

Cambridge Public Library
Board of Library Trustees
April 3, 2018
Minutes

A meeting of the Board of Library Trustees was held on April 3rd at 5:00pm 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
- *Absent:* William Barry

Minutes from the January 9th meeting were approved.

New Business

- **Follow-up with City Council:** Mr. Roosevelt to touch base with former Councilor Maher.
- **Valente Project Update:** Ms. McCauley informed the Trustees that the project is currently on schedule to open the Valente Branch in Fall 2019. Ms. McCauley and Ms. Payne attended the Valente/King Open Complex Ceremony on March 9, 2018. Ms. Payne reflected that the ceremony was lovely, even in the unpleasant wintery weather.
- **STEAM Initiative:** Ms. McCauley provided a report, highlighting the Library's partnership with Human Services, related staffing additions, and physical changes proposed at the Main Library (modifications to Info Commons and addition of makerspace on L1). The Library is to become the hub of STEAM programming for the city.
The target audience for STEAM will be everyone, but Human Services will help with outreach to the neediest families in Cambridge. We will also work closely with CET and the schools.
Ms. Payne attended the STEAM Brainstorming Session held on March 7 and commented how "community-minded" attendees were and how excited and passionate they were about offering STEAM programming at the Library.
Action Item: Ms. McCauley to reach out to the Science Festival and the Museum of Science for potential advisors/collaborators.
Action Item: Ms. Axelrod to reach out to astrophysicists at the Smithsonian Observatory to gauge interest in meeting with the library to explore potential participation in the STEAM initiative.
Action Item: Ms. McCauley to invite architects to present at a future Trustees meeting.
- **Gift Acceptance Policy:** Ms. Woods opened discussion with the idea that Trustees may need to prepare a Gift Acceptance Protocol as part of Donor and Service Recognition. Trustees reviewed the draft version and made some edits. Ms. McCauley stated that she would like the opportunity to practice using the policy to ensure it works for CPL.
Action Item: Ms. Woods to make the edits and provide document to Ms. McCauley.

Action Item: Ms. McCauley to share document with managers and return feedback by end of June.

- **Donor Recognition Guidelines:** Ms. Woods led discussion for Trustees to inform the Donor and Service Recognition policy draft. Two topics that were specifically of concern were how to transition between former naming and new naming (if necessary), as well as the desire to insert geographical location into branch names. Ms. Woods & Ms. Payne will take feedback and produce another draft, with the intention to wrap up by June.

Action Item: Ms. McCauley to initiate research of the naming process for the Rotary Center and Rogers Center to enable understanding the historical context.

Action Item: Ms. McCauley to initiate research of the by-laws, or other administrative record, to identify fundraising roles of the Friends & Foundation.

- **Net Neutrality:** For informative purposes, Ms. McCauley plans to routinely raise Library topics that reach Washington at the Trustees Meeting.

Action Item: Ms. McCauley to send electronic version of this document to the Trustees.

Library Update & Upcoming Events

- Ms. McCauley provided an update of recent Library events and highlighted some upcoming programs in April that she felt would be of interest.

- Ms. Axelrod invited Trustees to attend the Cambridge Foundation Gala on May 8.

Action Item: Ms. McCauley to send electronic link to event details.

- Ms. Kosko reported that the Cambridge Club Annual Dinner would be held at the Main Library on May 11.

Action Item: Ms. McCauley to request staff to find Cambridge Club historical materials in the Cambridge Room for potential display at the event.

Action Item: Ms. McCauley to send Trustees the date for Dream Big 2018.

There being no further business, the meeting was adjourned.

Respectfully submitted,
Nancy Woods, Secretary