

Framingham Public library  
Library Board of Trustees  
Monday, February 10, 2020  
Minutes  
(Approved)

The Board of Library Trustees met on February 10, 2020 at 7:03 pm in the Trustees Room of the Main Library.

Present: Mesdames Dodd, Harrington, Klish, Roy, Thompson, Winett and Messrs. Dodd, Doherty, Malchman and Wray.

Absent: Ms. Coville-Wallace, Mr. Finstein and Director Mr. Contois.

Also present Staff Guest Speaker, Thomas Samblanet, Assistant Director Ms. Kilburn.

Public Comment: Chair Ms. Roy introduced Mr. Anatoly Prekrasnyy to the Board. Mr. Prekrasnyy will be participating in the next Boston Marathon. He has chosen to support the Friends of the Framingham Library Inc. for fundraising. He explained the process of his selection by the City; he was selected to be one of the twenty-two participants for the City as part of a lottery. Mr. Prekrasnyy is an enthusiastic supporter of the Library; he has great admiration for all the programs and services offered by the Library for families and patrons of all ages. He is also impressed with the Library of Things and wants to support the Library in its role as a community hub. The goal for fundraising was set as \$4000; funds collected to date have already crossed \$8000. A fundraising party at his apartment complex was a big hit with fun games and activities; the cause raised more than \$1000. His employer Dell, is also matching any funds he raises. The Board is very appreciative of Mr. Prekrasnyy's efforts! Mr. Prekrasnyy spoke briefly of his history as a long distance runner through his high school years and of getting into marathons initially for his health. He is now an enthusiastic marathoner; he will be running a marathon in the Napa Valley in the next two weeks. The Board thanked him and mentioned the life size cutouts and other publicity efforts undertaken by the Library to support him. Mr. Prekrasnyy thanked the Board and exited the meeting at 7:12 pm.

The Consent Agenda discussion was postponed to later in the meeting to allow Staff Guest speaker Mr. Samblanet to present his report.

Staff Guest Speaker: Mr. Samblanet:

- Mr. Samblanet presented an initial version of the Long Range Strategic Plan document to the Board. The members of the LRP Committee Ms. Harrington, Ms. Roy and Mr. Doherty spoke about the main goals for the LRP document. It is a five-year plan with each year having an Action plan. The intent was to create an inspirational, accessible and inviting document for all members of the community.
- The document needs more additions like the front and back cover graphics and text, a final mission statement, quotes, statistics and action plans to meet the Goals stated.
- Mesdames Harrington and Roy spoke about the people interviewed during the course of preparation of the LRP and will look into a mechanism to collect feedback as input for the final edit.
- The Board discussed typos and a few instances where wording could be more explanatory. All agreed that the Goals list must be well prioritized and the steps taken to achieve the goals

should be clear both for ongoing and future goals. This is what a member of the community would focus most on and this should be clear to all, both Library professionals and lay people.

- The Board spoke of focus on outstanding projects and programs like the BookMobile, the Adventures program and the Entrepreneur Center. Services for children should be highlighted with photos. These are either unique programs or programs and activities vital to the community and should have prominent mention with appropriate pictures and associated text.
- Mr. Samblanet will look into ensuring that the colors and print are accessibility compliant.
- All advocated that the activities mentioned in the document be connected by a clear key to the Goals infographic at the end of the document. This will help readers to maintain memory of a clear connection between activities and goals as they go through the document. Color coding can group activities and goals to avoid confusion, sorting activities may make for clear understanding.
- All agreed that some activities might not be directly related to goals, they have be more fun and aspirational. This will be mentioned clearly in the Methodology section with annual action plans written out clearly to provide emphasis and details.
- The Assistant Director explained about the Entrepreneur Center, it is a project planned in partnership with the Framingham State University. The program offers space in the Library for people to cowork, network and share ideas. The Meeting Room policy will be reviewed for this type of use.
- Icon design will be reviewed, it is important to connect different sections with clear icons. Mr. Samblanet will review design principles related to iconography.
- Suggestions for inclusion: weekly calendar sample with various programs listed, BookMobile route pictures and highlighting of the Library of Things.
- The Board agreed that a clear separation of current activities and goals versus future plans is necessary. The document should also be laid out in a manner that would convey maximum information for those who “skim” through the document too.
- The discussion concluded by Ms. Roy agreeing to email all Trustees an outline for feedback, all suggestions to be emailed to Ms. Roy within a week.

