

Cambridge Public Library  
Board of Library Trustees  
December 2, 2019  
Minutes

A meeting of the Board of Library Trustees was held on December 2<sup>nd</sup> 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
- Nancy Woods
- *Also present:* Maria McCauley, Director of Libraries
- *Absent:* Omowale Moses

Minutes from the November 12<sup>th</sup> meeting were approved.

New Business

- **Trustee Action Items:** Ms. McCauley addressed a request from Ms. Axelrod to share the status of all Action Items assigned in recent Board meetings.  
**Action Item:** Ms. McCauley to follow-up with CSQ Branch Manager about using the bulletin board.  
**Action Item:** Ms. Woods to bring the Trustee's by-laws to the Library to be scanned.
- **Thank You Letters:** Ms. Woods mentioned that several community members suggested that the Trustees should write elected officials to thank them for supporting the Library. Trustees discussed how they do appreciate state funding, that legislators should be invited to experience the new Valente library, and a letter saying such should be written and signed by all Trustees.  
**Action Item:** Ms. McCauley to draft a Thank You letter for the Trustees.
- **STEAM Updates:** The Hive construction is mostly complete. For the opening on February 12, we are focusing on the makerspace. (The studios will open for the public at a later date.) In the Tech Bar, we have just installed the structure for hanging the digital screens and the Service Bar is scheduled to be installed next week. The furniture contract was completed late and remains the item that may set us behind schedule. We have also created a form and process to have volunteers- with areas of expertise- in The Hive. Ms. McCauley shared draft STEAM policies for the Trustees to review before their next meeting.  
**Action Item:** The Trustees to review the draft STEAM policies and be prepared to discuss any major concerns at the next meeting.
- **Census 2020 Update:** Ms. McCauley informed Trustees of the Census 2020 timeline and that the Library will be a Census resource center, though we are not yet sure what that will entail. We are continuing to host Census hiring events at the Central Square & O'Neill branches. The *Cambridge Complete Count Committee* has produced posters to raise awareness around the 2020 US Census in 8 languages including English, Spanish, Portuguese, Haitian Kreyol, Amharic, Arabic, Bangla and

Traditional Chinese. These posters will be on display at all CPL locations. Ms. Kosko asked if Library staff would help people fill the census out. Ms. McCauley reported that the Committee has still not finalized all details yet.

- **CPL Hours:** As shared via email, Ms. McCauley reported about the Council Order raised by Councillor Toomey to keep the extended hours at the O'Connell branch, offered while the Valente was being built. This has received a lot of community support and the City Council amended the order to see whether Boudreau, Collins and O'Neill branch hours could also be extended. This request aligns with community feedback from Strategic Planning that prompted one of our Strategic Action Items, which was to perform an hours study to see what is possible- perhaps restoring service to 5 days a week.  
**Action Item:** If hours extended, Ms. McCauley to explore giveaway magnets listing all the branches and hours.

#### Library Update & Upcoming Events

- Ms. Axelrod reminded Trustees that the joint annual appeal for the Friends & Foundation is currently happening and to please add their support if they have not already done so.
- Ms. Axelrod noted the upcoming Horizons lecture on Regenerating Soil and Water Landscapes on Dec 12 at 6:30 PM in the Lecture Hall.

There being no further business, the meeting was adjourned.

Respectfully submitted,  
Nancy Woods, Secretary