

Minutes

Board of Trustees Meeting for Tuesday, February 6, 2024

Location: Hybrid – Main Library Board Room & Zoom

Attending: Maria McCauley, Michael Baenen, Kaija Langley, Karen Kosko, Jim Roosevelt, Liz Werby, Risa Mednick, Becky Rowlands, and Carson McGrath

1. **Informal Check Ins**

2. **Public Comment:** None

3. **Borrower Services Book Tour with Becky Rowlands**

Becky Rowlands, Manager of Borrower Services, gave a behind-the-scenes tour of the Borrower Services Department, demonstrating how a book travels back to the shelf after being checked out, then returned. Borrower Services is one of the largest public-facing departments at the Main Library. Their team does everything from answering questions about patrons' accounts, processing new library cards, and checking in and reshelving most or all of the books returned each day. Rowlands noted the various book drops for patrons to return their materials, which include the large red basket near the front entrance of the Library next to the Borrower Services desk, on the outside of the building, and in the garage.

Rowlands took the group down to the Borrower Services room where the outside book drop books make their way back into the library. Staff process the returned books back in this room, prepare holds for patrons, organize carts of books for re-shelving, and more. Books and materials not only come into the library, but also out. Items are placed in an outgoing red bin to be sent out to one of the six branches in the Cambridge Public Library system. The Library is part of the Minuteman Library Network, which includes 40 other libraries. Materials from MLN are placed into outgoing grey bins if owned by another library in the network, or if one of our books is requested at one of these other libraries. Rowlands answered any questions the Board of Trustees had about this process.

4. **Review of Tiedemann Collection Letter**

The Trustees reviewed the letter submitted by Alyssa Pacy, Archivist, from the January meeting. Trustees Michael Baenen mentioned a small grammatic error to change. Noted at the previous meeting, the Trustees expressed they would like to sign all of their names at the end of the document. Executive Assistant Carson McGrath will make this change.

5. **Approval of Minutes from the Tuesday January 9 meeting**

Chairperson Kaija Langley brought the groups attention to approval of the January minutes. Trustee Jim Roosevelt motioned to approve the minutes with no changes. Trustee Karen Kosko seconded the motion; Chairperson Kaija approved.

6. Library Updates by Maria McCauley

Director McCauley provided updates about the City's Digital Navigator Pilot Program, Library Legislative Day, the state of Central Square planning, and events at the Library. The Director informed the Board of Trustees that the Library has been selected to participate in the Digital Navigator Program being run by a cross-departmental group. During the pilot, Cambridge Community Television will be hiring temporary grant-funded Digital Navigator positions who will work as part of a cohort and be assigned to work with the Library and patrons. Executive Assistant Carson McGrath shared logistics to the group on the Library's Legislative Breakfast on Friday, February 23. As part of co-hosting the event, Chairperson Kaija Langley will plan to give remarks with Director McCauley.

The Director informed the Board of Trustees the January Tracy K. Smith lecture was an incredible success with a high turnout. Lastly, Director McCauley discussed Central Square planning, noting there still needs to be a building study done to understand the full scope of what the 689 Mass Ave sight can be. She expressed the need for the entire building to be used for the Central Square Library, but did express the City is tight on office space.

7. Thank You to Chairperson Kaija Langley

Trustee Michael Baenen motioned for the Board to give an official thanks to Chairperson Kaija Langley for her service as Trustee and Chair. Trustee Baenen expressed the group's sincere appreciation and gratitude for Kaija's leadership. Trustee Jim Roosevelt seconded the motion; it was approved.