

MEETING OF THE  
BOARD OF LIBRARY TRUSTEES  
JANUARY 14, 2020  
MINUTES

Location: Robbins Library Conference Room

**Call to Order**

Chair Amy Hampe called the meeting to order at 7:15 pm, and in attendance were trustees Heather Calvin, Adam Delmolino, Kathy Fennelly, Jonathan Gates, Stephen Quinlan, and Joyce Radochia. Also in attendance were Adam Chapdelaine, Town Manager; Andrea Nicolay, library director, and Anna Litten, assistant library director.

**FY21 Budget Presentation to Town Manager Adam Chapdelaine**

Ms. Nicolay presented the FY21 Library Budget request. Ms. Nicolay thanked Mr. Chapdelaine for the Town's continued support. Ms. Nicolay identified the FY21 budget request priority: an additional full-time Children's Librarian for the Fox Library. Ms. Nicolay's presentation included data on Fox use, which has increased substantially over the past decade especially with Saturday hours having been added in FY17. Mr. Chapdelaine thanked Ms. Nicolay and the Board for the budget presentation. Mr. Chapdelaine reported that the Town will be able to fully fund the Fox children's librarian position. The Board expressed gratitude to the Town for recognizing and supporting this need.

**Community Time**

No members of the community were present.

**Approval of December 10 Meeting Minutes (vote needed)**

Ms. Fennelly moved to approve the minutes as amended, Mr. Delmolino seconded the motion. The Board approved the minutes.

**Staff Protection Policy (vote needed)**

The Board discussed the Staff Protection Policy. Ms. Nicolay suggests that Staff Protection is better served by an internal procedure supporting the Patron Conduct Policy guidelines, rather than as a separate policy, and recommended the policy be revoked. Ms. Calvin made the motion, Mr. Delmolino seconded. The Board approved removing the Staff Protection Policy in favor of the Staff Protection Procedure.

### **Review Current Trustee Terms and Recommended Amendments to Trustee Bylaws**

The Board discussed terms and term renewals. The Board's recommendation for the renewal schedule is as follows; Ms. Fennelly and Ms. Radochia, FY20, Ms. Calvin, Ms. Hampe, and Mr. Delmonlino, FY21, Mr. Gates and Mr. Quinlan, FY22. The Board intended to remain silent on the issue of Trustee removal.

### **Mid-year Report of Trust Fund Liaison**

Mr. Gates presented the Mid-year Report of the Trust Fund Liaison. Mr. Gates reported that funds are tracking as expected. Differences from FY19 are all accounted for. Ms. Nicolay shared that municipal funds must be spent ahead of Trust funds. Ms. Nicolay reported a gift of \$629,130.86 from the Daniel Strassberg estate will be coming to the library soon. This gift is unrestricted and free of trust, and an account with MMDT in the Strassberg name has been established. This gift is established in memory of Daniel Strassberg's late wife, Ruth R. Strassberg.

### **Mid-year Evaluation of Trustee and Administration Goals**

Ms. Nicolay reported on the Trustee and Administration Goals. The Board discussed the report.

### **Review Library Annual Report**

The Board reviewed the Annual report. The Board recommended calling out the dramatic rise in digital circulation and adding Trustee liaison roles.

### **Director's Report**

The Board reviewed the Director's Report and discussed open holds.

### **Foundation Liaison Update**

Ms. Calvin reported that the Foundation did not meet in December. The Foundation's annual appeal has yielded approximately \$75,000 so far.

### **Friends Liaison Updates**

Ms. Radochia reported that the Friends of Robbins Library Reading Room concert series began on January 12. The Friends will host Charlotte Milan presenting on recycling. Upcoming programs include the Children's book sale in February and Music in Bloom in March. The Board received no notification of a Friends of Fox meeting.

### **Communications and Announcements**

Ms. Hampe shared a letter from MBLC announcing the first half of the FY20 State Aid award. Ms. Hampe shared thank you letters from the technical services department for the Staff Appreciation Lunch and a letter from Pam Watts-Flavin thanking the Board for her gift for 20

years of service. Ms. Nicolay shared a thank you letter from the Somerville Libraries Foundation.

**Unanticipated Items**

There were no unanticipated items.

**Date of Next Meeting: February 11, 2020**

**Adjournment (vote needed)**

Mr. Delmolino moved to adjourn. The meeting was adjourned at 9:19 p.m.

**Materials Distributed:**

- January 14, 2020 Meeting Agenda
- December 10, 2019 Meeting Minutes
- Staff Protection Policy and Staff Protection Procedure
- Draft--Proposed Language on a Vacancy or Resignation
- By-Laws of the Board of Trustees
- Trust Fund Mid Year Report with YOY Comparison
- Arlington Libraries 2019 Annual Report
- Director's Report, December 2019 with December Circulation Report