

Cambridge Public Library
Board of Library Trustees
September 10, 2019
Minutes

A meeting of the Board of Library Trustees was held on September 10th at 5:00pm in the Trustees' Room, 449 Broadway. The following members of the Board of Library Trustees were present:

- Janet Axelrod
- Karen Kosko
- James Roosevelt
- *Also present:* Maria McCauley, Director of Libraries; Joy Kim, Deputy Director of Libraries
- *Absent:* Omowale Moses, Nancy Woods (Mr. Moses dialed into the Strategic Planning portion of the meeting.)

Minutes from the June 4th meeting were approved.

New Business

- **Strategic Planning:** Ms. Kim & Ms. McCauley presented the final draft of the Strategic Plan Framework to the Trustees. Trustees shared that they were impressed with the work performed and the resulting plan. This document was unanimously approved by the Trustees.

Ms. Kim provided an update about action planning, which is the operational or project planning that moves the Strategic Plan forward. There is a new process this year where all staff are invited to submit their ideas. Managers are tasked with narrowing down the number of projects to define the work for the next fiscal year. Each fall, the team will perform the planning for the following year, which is currently underway for FY2021.

Action Item: Ms. Kim to file the approved Strategic Framework with the Massachusetts Board of Library Commissioners.

- **Hive & Valente Updates:** Ms. McCauley shared that the opening celebration for the Learning Lab, a milestone of STEAM at the Library, will be Sept 19, from 3:00 - 4:30 PM. Ms. McCauley informed Trustees that the Hive construction work is progressing as scheduled and that we plan open this space, the first public makerspace in Cambridge, in January 2020. Ms. McCauley also noted that there have been construction impacts and that she is thankful that staff and patrons have been flexible about the changes to seating and computer usage at the Main Library.

The city's celebration for the entire King Open and Cambridge Street Upper School and Community Complex will be held on Saturday, November 2. Ms. McCauley also shared that the Valente Branch is scheduled to open on Monday, November 4, 2019 and will host voting the following day! An event for Foundation donors will be held at the Valente Branch on November 14. The O'Connell Branch will return to its regular business hours in December.

- **Safety Procedures:** Ms. McCauley led the Trustees through the safety procedures that they should follow if faced with an emergency whilst in the Administration Boardroom.
 - **Open Trustee Position:** Ms. McCauley shared that the City Manager has accepted a plan to recruit a new Trustee to fill in for Pat Payne. The Library will work on a job description and work with the City Manager's Office to follow their hiring process. The position will be posted for 4 weeks.
- Action Item:** Ms. McCauley to add a follow-up item to the next agenda, where we will also discuss steps towards possibly expanding the Trustees Board.
- **Trustees' October Meeting:** This meeting will be held on Wednesday, October 2 at 5:00 PM.

Library Update & Upcoming Events

- Ms. McCauley provided an update of recent Library events and highlighted upcoming programs.
- Trustees are invited to attend the **Claiming Our Seats: A Kitchen Table Dialogue on Women's Voting Rights** on Sept 25 at 6:30 PM. Light refreshments begin at 6:00 PM.
- Trustees are invited to attend the next *Our Path Forward* lecture with **Ruha Benjamin** on Sept 26 at 6:30 PM in the Lecture Hall.
- Trustees are invited to attend the **DREAM BIG: Protecting the Vote** Foundation event on Tuesday, October 29th, reception at 6:00 PM, program to follow at 7:00 PM.

There being no further business, the meeting was adjourned.

Respectfully submitted,
Janet Axelrod, Chair