

Cambridge Public Library
Board of Library Trustees
February 5, 2018
Minutes

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

- Janet Axelrod
- Karen Kosko
- Omowale Moses
- Patricia Payne
- James Roosevelt
- Nancy Woods
- *Also present:* Maria McCauley, Director of Libraries; Joy Kim, Deputy Director of Libraries; Kathy Penny, Manager of Collection Services, Julie Roach, Manager of Youth Services

Minutes from the January 8th meeting were approved.

New Business

- **Strategic Planning:** Ms. Kim provided an update about the latest progress in the Strategic Planning process. The staff input period has just finished and over half of Library employees responded to the online survey or idea walls posted in all library locations. Work to analyze the data is currently underway, however, many expressed an interest in wanting to contribute their skills/interests. At Maureen Sullivan's last visit on Jan 30, 3 staff sessions were held- two at Main and one at the O'Neill branch- which were attended by 60+ staff members.

Next, we will be seeking community input for 3 weeks- from mid-February through the first week of March. There will be various forms of input, including a survey (online & printed), in-person forums at all Library locations, as well as some targeted sessions for teens, for kids & parents, and for community leaders. We will also post "Idea Posters" at all Library locations and community sites. Sites may include the Community Learning Center, Farmer's Market, Just-A-Start, Food for Free, Schools and City Hall.

We are still determining how we will reach out to Cambridge communities that speak other languages. We are asking the Cambridge Engagement Team (CET) to advise us on how to get feedback from their communities- it may vary (e.g. translate survey, attend meetings, etc.).

Action Item: Ms. Kim to share all forum dates with the Trustees, once finalized.

- **STEAM Kits:** Ms. Penny and Ms. Roach joined the meeting to share the results of their efforts on the STEAM Collections Committee, comprised of 5 staff from Main and 5 from the branches. The Committee started with research and self-education, collected ideas and vetted them, made selections and went through the procurement process, determined packaging and loan rules, as well as cataloging new items. The CPL Foundation helped purchase items that were not available through our regular purchasing channels.

Ms. Penny showed the contents of the birdwatching backpack, Family Math Night and Cubetto kits. We hope to include Eval Cards in each kit to gather feedback about who is using them and Idea Cards to get ideas for improvements/additions. Kits will circulate for one week, renewable for up to two additional weeks. They cannot be reserved and will not be moved through regular delivery between branches (to protect them). There will be 5-6 kits in each CPL location. Staff are currently testing these kits across all branches. Launch will include promotional bookmarks and posters, as well as an introduction at librarian visits for Summer Reading.

Action Item: Ms. Penny to add a pencil/pen to each STEAM Kit, as applicable.

- **STEAM Update:** Ms. McCauley shared that all collection shifts are now complete. There will be two contractors for STEAM renovations: one for the staff renovations (already started) and another for the makerspace and Tech Bar (out to bid). CPL staff participated in a successful retreat with DHSP last week to celebrate our accomplishments, align on guiding principles, and determine next steps for working in the partnership. It was a great opportunity to get to know one another better.
- **Valente Update:** Valente construction is on track. The branch is scheduled to open in October or November 2019, with a soft opening for staff earlier. (The priority is to complete the schools in time for the start of the school year.) There will be a stakeholder event planned for the opening. The City Manager has been supportive of the staffing budget requests to support the branch.

Action Item: Ms. Kim to monitor national Library building awards and enter the Valente design where applicable.

- **Friends & Foundation Meeting:** Ms. Axelrod reported on another successful meeting between the groups. They are making progress in defining their different functions as they are now, and where they see them going forward. A Board mixer, including the Trustees, is scheduled for March 15.

Action Item: Ms. McCauley will schedule a meeting with Ms. Axelrod and Mr. Roosevelt to discuss Library Advocacy.

Library Update & Upcoming Events

- Ms. McCauley provided an update of recent Library events and highlighted some upcoming programs.
- Trustees are invited to attend the opening lecture of the **CPL International Briefing** series on the *Robingya Crisis*, which will be held in the Community Room on Monday, February 11th, 12:00 PM.
- Trustees are invited to attend the launch of **Stringed Theory: Exploring Ancient Stringed Instruments**, featuring the oud and kamancheh, on Monday, February 25, 6:30 PM in the Lecture Hall.

There being no further business, the meeting was adjourned.

Respectfully submitted,
Nancy Woods, Secretary