



## **EXECUTIVE BOARD MEETING**

**October 12th, 2018**

**10:00am to 12:00pm**

### **Agenda**

SHREWSBURY PUBLIC LIBRARY, 609 Main Street, Shrewsbury, 01545

1. Call to Order
2. Introductions (10:00)
3. Minutes for August 17, 2018 Executive Board Meeting (10:05)
4. Treasurer's Report
  - a. FY18 & FY19 budget reports (10:10)
  - b. FY20 Budget prep & timeline (10:20)
5. President's Report (10:25)
6. Archivist's Report (10:30)
  - a. BPL discussion
  - b. MVLC temporary storage
7. Conference Update (10:40)
  - a. Registration/Meals discussion
8. Para – Financial report (10:50)
9. Personnel Committee (11:00)
  - a. Chair appointment and charge
10. Strategic Plan Discussion (11:10)
11. Committee Reports
  - a. MBLC Report (11:30)
  - b. IFSRC (11:35)
    - i. Program update
    - ii. Worcester Library issue
  - c. Finance Committee (11:45)
  - d. Other
12. Old Business
  - a. Executive Committee MLA membership status
  - b. GoToMeeting – online spreadsheet/calendar (11:50)
  - c. MLA mailing address (12:00)
  - d. other
13. New Business (12:10)
14. Adjourn
15. Future Meeting Dates - December 14<sup>th</sup>, February 8<sup>th</sup>, April 12<sup>th</sup>



## **PR Committee Report**

October 3, 2018

The next meeting of the PR Committee is Wednesday, October 10 at the Boyden Library in Foxborough. There will be a call-in option available for members to participate.

Agenda will consist of planning for PR Awards, newsletter and social media.

A formal invitation was sent to the membership with hopes of recruiting some new members or interest in the committee. We've had a little bit of interest.

Respectfully submitted,

Bernadette Rivard & Jocelyn Tavares, Co-Chairs

# Member Update

## August/Sept 2018



### MLS Annual Meeting

November 5, 2018

9AM-2:30 PM

Hogan Center, College of the Holy Cross

We invite you to join us for the 2018 MLS Annual Meeting.

In addition to the Business Meeting, the current class of Project SET will present their ignite talks, and we'll welcome Lisa Lucas, Executive Director of the National Book Foundation as our Keynote Speaker.

### MLS Fall CE Season Announced

MLS is pleased to present our Fall 2018 [Training Calendar](#)! Classes are already filling up. Below are the workshop titles our MLS Staff is offering this season.

- **Interactive Web Content on a Shoestring** with Kelly Jo Woodside
- **Getting Started with Canva** with April Mazza
- **"How Can I Help You?" Customer Service Basics and Beyond** with Kristi Chadwick
- **Librarians Foster Civic Engagement** with Michelle Eberle **and Librarians' Critical Role Serving Immigrant Communities** with John McCarthy, U.S. Citizenship and Immigration Services
- **Connecting the Dots: use the resources you have to help students and parents meet their information needs** with Christi Farrar and Tressa Santillo
- **Accidental Reference Librarian** with Anna Popp

Registration and further information can be found on our calendar: [calendar.masslibsystem.org](http://calendar.masslibsystem.org)

A special note of thanks to the libraries who are hosting our classes. Your hospitality is most appreciated!

### Affiliates Calendar

If you coordinate a discussion group or roundtable and would like to list your meetings on our [affiliate calendar](#), please contact Sarah Donnelly, Event Coordinator, for access info ([sdonnelly@masslibsystem.org](mailto:sdonnelly@masslibsystem.org)). We are pleased to provide this service to support the good work you do for our profession!

### MLS partner Democratic Knowledge Project receives Funding

We are pleased to announce that MLS is partnering with the Democratic Knowledge Project at Harvard University to expand a program called "10 Questions for Young Changemakers." The partnership will pilot a professional development initiative focused on civics education for youth-serving librarians (in school, public, and academic library settings), and was recently awarded a Laura Bush 21<sup>st</sup> Century Grant from the Institute of Museum and Library Services (IMLS.) A cohort of 8-10 librarians and school library media specialists from across Massachusetts will develop a series of professional development resources and learning modules to expand young people's capacity for civic action and media-

making in the digital age. You can learn more about the 10 Questions Young Changemakers, and the Youth Participatory Politics Research Network, here: <https://yppactionframe.fas.harvard.edu/home> Keep an eye on our website and email lists for more information and for the librarian application process.

This partnership supports the MLS Strategic Plan goals of investing in the Co-Creator Process and preparing our member libraries to be Future Ready.

