

Cambridge Public Library  
Board of Library Trustees  
May 8, 2018  
Minutes

A meeting of the Board of Library Trustees was held on May 8<sup>th</sup> at 12:00pm in the Trustees' Room, 449 Broadway. The following members of the Board of Library Trustees were present:

- Janet Axelrod
- William Barry
- Karen Kosko
- Patricia Payne
- Nancy Woods
- *Also present:* Maria McCauley, Director of Libraries, Karen Brown, Deputy Director
- *Absent:* James Roosevelt

Minutes from the April 3<sup>rd</sup> meeting were approved.

New Business

- **Appreciation of William Barry:** Trustees shared their appreciation for Mr. Barry's service on the Board of Trustees. Mr. Barry has been considered "an island of calm" and "offered an important perspective" for the Board. Ms. McCauley shared that he was pivotal in reviewing plans for the Valente project and that his expertise and support were much appreciated. Ms. Axelrod expressed that it has been wonderful to have Mr. Barry participate as a Trustee and thanked him for his service.  
**Action Item:** Ms. McCauley to examine holding the final Trustee meeting in June over dinner to celebrate Mr. Barry's Trusteeship.
- **Announcement:** Ms. McCauley shared that City Council approved funding for new signage at Central Square Library. **Action Item:** Ms. McCauley to invite Trustees to the opening event in July.
- **Strategic Plan & Timeline:** The CPL is in the second year of its Strategic Plan. Senior Managers have recently reviewed and made some updates. Ms. McCauley walked the Trustees through the key changes to the document. Trustees noted all the incredible work staff have done against the plan so far.  
**Action Item:** Ms. McCauley to add a date and version number to the Strategic Plan.  
**OUTCOME:** Trustees reviewed and unanimously approved the updated Strategic Plan document.  
Ms. McCauley walked the Trustees through key milestones for the Strategic Plan and the STEAM plan over the next year.  
**OUTCOME:** Trustees reviewed and unanimously approved the proposed Strategic Plan and STEAM initiative timeline.
- **STEAM:** Trustees reviewed and discussed staff communications and the STEAM planning process to-date, including a letter from staff.  
**OUTCOME:** Trustees unanimously affirmed that they are fully-supportive of the City Manager's vision for STEAM learning in Cambridge and the Library Director's leadership and vision for the Library's participation in this initiative.

- **Cambridge Legal Defense Fund:** The Cambridge Community Foundation, in partnership with the mayor, has established a Cambridge Legal Defense Fund for Immigrants. They have requested collaboration on an immigration panel event at the Library in June, which will be a sponsored event and have fund-raising proceeds go to the fund.  
**OUTCOME:** Trustees supported that the Library host the Cambridge Legal Defense Fund event, but should not be a co-sponsor.
- **Shelving Plan:** Ms. Brown shared a proposal of moving the Library's collection to make space for the STEAM initiative. The Library will begin by weeding the collection, a task that normally takes place this time of year, and will consider collections where materials are less than 10% in use at a given time. The proposal will:
  - Move Home & Health materials, as well as Travel materials from the Mezzanine, to the second floor
  - Move Mysteries to the current Home & Health section, adding more lighting
  - Add shelving to the Sakey area (space between Home & Health and Reading Room) and move Graphic Novels/Manga there
  - Move L1 Fiction over to the L1 Mysteries/Science-Fiction area
  - Move Large Print materials either to the Mezzanine or inter-file with Fiction, Mystery, Non-Fiction materials
  - Move Science-Fiction to the Reading Room

Ms. Axelrod commented that it was nice to hear about the level of thoughtfulness and planning going into the project.

**OUTCOME:** Trustees unanimously approved the proposed Shelving Plan to shift adult collections in support of making space for the STEAM initiative.

- **Lecture Hall Sound System:** Following the William Rawn event, a patron asked Ms. Axelrod to raise the issue of the sound system problems in the Lecture Hall. Trustees thought that lapel microphones work better than the standing mics so using them may be preferred until the issue is resolved, if possible. Trustees also noted that the sound system CCTV uses when at the Library is excellent.

**OUTCOME:** As the sound system in the Lecture Hall is a concern for the public, the Trustees approved a motion for the Library to investigate and make a recommendation for improving the sound system.

**Action Item:** Ms. McCauley to initiate investigation and add Devices for Hearing Impaired to the agenda for the next meeting.

#### Library Update & Upcoming Events

- Ms. McCauley provided an update of recent Library events and highlighted some upcoming programs in May.
- The Friends' Secret Garden Tour will be held on Sunday, June 3 and the Trustees are invited to the Gardeners' Appreciation Reception on Saturday, June 2 from 10:00-12:00pm.

**Action Item:** Ms. McCauley to send Trustees the electronic invitation to the reception.

There being no further business, the meeting was adjourned.

Respectfully submitted,  
Nancy Woods, Secretary