The Board thanked Mr. Samblanet for his presentation. Mr. Samblanet will continue to work on the document and incorporate revisions as suggested. He thanked the Board and exited the meeting at 7:58 pm.

The Warrant was passed around for the Trustees’ attention.

Consent Agenda: As related to the Minutes of the Special Meeting on January 28, 2020, Board members were requested to pay special attention to the characteristics necessary for the new Library Director. Ms. Roy confirmed that an architect would be requested to work pro bono with the Standing Committee on Buildings and Grounds.

Answering the question from the Board, Assistant Director Ms. Kilburn confirmed that Ms. O’Connell, the Coordinator of the Literacy Unlimited program will retire in June 2020.

Ms. Thompson moved (Ms. Winett seconded) to approve the Consent Agenda as revised. Unanimous.

Director’s Report: In the absence of the Director Mr. Contois at this meeting, Assistant Director Ms. Kilburn presented a report:

- Hiring process for various open positions is ongoing.

- The Director and Assistant Director will be meeting with Mr. Paolini to assess if application for CDBG grant monies could be used for the FPL Space Redesign project. Furniture is being considered for the project. The Space Redesign project proposes to move the Young Adult area to the upper level with a possible computer lab situated for collaborative work. The Homework Center can be crowded sometimes, trustees advocate moving it to the upper level near the proposed YA area, this would group all similar function areas together. All agree that the redesign project will be examined and discussed further before any work begins. The grant available is around \$250,000; management will look into acting quickly to apply for grant monies.
- The Budget has just been completed, it has been sent to the CFO's office for review. Requests include changing three part-time Reference positions to full time, elimination of late fees, increase in Collection Development funds for the Libraries and BookMobile and various AV improvements. Management and Technology Services Supervisor Ms. Dellasanta will be presenting a request for \$245,040 for update and upgrade of computers before the Budget Subcommittee tomorrow at 7:30 pm in the Blumer Room at City Hall; all Trustees are welcome to attend the meeting. The full budget presentation will be on May 2nd.
- Answering Ms. Harrington's question, the Assistant Director explained about the Essentials of Leadership Development course offered by the City HR. The course is offered by a private contractor working with the City.
- Answering questions, the Assistant Director explained that AWE stations are Children's computers that have age appropriate digital learning solutions.

Emergency and Disaster Planning: The Assistant Director spoke about an overdose incident that happened last month at the Main Library. A patron was discovered in the Men's room requiring medical attention for an overdose. Staff followed protocol and contacted Emergency Services, EMTs arrived ASAP. NARCAN was administered and the patron was transported to a hospital for further help. Adventures program participants having lunch in the Lobby were not unduly disrupted due to the smooth handling of the situation by the staff. Administration debriefed the staff following the incident according to protocol for following up in case of non-fatal incidents. Administration will be meeting with a representative of the Health Department to further review the entire incident and the process of handling it.

- Ms. Dodd suggested the possibility of having a Coordinator to handle such situations, and adding the possibility of creating a staff position for the future in the LRP. Ms. Roy advocated talking to the Health Department about the need for such a position either as a staff position or as liaison with City Health Services. Ms. Harrington suggested asking as many relevant questions as possible to clarify all questions of procedure and follow up.
- The Board commended the handling of the situation; Administration will continue to work on Emergency and Disaster Planning.

Update of Building Items:

- The Assistant Director had no new details to report.
- Ms. Roy plans to attend the next Planning Board meeting on February 20th to monitor progress on the Nobscot Plaza Development project.

Governance: Mr. Doherty will convene the next meeting of the Committee, he will email members the date when decided. He will put together a packet of current by-laws and policies up for review. Ms. Harrington thanked Mr. Doherty for his previous work on this Committee and his help with drafting the LRP.

Personnel: Mr. Malchman will convene the next meeting of this Committee. He enquired about the deadline for the Director's evaluation, the Board advised him to consult with former Trustee Ms. Barry who headed the Personnel Committee previously. Mr. Malchman agreed to contact Ms. Barry and familiarize himself with the evaluation process. The Board thanked Mr. Malchman for the Minutes of the January 28th Special Meeting.