### **Executive Director Search Committee Update**

The MLS EBoard met to discuss the continuation of the search process as they were unable to hire a candidate they felt was right for the organization at this time. They shared their gratitude for the hard work of the initial search team, especially the time put in by Melinda Webster Loof as the chair of the committee. The EBoard discussed all of the feedback received concerning the search process, from board members, staff and MLS members. Taking this feedback into consideration, along with realizing the time already spent by members of the previous search, the board approved a new Search Committee. This committee will be constituted of seven members. Three EBoard members. Three MLS members at large. And James Lonergan from the MBLC. In addition, the Search Committee will form a small subcommittee of 6-8 individuals to help provide feedback on candidates throughout the process. This group will include staff members and members of MLS representing diverse geographic locations and library types. The Search Committee will begin to meet in October, and should have a new job posting ready to go before the end of the year.

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**CONFERENCE COMMITTEE**  
MLA Executive Board Report  
October 2018

Submitted: October 1, 2018

**Meetings:**

The Conference Committee met on August 24 and September 28 at the MLS Offices in Marlboro.

**Agenda items:**

**Meals:** The committee requested that the lunch price be rolled into conference registration. This would result in an increased registration rate to cover the meals. EBoard agreed. There is a contract already in place for the 2019 conference. Kristen will discuss with the Sheraton.

**Program Planning:** The Program Proposal form was sent out on September 10 with all program proposals due to the committee by September 28. The program proposals will be discussed and approved at the next meeting to be held at the Minutemen Library Network Offices in Natick on Friday October 26.

**Sponsorship options:** the MA State Ethics Commission advised several members of the MLA Conference Committee that as state or public employees we cannot solicit sponsorship of any of our own vendors as it can be viewed as coercion. Conference Co-Chairs are considering other options.

**Theme:** The conference theme will be finalized on Friday October 5.

Submitted by,  
Michelle Filleul, Conference Co-chair

## **MLA Jordan Miller Report**

October 2018

The Jordan Miller committee received 102 applications for the 2018 grant round. There were submissions from all 6 New England states for this \$500 grant.

The committee is on schedule to make a selection before the

NELA Conference is this October. The winner will be announced at the NERTCL luncheon.

Respectfully submitted,

Pam McCuen  
Chair, Jordan Miller Committee

# Massachusetts Library Association

## Reference User Services Section

October 2018 Report

- We have scheduled four meetings for this fiscal year. The first three are at the MLS Headquarters in Marlborough. The last will be at the MLS Office in Northhampton
- At the first meeting in August, we were pleased to welcome speakers from the Department of Mental Health, Elliot Services, and Michelle Eberle from MLS to discuss working with patrons with mental illnesses. It was a very productive and successful meeting!
- At upcoming meetings, we will be hosting speakers to talk about legal reference and host a program round table.
- The next scheduled meeting for our section is on November 1 at 10:00 am at MLS in Marlborough.
- The section has submitted 8 programs for the 2019 MLA Conference and is also expected to sponsor/host a few more. Some of these programs include "Copyright", "The Accidental Archivist", "Working with Volunteers and Interns", "What can BPL Do For You?", "What are Simmons Students Doing?"

Respectfully submitted,

Laura Bernheim

Co-Chair Reference User Services Section

## **MLA Legislative Committee Report**

### **MLA Executive Board Mtg – 10/12/18**

The MLA Legislative Committee met at MLN on Friday, Sept 28, 18. We had a few new members join us either in person or through the NEW GoToMeeting software that MLA now has available. New attendees included: Margaret Cardello, CMLA, Eileen Dyer, Seekonk Public Library Director hailing from an active role in RI Legislative Committee and Mike Moran, WMLA.

The State Budget has been accepted with the overall 3% increase as discussed. The concern regarding earmarks was addressed. We are planning to reach out to the Library Caucus to inform them of the problems that earmarks create throughout the Library community.

MBLC is in the process of finalizing the Legislative Agenda for FY2020. A vote will be held on Thursday, October 4, 18 at the Pittsfield meeting. As co-chair, Jennifer Harris will be attending, the more ears the better.

The Committee has been updating the original survey and expect to send it out by October 12, 2018 to all candidates. While we will use both paper and SurveyMonkey online format, we understand that in many ways, this is as much about educating the candidates about the needs of Public and School libraries as it is about getting their answers. MSLA will be a co-sponsor of this program.

The Library Legislative Day annual event is slated for early March, 2019. We submitted the request for the rooms on October 1, 2018 and believe that we will be slated for Tuesday, 3/5/19.

