

AGENDA

RECEIVED

By Town Clerk at 10:00 am, Dec 06, 2017

**FRAMINGHAM PUBLIC LIBRARY
Board of Library Trustees Meeting
Monday, December 11, 2017
Trustees' Room, Main Library, 49 Lexington Street
7:00 P.M.**

Consent Agenda

- Approval November 13, 2017 Minutes ✓
- Committee Reports
 - Building —
 - Finance —
 - Governance —
 - Personnel —
- Liaison Reports
 - Friends of the Library ✓
 - Literacy Unlimited ✓
- Ad Hoc Committee Reports
 - Adult Programming ✓
 - Framingham Reads Together —

1. Public Comment	10 minutes		
2. Consent Agenda	5 minutes	all	ACTION
3. Guest: Superintendent of Schools: Dr. Robert Tremblay	30 minutes	all	
4. Director's Report/Emergency & Disaster Planning	5 minutes	Mark	
5. Update of Building Items	5 minutes	Eric/Mark	
6. FY19 Operating/Capital Budgets Update	5 minutes	Mark	
7. FPL Foundation Update	5 minutes	Ruth/JoAnne	
8. Planning	10 minutes	all	
9. Unfinished Business	10 minutes	all	
10. New Business	5 minutes	all	
11. Approval of Warrant	5 minutes	all	ACTION
12. Adjournment		all	ACTION

* ✓ denotes **Consent Agenda Report** included in your mailing

*Handouts included: 5 promotional flyers
December 2017 Look Here First*

FRIENDS OF THE LIBRARY
Trustee's Report for December 11, 2017 Meeting
(Submitted by Maria Barry)

- As of November 8, 2017, ~~247~~ people have renewed membership in or joined the Friends.
- The next book sale is on **Saturday, December 16.**
- There are 20 corporate Friends members.

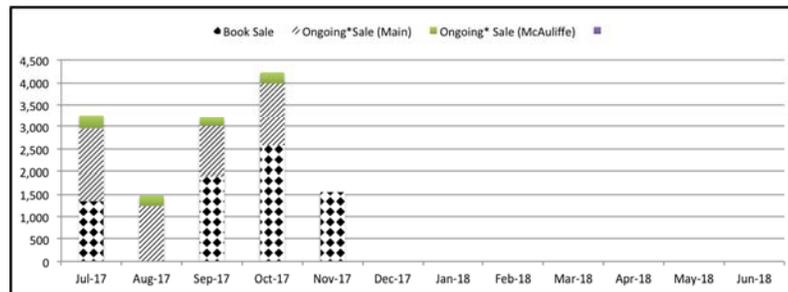
Friends of the Framingham Library

FY2018 Book Sales and Ongoing Sales

	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Total
Book Sale	1,359	NA	\$1,887	\$2,581	\$1,552								\$7,379
Ongoing*Sale (Main)	\$1,605	\$1,245	\$1,138	\$1,394									\$5,382
Ongoing* Sale (McAuliffe)	\$295	\$227	\$175	\$248									\$944
													0
	\$3,259	\$1,472	\$3,199	\$4,223	\$1,552	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$13,704

Note: October was a 2-day sale (Saturday & Sunday)

*(These include the books for sale on the bookshelf next to the circulation desk, the books in the ongoing room across from the circulation desk, and books sold at McAuliffe.)



Consent Agenda Report for November 2017

LVM Literacy Unlimited

Enrollment and Student Information

- There are currently 117 confirmed matches with 57 matches that are pending. Our waiting list for new ESOL students is closed. We are accepting new Basic Literacy students on an on-going basis.
- We have 178 active students with 74 students on the waiting list and 31 students listed as rematch.
- This is progress!

Conversation classes

- Ten drop-in classes are meeting at Framingham Public Library and six groups meet at Morse Institute Library in Natick (Beginner, Intermediate, and Advanced). The numbers of students in our classes has dropped since the summer.
- The morning class for very low beginners continues to meet; the evening class has ended due to low attendance.
- Citizenship class in Natick is complete (Isabel Wesley, leader). The Framingham class for intermediate students will continue into December. The “Civics & Literacy” class for lower level students (Tuesday evenings, beginning Nov. 7th) started this month and will meet through January.

Tutor Training

- ESOL tutor training completed this month in Natick – lower numbers. Tutors have been matched with students from the wait list.
- Basic Literacy tutor training began November 7 in Framingham with ~20 new tutors. This is the biggest class in the past five years.