- Mr. Dodd enquired about the posting of the Director's job. Ms. Roy will send the current job description to the Search Committee for review and revision. After the Search Committee updates the job description, it will be forwarded to City HR for online posting.
- Board will forward contact information of the former Buildings and Grounds Chair and Trustee Mr. Klaidman to Ms. Klish who will convene the next meeting of the Committee.

Search Committee: The Committee will meet next Tuesday. The main points of discussion will be the characteristics required in the new Director, scope of search and requirements from qualified candidates. The job description will be reviewed, revised and posted as soon as possible. The posting is expected to be open for a month, then the process of interviewing suitable candidates will begin. At the request of the Board through City HR, the Director Mr. Contois has agreed to defer his retirement up to September 2020 if needed pending the hiring of the next Director.

FPL Foundation Update: Ms. Winett presented her report:

- The Annual Appeal has raised almost \$25,000 to date.
- Due to conflicts in personal schedules of the Co- Chairs planning the Mini-Golf fundraiser event, the event has been postponed to either October or November 2020. Ms. Winett will update the Board when the rescheduled dates are fixed.

Other Committees:

Adult Programming Committee: Mr. Dodd commended the work of Programming and Social Media Specialist Ms. Stoodt in the absence of a Community and Outreach Services Supervisor. Ms. Kilburn informed the Board that the search for a suitable candidate for the Supervisor position is ongoing.

- Mr. Malchman enquired about statistics on Adult Programs. As the Department is short staffed due to the open Community and Outreach Supervisor position, statistics compilation has not been possible, the Assistant Director will look into it.
- Answering Mr. Dodd's question, Ms. Kilburn and Ms. Roy noted that Children's programs numbers were graphed, actual numbers would also be compiled for a statistics report.

Friends of the Library: With Ms. Barry no longer a member of the Board, a new liaison to the Friends is needed. Ms. Roy will talk to Ms. Slaight, the Chair of the Friends and explore the possibility of a Board member interfacing with the Friends without having a formal liaison. It was agreed that as Mr. Malchman cannot attend the Friends' monthly meetings and perform traditional liaison duties due to his job responsibilities; he will reach out to the Friends to get the monthly statistics and for any other matters as needed. The Director and Assistant Director attend the Friends' monthly Board meetings; they can also bring any matters of consideration to the Board as needed.

Homework Center: Ms. Dodd presented a report on behalf of Ms. Coville-Wallace. The Center now has 45 tutors. The Annual Essay contest is scheduled for February 24th. City Officials will attend; press coverage has also been arranged. All Trustees were invited to attend. An essay contest in partnership with the History Center is scheduled for

October. The Center will be distributing flyers with various details of various programs to community centers and groups.

Literacy Unlimited: Ms. Harrington volunteered to reach out to former Trustee Ms. Barry to look into the liaison role to the Literacy Unlimited program.

Unfinished Business: Ms. Harrington requested that Mr. Garrigan's stats for the Young Adult Department also be included in the Graphs and stats reports. All agreed that a standardized and detailed format for stats is necessary. All agreed to consider talking to Technology Supervisor Ms. Dellasanta to create a custom database to generate standardized statistics.

New Business: The Board started a discussion of the characteristics required in a new Director.

Assistant Director Ms. Kilburn thanked the Board and exited the meeting at 8:50 pm.

The Trustees continued the discussion. All agreed that the job description for the new Director should clearly mention the characteristics required in a candidate. The Board discussed and agreed on a few characteristics that would be vital in any suitable candidate.

The Board agreed that the candidate search should first focus on regional candidates then widen to a nationwide search if needed. Reference checks will be carefully done. Initial assessments can be done through Skype, candidates who are selected after the Skype discussions will be considered for in-person interviews.

The discussion concluded with Ms. Roy inviting all input and suggestions for the Director search, which she will bring to the Director Search Committee.

Approval of Warrant: Ms. Thompson moved (Mr. Doherty seconded) to approve the bills on the Warrant. Unanimous.

The next meeting of the Board of Trustees is scheduled for 7 pm on Monday, March 9, 2020.

Ms. Winett moved (Ms. Dodd seconded) that the meeting be adjourned at 9:02 PM. Unanimous.

Respectfully submitted,

Bhagya Nadabar  
Administrative Assistant.