MSLA has endorsed the recommendation to appoint a school library curriculum specialist from DESE. The focus group that met on 9/8 discussed the next steps needed to continue their advocacy work; however a dollar amount has not been as of yet set. Note: please check out the Study of the Special Commission on School Library Services in Massachusetts for this fiscal year. Here's a link to the study: <https://mblc.state.ma.us/programs-and-support/youth-services/school-libraries-study.php> MSLA will be on the agenda at Library Legislative Day.

Boston Book Festival on Saturday, October 13, 18 will be an opportunity to give our Library Legislative postcards that we had developed last year. BPL will be providing space for the collected Massachusetts Library groups and The Center of the Book will also have lots of activities.

The committee continues to develop a thank you campaign and plans to keep the Library Caucus engaged in our advocacy. NOTE: The Library Legislative Caucus co-chairs are Eric Lesser (Longmeadow, etc.) - Senate; Natalie Higgins (Leominster) – Representative; and Brian Murray (Milford, etc.) - Representative. If you run into any of these people, please say thank you for their support!

MLA Conference Program proposals are being reviewed and the Committee decided to present the concept of a "Town Hall" where attendees of the conference would be encouraged to ask questions, discuss concerns and learn from each other. We are planning to invite the Library Caucus Co-chairs to attend so they can meet and greet their constituents



**Next Meetings: 10am-12noon on Fridays**

October 26 MLS- Marlborough

November 30 MLN - Natick

January 25, 2019 MLS-Marlborough

February 22 – MLN - Natick

*March 5 hopefully Leg. Day*

April 26 – MLS- Marlborough

June 28 - MLN

National Library Legislative Day will be in June next year in conjunction with the ALA Conference in DC.

Respectfully submitted

Jennifer Harris, co-chair



## **Membership Committee September 2018 Report**

The Massachusetts Library Association has 496 members, 16 since August. We also have 391 members who have lapsed. A spreadsheet of the contact info for these members has been posted to Google Drive and shared with the exec. Board. 279 have joint NELA memberships.

The breakdown for the institutional memberships are as follows:

Platinum: 12 institutions @ \$1000.00 - 52 members

Gold: 8 @ \$600.00 - 18 members

Silver: 5 member whose membership won't expire until next year or later.

I will be attending the last day of NELA and meet with the membership chairs from the other states. We've emailed some thoughts about boosting the membership so I expect to have good ideas to try.

Respectfully Submitted by,

Laurie Lessner, Chair

Matt Amory

Melissa Campbell

Kathy Lussier

Patrick Marshall

## **Report from the MLA Intellectual Freedom & Social Responsibility Committee**

Members of the MLA Intellectual Freedom & Social Responsibility Committee have been planning for the October 18 symposium, *Confronting Inequality*, which will be held at the Milton Public Library. The Boston Globe interviewed Dr. Roopika Risam, who will be awarded the MLA Civil Liberties Champion award at the symposium, and spoke with committee co-chair Jackie Rafferty. The Globe article will be published in *Globe Local* on October 7. We are also planning programs for the MLA annual conference. A co-chair for the committee is needed as Jackie Rafferty is retiring at the end of November.

Respectfully submitted,

Jackie Rafferty

October 1, 2018

## Youth Services Section Report

October 1, 2018

Youth Services Section held a board meeting on September 20 at the Worcester Public Library.

The Board noted that the deadline for conference proposals is (was) September 28. We discussed successes from 2018 Summer Reading and shared ideas for the 2018 "A Universe of Stories."

Rescheduling of the YSS Retreat will be for spring 2019. We decided to issue refunds to those already registered and start with a clean slate. The theme of "Mindfulness" is still the focus. We will look into booking a venue, most likely the one in Duxbury we had planned with for last year.

Following the meeting, our Northeast Member-at-Large indicated she is moving out of state and will no longer be able to serve. The Chair appointed Katrina Ealy, Children's Librarian in Tewksbury, as the Northeast Member-at-Large.

Respectfully submitted,

Marissa Antosh

Chair

## **MLA Archives Report**

October 12, 2018 By: Aimie Westphal, MLA Archivist (2018-)

The Board asked me to investigate having the BPL digitize the MLA records currently in their offsite storage. My contact at the BPL, Kim Reynolds, informed me that no one can access the records until next year, at the very least, due to the construction project in their department. I shared this with the president and we are planning to be in touch with the BPL in January 2019.