Fundraising

- End-of-year appeal was mailed to 500 individuals during the first week of November. Previous contributors received a copy of the Annual Report. Donations are coming in; our goal is \$6000.
- Grant application to Foundation for Metrowest was not approved. Budget will be revised again.
- Staff from Community Development Block Grant program conducted their annual site visit on Nov. 13th. We presented to the needs assessments meeting on Nov. 30th. Grant proposals are due Dec. 20th.

Meetings

- Nov. 3rd – Coordinators of Literacy Volunteers of Massachusetts affiliates met to discuss MA department of Education RFP (our funding for the next 5 years).
- Nov. 6th - Advisory Board met this month and decided to hold the annual Potluck in spring (rather than December).

McAuliffe:

- **Christine Pratt** will be working closely with **Danielle Barney** and **Jennifer Tuxford** to discuss coordination and streamlining of collection development activities at the Branch. **Chris will be meeting with Danielle and Jennifer on a regular basis.** (The first meeting will be Thursday, December 7th at 2pm at McAuliffe).
- **Branch Manager Danielle Barney** attended the *Library Journal* webinar *Designing High-Participation Summer and Winter Reading Programs.*
- The *Baby Lap Sit* program continues to be very popular. There were **111** total attendees at **4** sessions.
- The *Community Puzzle Swap* event generated a puzzle exchange email group, and staff has had requests from McAuliffe patrons and from community members to repeat the event this winter and to consider an after-school kids' swap too.
- The Reading Buddies program is back on track, with the return of Chewie, our reading dog. His first Saturday back was fully booked. Four attendees.
UPDATE: Children's Librarian Joanne Hansen secured a second Reading Buddy Dog! Rocky will be coming to the Branch once a month allowing patrons to have more opportunities to use this service.

Children's Services:

- The **Children's Department** staff is working with **Jane DeHaven** from the **Early Childhood Alliance of Framingham** to schedule activities in the coming months and collaborating on different programs in the Library's **Early Learning Zone**. Library staff is also working with **Virginia Bertelli** from the **Framingham Public Schools English Language Assessment Office** about a **pre-kindergarten program on literacy** for families of incoming kindergarteners.
- **Children's Department** staff continued *Mind in the Making* grant activities with a speaker for parents on "**Make Time for Reading**" which included the **introduction of the Starling devices** to help parents count how many words they were sharing with their children.
- The **Children's Department** staff hosted a visit from **SMOC Headstart parents** and their **children**. There were **23 attendees**.
- **Children's Department staffer Sarah Palace** attended a **Barbieri Parents' Night/Activity Fair** event to **promote the Library**.

Facilities:

- Improvements to the Costin Room continue at a steady pace. The usage envisioned for the Room once the new A/V equipment is installed will require many more electrical outlets all around the space. Staff from Town Building Facilities is nearing completion of the installation of 20 new outlets. Once again we must thank staff at the Town's Building Facilities Department for the invaluable services they provide us. We are also appreciative of the "precision" coordination that Library Facilities Manager Joe Correia continues to give to this project. The very busy usage schedule for the Costin Room has made scheduling the work a real challenge. **UPDATE: The electrical outlet project has been completed. New cabinets to hold programming related items will be installed in the Costin Room December 7th.**

- Town Building Facilities staff is also busy applying a fresh coat of paint to doors and jams throughout the Main Library. This long overdue project will complement our new ceilings, lighting, carpeting and newly painted walls. **UPDATE: This project is advancing at a steady pace on the lower level.**
- Joe Correia has arranged for the lines, handicapped parking logos, and directional arrows to be re-painted in the parking lots at both libraries. This maintenance project will keep the lots looking clean and inviting to our customers. **UPDATE: Project completed.**

Staffing:

- We interviewed 2 candidates for the Information and Instructional Programming Librarian position. The Skype interview with candidate Ian Holmes from Minnesota was very promising. We will connect with Town Technology to set up another interview with Ian, inviting key library staff to participate. **UPDATE: A job offer was made and accepted by Ian Holmes. Ian's start date 1/8/2018. We are excited to have Ian join the team!**
- Working with Technology Administrator Alan Mandel, Assistant Director Lena Kilburn has developed a Draft Technology Coordinator Job Description. We will be carefully checking our language before posting. **UPDATE: We worked with Town HR Director Dolores Hamilton and Town Technology Services Director Carly Premo to develop "Emerging Technology Specialist", L8 job description. RFP sent to Town Hall for approval. Will interview candidates as soon as approval is received.**
- Lena has with assistance from **Circulation Supervisor Kelly Sprague**, completed the "re-thinking, re-purposing, re-deploying" process for the vacant **L5 Borrower Services Collection Support**. Awaiting approval of RFP from Town.
- Lena has, with assistance from **Technical Services Supervisor Linda Benjaminsen**, completed the "re-thinking, re-purposing, re-deploying" process for the vacant **Acquisitions Support position**. Awaiting approval of RFP from Town.

