

LIBRARY 21 COMMITTEE

7th Meeting

September 4, 1996
Boudreau Branch Library

The meeting was called to order by Co-Chair Nancy B. Woods at 6:45 P.M. in the Children's area of the Alma Boudreau Branch Library at 45 Concord Avenue.

Members in attendance:

Nancy B. Woods, Co-Chair
Ed DeAngelo
John Gintell
Joan Harris
Olive Johnson
Karen Kosko
David Szlag
Emily West
Robert Winters
Richard Rossi, Co-Chair
Susan Clippinger
Susan Flannery
Pat Murphy
Charles Sullivan

Co-Chair Woods welcomed members back after the August recess and asked the members to introduce themselves for the benefit of the audience. She then briefly reviewed the items on the evening's agenda

Co-Chair Rossi expressed the interest of city councillors in the on-going work of the committee.

Susan Flannery, Library Director, invited members, audience, families and friends to join the Cambridge Public Library contingent marching in the city's 150th Anniversary Parade.

ADMINISTRATIVE MATTERS:

The minutes of the July 25th meeting were approved.

Phase One Report: Co-Chair Woods invited comments on the draft version before it is put in final form and submitted to the City Manager. A correction was indicated for page 2, paragraph 2, substituting Waltham for Arlington in the list of local libraries recommended for visitation.

Budget Draft: Working from a flip-chart draft, members created a listing of proposed areas of committee activity which would incur costs and for which funding is needed, as follows:

BUDGET (draft) LIBRARY 21 COMMITTEE

Categories of expenses not normally covered by City budget - -	\$ Dollar amounts to be determined
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Symposium

printing
food
honoraria
proceedings

Speakers (non-symposium)

for other events

travel
honoraria

Consultants (all types)

librarians from other cities
library planning
data synthesis
report compilation

Attendance at conferences

Brochure about planning process

printing

Final report, design and printing

Rental of facilities for meetings

Video about Library 21 and the
planning process

Travel to visit other libraries

bus
box lunches

Note: 1. The City will cover phones (when city phones are used), printing and copying (when the city does it), design work (when city staff do it) local travel in vehicles supplied by the city, and food for regular meetings.

2. Committee members should first get an OK from the Co-Chairs to spend money before doing it.

Participation: Co-Chair Woods reminded the audience that the committee's work groups are open to anyone wishing to volunteer and participate. In response to a question from the floor, she listed the various work groups: Other Libraries, Information Technology, Public Process, High School Readers, K-8th Grade Readers, and Neighborhood Study Groups,

Communication: A question on how to go about joining a work group and the response recommending calling a co-chair or committee

member led to a more general discussion of communication. Consulting the information on the web-site was recommended. A listing of the work groups and their chairs both on the web-site and in the forthcoming process brochure was recommended. Listing of work group phone numbers and/or e-mail addresses was suggested, with a reservation expressed that some members might not wish to have their numbers/addresses listed publicly.

Media: Co-Chair Woods announced that a meeting had been set up with Ken Maguire of the Cambridge Chronicle for Friday, 9/6/96 at the Central Square Au Bon Pain cafe, and that any one wishing to attend was welcome.

DRAFT SCHEDULE: Copies of a provisional draft schedule of the committee's work process organization and of activities from September 9, 1996 through May 14, 1997, prepared by the Public Process Work Group comprised of Ted Burton, Co-Chair Woods, David Szlag, John Gintell and Robert Winters were distributed. A broad discussion before detailed examination was requested. Ted Burton read through the basic elements of the 3 page proposal, adding further explanatory comments.

Bob Winters inquired as to the feasibility of a 5-10-20 year plan in terms of city funding, etc.

Co-Chair Rossi responded that a 5 year plan could be tied to the city's Budget Plan recommending longer term goals.

Andre Mayer, Library Trustee, felt that the plan was fine for phases one through three, covering basically operational budget items. Beyond this phase, having identified the elements of the library's program, there is a need to separate capital budget program elements and issues from operational budget program elements and issues. Long term plans beyond 5 years are compatible with capital budget elements. Operational budget elements are more difficult to plan effectively beyond a five year period.

