthly Board Meeting
2. Draft Minutes from the March 2, 2023 and April 6, 2023 Regular Monthly Board Meeting
3. #7- Consideration of a FY2024 Grant Round for 7000-9506, Library Technology and Resource Sharing, including Telecommunications for Resource Sharing, Resource Sharing Program, Network Infrastructure, and Small Libraries in Networks
4. #8- Consideration of approval of three Massachusetts Public Library Construction Program (MPLCP) Partial Provisional Grant Awards
5. #9
6. #10- Report from Massachusetts Library System (MLS)

**ADJOURNMENT**

The meeting adjourned at 2:20PM.



Stacy DeBole

Secretary