Summary of Meeting with Previous MLA Archivist: On September 13, 2018 I met with Sunny Vandermark, the previous MLA Archivist at the Minuteman Library Network. She transferred all current MLA records to me which included; 2 copy paper boxes of files (1 was previously on deposit at the Minuteman Library Network office) and 4 small boxes of photographs. Per the president's request, I have pursued and received approval from Eric Graham, the Merrimack Valley Library Consortium's Executive Director to house the files at MVLC network office, where I work, until the board decides another location is more suitable. A similar circumstance is why one box of files used to be at the MLN office; Sunny lives nearby. I was also given a thumb drive with many electronic files on it, which I added to my personal Google drive and shared with the president. Of note, the board manual files are on this thumb drive.

I learned from Sunny that she was transferring materials to the BPL every 5 years but has been unable to transfer anything since 2010 due to the construction project, which accounts for the random date cutoff in the finding aid. With the president's permission, I have sent a PDF version of the most up to date finding aid that Sunny created to my contact at the BPL for their files.

I will review the materials and include anything of interest in the archives report.

## **October 2018 MA/MLA ALA CHAPTER COUNCILOR REPORT TO THE MLA EXECUTIVE BOARD**

Charlotte Canelli, October 2, 2018

1. I completed my ALA Midwinter registration/housing/airfare to Seattle January 24-29 (Thursday through Tuesday.) As Chapter Councilor, I am expected to attend a Chapter Councilor Forum all day on January 25 and Council meetings and events throughout the weekend through Tuesday morning's last meeting scheduled immediately prior to Midwinter Closing speaker. I will register for ALA Annual in DC (June 2018) when the conference registration opens.

2. An update on the Intellectual Freedom Committee interpretation of the Library Bill of Rights as it relates to uses of meeting rooms. (Keep in mind that all public library boards have the right to make their own policies on meeting room privileges and uses): a. The Council voted online and it was overwhelmingly in favor to rescind the vote. (Two people abstained and I think there may have been a few that did not vote in favor.) The Intellectual Freedom Committee has opened a document for comments for new wording and this is being reviewed this month.

**MBLC Director's Report to MLA Executive Board  
October 2018**

**FY2020 Legislative Agenda:** The Board of Library Commissioners adopted the following FY2020 Legislative Agenda requests at their October 4<sup>th</sup> meeting at the Berkshire Athenaeum in Pittsfield:

MBLC		Fiscal Year 2020 Legislative Agenda Requests					
<b>Fiscal Focus:</b>	<b>7000-9401</b>	State Aid to Regional Libraries for MLS and LFC					
<b>Fiscal Focus:</b>	<b>7000-9506</b>	Technology and Resource Sharing (Networks)					
		State Funding Makes a Local Difference					
		State funding for libraries: local impact					
		90% of state funding for libraries=direct support for local libraries					
Name and Line Item		Budget High	Budget High Year	FY 2019 Budget	FY 2020 Request	amt of increase	%incr FY 2020
MBLC	7000-9101	\$ 1,275,000	(FY 2019)	\$ 1,275,000	\$ 1,313,250	\$ 38,250	3%
Regional Libraries MLS and LFC	7000-9401	\$ 17,623,954	(FY 2002)	\$ 10,282,140	\$ 11,516,000	\$ 1,233,860	12%
Worcester TBL	7000-9402	\$ 454,966	(FY 2019)	\$ 454,966	\$ 468,217	\$ 13,251	3%
Perkins Braille and Talking Book	7000-9406	\$ 2,588,155	(FY 2019)	\$ 2,588,155	\$ 2,665,800	\$ 77,645	3%
State Aid to Public Libraries	7000-9501	\$ 9,989,844	(FY 2009)	\$ 9,612,700	\$ 9,901,081	\$ 288,381	3%
Technology and Resource Sharing	7000-9506	\$ 4,420,235	(FY 2001)	\$ 2,815,928	\$ 3,259,000	\$ 443,072	15.7%
Center for the Book	7000-9508	\$ 200,000	(FY 2019)	\$ 200,000	\$ 206,000	\$ 6,000	3%
<b>TOTALS</b>				<b>\$ 27,228,889</b>	<b>\$ 29,329,348</b>	<b>\$ 2,100,459</b>	<b>7.7%</b>
<p>The MBLC is requesting \$250 million in a new construction bond authorization to complete the projects on the wait list and fund new planning and design and construction grant rounds. The MBLC is requesting that the annual bond cap for library construction be raised to \$25 million to fund all wait list projects by 2025.</p>							

**New Commissioner:** Governor Baker has appointed Leslie Ball as a member of the Board of Library Commissioners. Commissioner Ball served until recently as the president of the Scituate Library Foundation's board, and was instrumental in securing funding for Scituate's newly renovated and expanded town library. He has a B.S. from Northeastern, an M.B.A. from Boston College, and a Ph.D. in management from UMass Amherst. He has worked as a consultant and has taught at Arizona State, Babson, IBM Europe, UMass Amherst, Tufts, and Northeastern, and currently teaches at the Hult International Business School in Cambridge. Commissioner Ball replaces Commissioner Carol Caro, whose term expired in February.