- Lena has also went through the “re-think, re-purpose, redeploy” process for the Reference Substitute job description to include mandatory weekend and night hours. **UPDATE: Changes approved by Town HR Department.**
- Lena worked on the drafted job description for *Citizenship Corner* Grant funded Literacy position. **UPDATE: “Conversation Group Leader”, Citizenship Corner Grant funded Literacy position RFP has been sent to Town for approval.**
- **Young Adult Librarian John Garrigan** along with **Library staff Kim Jung** and **Carrie Lyn Woodsum** are working on re-establishing a vibrant **Teen Advisory Board (TAB)** that will include an application process to engage interested participation. This process will begin in December.

In the interim, the **Teen Services Group** is busy **developing:**

-Winter programs.

-Teen Volunteer program for Summer Reading.

-Summer Reading prizes/sign ups/etc.

-Art program series for 2018.

- **John and his team** are also planning for the visit of Angie Thomas (The very popular Young Adult author of *The Hate U Give*). This program will take place at **Framingham State University** in the spring.
- **Reference librarians** attended a **training session** to learn the new *Westlaw* database.
- **Children’s Department staffers Lucy Loveridge, Jennifer Rosenberg and Sarah Palace** attended the **Swiacki Children’s Book Festival at Framingham State University**, attending a workshop on notable new books, a talk on diversity in children’s literature by Mary Lee Donovan of Charlesbridge Books and other workshops.
- The vacant Borrower Services Staff Collections L6 position has been posted internally. We anticipated lots of interest in this rewarding position from existing staff. **UPDATE: Position has been filled by Circulation staff**

member Harriet Wiener. Harriet has Start date November 27th. Congratulations to Harriet on this promotion!

- We have also begun the process of “re-think, re-purpose and re-deploy” for the Assistant Supervisor of Technical Services position that will be vacant due to the retirement of Kathy Marscher. Linda Benjaminsen, Supervisor of Technical Services has been of tremendous assistance in this process. We will have more to report on this at the November 13th Board of Library Trustees Meeting. Thank you. UPDATE: Lena has also prepared the Assistant Supervisor of Technical Services job description for posting. This position also went through an extensive “re-think, re-purpose, redeploy” process. Supervisor of Technical Service Linda Benjaminsen was of tremendous assistance throughout the process! **UPDATE: Lisa Taranto has been promoted from within the Department. Lisa’s start date is December 4. Congratulations to Lisa on her promotion!**
- The **new staff name badges** have been deployed to staff. There have been several **favorable comments** about the badges from library patrons.
- Lena has arranged for **Mr. John McCarthy from United States Citizenship and Immigration Services (USCIS)** to set up “**Immigration 101**” sessions for **library staff and our partners in the Citizenship Corner Grant** initiative. Dates for those are 12/14 and 12/18, at the Main and Branch libraries, respectively.

Marketing:

- Facebook is up to 2,105 Likes from 2,079 from October.
- Pinterest is up to 199 Followers from 198 from October.
- Twitter is up to 1,327 Followers from 1,306 from October.
- Instagram is up to 307 Followers from 295 from October.
- The **Marketing Committee** met to discuss **adding an insert into the newsletter**. With all of the **new programs that are being added, more room is needed** in order to advertise all of our events. We will be looking for **sponsors for the monthly insert** which will contain Children’s events and a calendar for parents to post on their refrigerator. This will free up room for other events. **We also discussed** a bookmark for ongoing Children’s programs,

and highlighting upcoming programs such as FRT, Black History Month and programs for younger adults.

