

Cambridge Public Library  
Board of Library Trustees  
June 5, 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
- Karen Kosko
- Patricia Payne
- James Roosevelt
- Nancy Woods
- *Also present:* Maria McCauley, Director of Libraries; Karen Brown, Deputy Director; Shira Gubb, Assistant Director of Human Resources

Minutes from the May 8<sup>th</sup> meeting were approved.

New Business

- **Follow-up: Letter to City Council:** Ms. McCauley informed Trustees that she has conferred with the City Manager's Office about honoring Rich Rossi in the Library and that they wish to move forward with the request. There will be an event planned for this, possibly in the fall.  
**Action Item:** Ms. McCauley to draft a letter informing Mr. Rossi of the Trustees' intention.
- **Follow-up: Donor Recognition Guidelines/Gift Acceptance Policy:** Ms. McCauley shared recommendations for edits to the Gift Acceptance Policy.  
**Action Item:** Ms. McCauley to update the draft with suggested edits and provide to the Foundation for review.  
**Action Item:** Ms. McCauley to confirm status of the Donor Recognition Guidelines.
- **Update: Trustee Vacancy:** Ms. McCauley shared that the job posting has now closed after 4 weeks, and we have 14 applicants. The Library will review and consult with the CM to understand how he would like to proceed with the hiring process.
- **Update: Lecture Hall Sound System:** Library and city IT explored this issue and found it is mostly the result of "user error", as many people are uncomfortable holding it as close to their mouths as required. She notified the group that Library staff plan to train users about proper microphone use and IT is testing the use of a headset mic. It was suggested that speakers have a 'sound check' prior to their events to select the best amplification for the individual. It was also suggested that we see if we can borrow mics from elsewhere in the city.
- **Follow-up: Proposed Collection Shifts:** Ms. Brown shared her 2-phase proposal of shifting the Library's collection to make space for the STEAM initiative. The proposal will reincorporate non-fiction on second floor, move Large Print to the mezzanine, shift Mysteries to the current Home & Heath section (adding more lighting!), add shelving to the Sakey area and shift Science-Fiction/Fantasy there and to the Reading Room and move L1 Fiction to the current L1 Mysteries/Science-Fiction area.

**MOTION:** The Trustees unanimously supported the adoption of the proposed Collection Shifts.

- **Announcement:** After 25 collective years of service, Karen Brown, Deputy Director, has announced her retirement at the end of June. She thanked the Board for their support throughout the years and expressed gratitude for the opportunity to work at the CPL, with its wonderful, skilled staff.

**Action Item:** Ms. Brown to share her email announcement to staff with the Board.

- **STEAM Presentation with HKT Architects:** Trustees moved to the Community room for the presentation.

There being no further business, the meeting was adjourned.

Respectfully submitted,  
Nancy Woods, Secretary