**MPLCP:** MBLC staff met with Maya Jonas-Silver, Director of Capital Planning and Emi Joy, Fiscal Policy Analyst with the Executive Office of Administration and Finance (A&F) at the State House on 9/26 to discuss our annual cap and a new bond bill. This was a follow-up to our introductory meeting in May. Lauren Stara prepared two spreadsheets that detailed the length of time it would take to complete our current and waiting list projects based on either our current

\$20 million annual cap or a \$25 million cap. Maya told us that A&F will evaluate raising our cap next spring once she and her colleagues have a better idea of the Commonwealth's overall capital spending plan for FY2020. She also told us it was good timing to be discussing our next bond bill, as they plan to move forward with capital requests in January.

Regarding the amount of our next bond bill, for which we have tentatively considered asking for \$250 million, Maya initially suggested that we consider only asking for approximately \$135 million in order to complete the projects on the waiting list, then going for another bond bill five years later or so, since A&F works with a five year capital plan. We explained that it would be challenging to conduct a future construction grant round without having already obtaining a commitment for financing for it. Maya suggested another option of considering two separate lines (one for the waiting list, the other for future awards) and discussed our situation with her colleagues after our meeting. She followed up to let us know that A&F will not recommend a bond bill ask amount but will leave it up to us.

Finally, Maya strongly recommended that we consider changing the process we use in awarding construction grants, suggesting a competitive process with capped awards. She also recommended that we research the recent revisions the Division of Capital Asset Management and Maintenance (DCAMM) made to the construction program for community colleges and state universities. She connected us with Sarah Felton, a project manager at DCAMM, with whom we will meet on October 19<sup>th</sup>.

**Office Lease:** We met with Lorna Moritz from DCAMM to discuss our upcoming RFP for our office space, which will be published in early 2019. Our current lease ends in June 2020. We've been at 98 North Washington Street for 15 years, so the RFP is required.

For the first time in many years, the federal budget was signed before the beginning of the new federal fiscal year. The legislation includes \$242 million for **IMLS**, which is roughly \$2 million more than the FY18 enacted budget. IMLS received an additional \$1 million for research, evaluation, and data collection, as well as a \$1 million increase in its administration budget. IMLS's Grants to States Program, funded through the Library Services and Technology Act, as well as its other museum and library programs, received level funding from FY 2018.

The **MLSA (Museum and Library Services Act)** reauthorization has been introduced in the House (H.R. 6988) and the Senate (S.3530). The revised language includes an increase to the minimum Grants to States allotment from \$680K to \$1 million, expands eligibility for tribal libraries, and supports disaster preparedness.

We have scheduled a **joint MBLC/MLS consultants meeting** for Wednesday, October 17<sup>th</sup> in Northampton. The purpose of the meeting is to identify subsets of MBLC and MLS staff by shared topics function and organizational interest (planning, management, summer programs, grants/grant support, serving the underserved, database, etc.), where increased communication or collaboration would be beneficial, and to establish communication channels by identified cross-organizational topical groups and how best to keep information flowing.

**Trustee Guide:** We have mailed 5 copies of the *Trusty Trustee Pocket Guide* to each public library in the Commonwealth. The full MBLC Trustee Handbook is being finalized. The goal is to have an official version posted on the MBLC website, with a PDF version available for printing. We are also planning to print some bound, paper copies.

**Staff News:** We are pleased to announce that Andrea Bunker, the current director of the Woburn Public Library, has accepted the position of Library Building Specialist. She holds a bachelor's degree from Northeastern University and an MLS from the University of Rhode Island. She previously worked for libraries in Rhode Island, North Carolina and Newburyport. Because of the complex process of transitioning away from her duties as director at Woburn Public Library (currently under construction), she will start work in early December.

We are also pleased to announce that Evan Knight has accepted the position of Preservation Specialist. Evan comes to us from the Boston Athenaeum, where he has served as an associate conservator. He has a B.S. in business administration



from Washington University in St. Louis and an M.S. in information studies, with a Certificate of Advanced Graduate Study in conservation, from the University of Texas at Austin. Evan will start his new position on November 26<sup>th</sup>.

We are very much looking forward to having Andrea and Evan join us.