- The **Marketing team** is working more closely with the **Homework Center to promote HWC programming.**
- We are working with **Ron Rego, Director of Media Services for the Town** to develop a **monthly half hour Library show on the Framingham Government Channel.**
- Working with our **START Partnership members – Amazing Things Art Center, Danforth Art Museum, Framingham History Center, Garden in the Woods, and the Performing Arts Center** – we are placing a prominent advertisement in the **2018 Metrowest Visitor’s Guide book** jointly promoting our respective institutions.
- Webmaster and Assistant Reference Department Supervisor Marcy Maiorana is in the process of updating the entire website, making sure content is current and accurate. (Marcy is very receptive to any and all help!) **UPDATE: Marcy has completed this first pass of the website and plans quarterly “top to bottom” reviews in addition to the daily upkeep and improvements she makes to the site.**

Technology:

- **Technology Manger Alan Mandel** has fulfilled a **Small Capital purchase of large monitors** for staff, and replacement PCs. Replaced administration staff monitors with **large dual-monitor setup.**
- **Alan** has replaced **landscape monitors in the Graphics department** with larger, higher-resolution monitors.
- Alan has begun preparations for **replacing public PCs in Main Reference** with newly-acquired ones. These machines will **provide faster service for our patrons.**

- We have obtained the **portable RFID Inventory Management** wand (*Digital Library Assistant*). Alan is in the process of reading documentation, and working with **Circulation staff** to learn how to use it.
- Alan has also, in response to patron requests, begun to investigate of how to create a public PC that allows patrons to install software or make other changes, yet still be able to “roll back to a known-good” configuration. **UPDATE: Re-configuring a public PC has been completed. The final step involves purchase and installation of a wi fi card.**
- The A/V **project for the Costin Room** is getting ready to moving forward in the **Procurement process**. We appreciate the assistance we have received from the **Town’s Procurement Department**.

Programs:

- **Community Services Librarian Amy Sadkin** hosted the first in a four part *Films Around the World* series with **Dr. Arthur Noletti**. **52** people attended at the new time – Monday afternoon.
- Amy is also working with the Adult Programs’ Committee to secure a movie license for the McAuliffe Branch Library. The Committee is also planning a Local Authors’ Literary Festival. **UPDATE: The Local Author’s Literary Festival has been scheduled for December 9th.**
- **Reference Department staff** had a total of **8 patrons** seek **Device Advice services** in November.
- **Assistant Reference Department Supervisor Marcy Maiorana** continues to lead and promote the **popular Sci-Fi book group and movie program**.
- **Marcy and Community Services Librarian Amy Sadkin** are planning a **“Vinylpalooza” program**. This program will tap into the increasing interest in and collecting of **vinyl recordings**.
- The first official **“Hipster Program Committee”** met with the purpose of presenting more programs for the 18-60ish year old crowd. **More about this at the December 11th Board of Trustees meeting. Thank you.**

Collections:

- Collection Development Librarian Christine Pratt has been regularly attending the meetings for the Citizenship Corner. Chris has with Literacy Unlimited Coordinator Anne O'Connell select new materials for the Corner collection and for items that should be weeded from the existing literacy collection. We are using the building of the Citizenship Corner collection as an opportunity to reevaluate and consolidate areas of the Literacy language collections.
UPDATE: Completed weeding of the Literacy collection in preparation for moving it near the new Citizenship Corner. Selected materials for the Citizenship Corner. These included books and audiovisual materials on Citizenship, learning English, teaching English to ESL students, and basic leisure reading materials.
- **Collection Development Librarian Christine Pratt is working closely with Circulation Department staff member Helen Lui to go over the DVD ordering process and will continue to meet with her as she learns how to develop this collection.**
- **Christine Pratt will also working closely Danielle Barney and Jennifer Tuxford to discuss how we can streamline collection development at the Branch. Chris will be meeting with Danielle and Jennifer on a regular basis.** (The first meeting will be Thursday, December 7 at 2pm at McAuliffe).
- **Chris Pratt** has also worked to familiarize herself with the process for **ordering music CDs**. Chris has been working hard to reacquaint herself with the music selection tools and the music collection. (This function had been the responsibility of recently retired Kathy Marscher).
- **The Friends of the Library Museum Pass program** continues to be popular with 175 passes loaned in October. **UPDATE: 149 passes were loaned in November.**
- **Chris is also continuing to aggressively weed the Fiction Collection** at the Main Library. Weeding is based on last circulation date, condition, and if we have extra copies that are no longer need.