Co-Chair Rossi advised caution in expanding of the committee's role from its original directive. The earlier expansion of the committee's role in order to look at branch libraries, etc., drew a direct connection to the committee's directive. Expanding its scope further would make it much harder to get acceptance by the City Manager and City Council. It is easy to get carried away and reexamining the original directive or mission makes a good reality check. He recommends separating the committee's longer-term wishes for the future from strong recommendations for the next five years.

As regards the architectural issues of the plan, Co-Chair Rossi stated that there is an existing architectural selection policy for the city in place. The committee could request or recommend that a member of the Library 21 committee be added to the city's Designer Selection Committee if and when a designer selection process is undertaken.

ALMA BOUDREAU BRANCH LIBRARY: After a brief break, Co-Chair Woods called upon Susan Flannery to introduce Linda Haines, the branch librarian, who was asked to describe the Boudreau Branch and its activities. The branch is the smallest in size, but has the largest circulation in ratio to floor space of any in the system. Limited shelving requires close control of the collection which is focused to newer, high demand items. Programming is limited by the space, but the branch does a good deal of children's programming and has two very active adult reading groups.

There is heavy after school use. Neighborhood residents tend to use both the Boudreau Branch and the Main Library and/or the Collins and O'Neill branches. Users tend to be very focused and head directly for the browsing area or to the computer catalog to request book deliveries. There is heavy use of the book delivery system, filling computer book requests from the Main Library with a one day turn around and requests from other branches in two to three days. The major planning roles of the branch are "Popular Materials Library" and "Child's Door to Learning".

Olive Johnson, a long time neighborhood resident, described the changing nature of the community as it has adjusted to a sharp rise in local property values and a shifting job market.

WORK GROUP REPORTS:

K THROUGH 8TH GRADE READERS: Karen Kosko/Susan Twarog. The group is seeking input from children through libraries and schools. To this end they have developed a survey. Testing the survey, copies were distributed at the 8/22 End of Summer Reading Program older children's parties at the libraries and others were given out today, 9/4, at the younger children's parties. An after-school forum is being considered.

YOUNG ADULT READERS: Ed DeAngelo/Nancy Nyhan/Kathlryn Carleton. The group aims at examining issues relating to library use by high school age students and is just in the initial planning stages. Meetings are being scheduled with high school librarians and the group is looking at ways of getting input from the high schoolers.

OTHER LIBRARIES: Ruth Butler/Emily West/Bill Barry/Joan Krizak. The group now has lists of libraries of comparable budgets, city populations, and population educational levels, from which to seek information. A list of standard questions has been prepared. Assistance is welcome from people traveling who can visit other libraries and collect information. Joan Harris will be touring elder hostels in other cities and can try to visit libraries. Joan Krizak visited the San Francisco and Berkeley libraries on a recent trip to California and will report on these in the near future.

An October 19th bus trip to 3 local libraries will carry up to 44

people to visit Everett, Waltham, and Newton. Between the Everitt and Waltham visits the bus will swing back to Cambridge to let off people who can't fit all three visits into their schedules. Box lunches will be provided.

INFORMATION TECHNOLOGY: John Gintell recommends reading Steve Miller's Civilizing Cyberspace. He has had several meetings and will be giving a report soon.

NEIGHBORHOOD GROUPS: Fran Wirta is sick and will report next month. A meeting has taken place with the housing director.

STRATEGIC PLAN: Library Director, Susan Flannery, distributed and copies of the Library's current Strategic Plan adopted by the Library Board of Trustees in 1995 and designed to facilitate effective library planing and activities over the next five years. She reviewed the highlights of the plan which outlines the library's mission and the major and minor service roles of the main and branch libraries. With input from staff, trustees, and resident focus groups, six major goals were selected for the action plan. For each goal there are a number of specific objectives and actions to be taken.

SYMPOSIUM: Co-Chair Woods listed the four major objectives of the symposium titled Creating A Vision - The Cambridge Public Library In The 21st Century as:

1. Show people that this planning is about a library system which includes better library buildings as well as other elements.
2. Confirm to people that the process is active, creative, and open.
3. Expand people's horizons about what the library system should be and who it can serve.
4. Draw more people into the planning process.

NEXT MEETINGS:

September 18	Children's Room, Main Library
October 2	Senior Center, Central Square
October 16	Haggerty School Library

The was meeting adjourned at 8:45.[?]