- **Chris developed new shelflists for the Learning Center for the Deaf interns** to work from. Interns are now pulling books to be weeded from the **Mystery Collection.**
- **1692** items were **added** to the Collection in October.
- **2190** items were **withdrawn** from the Collection in October.

Grants/Funding:

- We have been notified that the **Library will be a recipient of a \$10,000.00** bequest from the estate of Framingham resident **Rosanne Sheila Bergman.** This generous gift comes with the request that the **funds are to be used for programming.**
- **Literacy Unlimited Coordinator Anne O’Connell** and Library Administration made a presentation before the **Community Development Block Grant (CDBG) Advisory Board** seeking continuation of funding the LU program. We are requesting \$12,640.00

Budget:

- The Library received the first installment of the **2018 State Aid to Public Libraries Program** in the amount of **\$46,399.06** from the **Massachusetts Board of Library Commissioners.** A **second payment** of an equal amount will be sent to the City of Framingham by the **last quarter of FY2018.**
- **The Library’s FY19 Large Capital Budget** projects have been submitted to the City’s Chief Financial Officer. The “priority one” Capital Project is a proposal to install a permanent **audio-visual system in the Community Room** of the **Christa McAuliffe Branch Library.** The amount required for this

project is **\$79,932**, of which **\$10,000** will come from a ***Library Incentive Grant***, and **\$69,932** would be sourced from the General Fund/borrowing.

The proposed system would incorporate the following key features:

- Ceiling-mounted projector.*
- Overhead “PA System” speakers and surround-sound system.*
- A publicly-accessible Blu-ray/DVD player.*
- Always-available, secure, built-in PC which is usable by the public via remote keyboard/mouse/USB.*
- Wall control panel for input selection, volume control, and player controls.*
- Wall connections for various video and audio sources.*
- Improved microphone selection and audio mixing capabilities.*
- Expanded assistive listening options.*
- Improved security and protection for most equipment.*
- Better expandability.*
- Built-in projection screen in the Children’s Craft Room.*
- Set of battery-powered, portable speakers sufficient for events elsewhere in the library, and at outdoor events.*

- The **Library’s “Priority Two” FY2018 Capital Project** submission is for a **new Circulation Desk at the Main Library**. Replacing the 40-year old circulation desk is critical to meeting current standards for library service, especially as it pertains to computer centered workstations and emerging technologies. Furthermore a **new desk will result in a reduction of a service point** allowing staff to pursue other activities and duties necessary in operating the modern library. Also, and most critical, the new desk will ensure that we fully **comply with the American with Disabilities Act** and provide access to our patrons with disabilities. **The request is for \$59,038.00**
- We are presently preparing the **Library’s FY19 Operating Budgeting** according to the directions of the Town Manager and CFO. We will have more to report on at the **December 11th Board of Trustees’ Meeting**. Thank you.

Emergency Planning:

- We are working with staff at the Framingham Police Department to address recent issues with homeless individuals inside the building and on the grounds of the Main Library. We are also attempting to schedule a meeting with a staff member from SMOC that works with this population so that we might have additional resources to address this issue. **UPDATE: Library Director met with a representative from SMOC to discuss issues and possible remedies.**

Community:

- The Library will be **hosting the 2018 Minuteman Library Legislative breakfast**, tentatively scheduled for **February 16th at the Branch Library**. The format presents a terrific opportunity to invite officials from Framingham's new government structure to join Framingham's legislative delegation to learn about challenges, issues, etc. before Massachusetts' public libraries.
- **Young Adult Librarian John Garrigan** continues to meet with **Framingham elementary/middle/high school library staff** discuss to explore ways to collaborative opportunities.
- The **Children's Department "Storywalk" initiative**, in collaboration with the **Framingham Parks Department** is progressing well. The storyboard frames have been purchased and the page holders are being printed. If the weather permits, staff is hoping for a deployment around the Main Library. Placement of the storyboards in the Parks will happen next spring.
- The **Reference Department hosted Job Fair with a PeopleReady representative** on November 15th to assist patrons with **job searching skills**. There were **5 attendees**.
- **Reference Department staff** has been busy working on a project to determine how other public libraries in the region **manage their volunteers**. We are seeking to establish "best practices" and **improve our volunteer process**.

- Building on our successes with outreach and the Little Free Library concept we are exploring a concept that we are calling “Community Collections”. We will have more to report on this at the BOT meeting. Thank you. **UPDATE: Committee members have been busy gauging interest in the program and securing locations for collections.**