



Town of Reading Meeting Posting with Agenda

RECEIVED

By Town Clerk (MB) at 9:50 am, Apr 08, 2024

2018-07-16 LAG

Board - Committee - Commission - Council:

Board of Library Trustees

Date: 2024-04-08

Time: 7:00 PM

Building: Reading Public Library

Location: Community Room

Address: 64 Middlesex Avenue

Agenda:

Purpose: General Business

Meeting Called By: Patrick Egan, Chair

Notices and agendas are to be posted 48 hours in advance of the meetings excluding Saturdays, Sundays and Legal Holidays. Please keep in mind the Town Clerk's hours of operation and make necessary arrangements to be sure your posting is made in an adequate amount of time. A listing of topics that the chair reasonably anticipates will be discussed at the meeting must be on the agenda.

All Meeting Postings must be submitted in typed format; handwritten notices will not be accepted.

Topics of Discussion:

This meeting will be held in-person in the Conference Room at the Reading Public Library and remotely on Zoom. It will also be available streamed live through RCTV

Join Zoom Meeting

<https://us02web.zoom.us/j/86117297460>

Meeting ID: 861 1729 7460

One tap mobile

+13017158592,,86117297460# US (Washington DC)

+13052241968,,86117297460# US

Dial by your location

+1 646 876 9923 US (New York)

Meeting ID: 861 1729 7460

Find your local number: <https://us02web.zoom.us/j/86117297460>

The Trustees also accept public comments through email: rpitrustee@noblenet.org



Town of Reading Meeting Posting with Agenda

- I. Call to Order
- II. Public Comment
- III. Review of Saturday, March 23 incident
- IV. VOTE: Internet Use Policy
- V. VOTE: Safe Child Policy
- VI. Financial Report
- VII. Director's Report
- VIII. Approval of March 11, 2024, Meeting Minutes
- IX. Future Agenda Items
- X. Executive Session

INTERNET ACCESS POLICY

PURPOSE

The Reading Public Library recognizes the importance of electronic information sources to assist library users in finding the information they need. The Library provides resources in a wide variety of formats to meet the educational, informational, cultural, and recreational needs of its diverse community. The Library offers full access to the Internet on Library property (?) and does not actively monitor Internet use.

Patrons using Library computer or wireless access must comply with this Internet Access Policy.

1. The wireless access is unsecured, and the patron is responsible for their own antivirus, security, and privacy protection.
2. The Library does not encrypt any data sent or received through our Internet services. Patrons are advised to exercise caution in divulging personal information through direct electronic communications, as doing so can compromise personal safety and ~~privacy~~. The privacy. The Reading Public Library cannot guarantee the accuracy, authority, or timeliness of the information available on the Internet and cannot be held responsible for its content. Users should carefully evaluate the information they find when using this resource. The responsibility for what minors read or view on the Internet rests with a parent or caregiver.
3. Materials obtained or copied from the Internet may be subject to copyright laws and licensing agreements. It is the responsibility of the user to respect these governing rules and be responsible for the payment of fees for any fee-based service.
4. Unfiltered access to the Internet is compatible with the Library's endorsement of the American Library Association's (ALA) Bill of Rights, ALA's Access to Electronic Information Services and Networks, and the policies, goals, and objectives of this public Library. The staff reserve the right to end an Internet session at any time if it is creating a disturbance, as some content may be considered improper in time, place, and manner.
5. Accessing material that meets the legal definition of obscenity is prohibited and may constitute the illegal distribution of pornography to minors.
6. Patrons may not use Internet access through the Reading Public Library for illegal purposes or to transmit threatening, obscene, or harassing materials.
7. The Library reserves ~~to the~~ right to contact the Reading Police Department regarding violation of these rules.

Those who violate these rules risk having their library privileges restricted or revoked.

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Adopted: September 15, 1997
Amended: July 7, 2020
Amended: April 11, 2022
~~Amended~~ Amended: April 8, 2024

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Amended: April 11, 2022
Amended: April 8, 2024

SAFE CHILD RIGHTS AND RESPONSIBILITIES REGARDING MINORS POLICY

Purpose

The Reading Public Library strives to create a warm, inviting, and fun environment for children age birth through seventeen. -The Library offers programs and services that encourage frequent visits by minors, children, families, and caregivers to help develop a love of books, reading, and learning. This policy acknowledges that in addition to the Patron Rights and Responsibilities Policy, there are additional considerations for persons under the age of eighteen (minors)

-Parents and caregivers are solely responsible for the behavior and safety of minors children-visiting the Library and for determining age appropriate materials.-Those who violate this policy risk having their Library privileges restricted or revoked.

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Unattended Children

Staff do not provide childcare and are not responsible supervising unattended children.

1. Children under the age of 10 must be accompanied and adequately supervised by a parent or caregiver at least fourteen years of age. For purposes of this policy the following definitions will be used:
2. For adequate supervision, the parent or caregiver must be on the same floor as their children under 10 years old.

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Unattended Children

- Under 10 years old and unaccompanied by a parent, guardian, or other caregiver;
- Under 10 years old and on a different floor of the Library from a parent, guardian, or other caregiver;
- Under 10 years old and being "supervised" by someone under 14 years old.

Caregiver

- Any individual, at least 14 years of age who is responsible for a child.

Purpose

~~The Reading Public Library strives to create a warm, inviting, and fun environment for children. The Library offers programs and services that encourage frequent visits by children, families, and caregivers to help develop a love of books, reading, and learning. Parents and caregivers are solely responsible for the behavior and safety of children visiting the Library.~~

Safe Child Policy

General

~~The following rules have been established regarding unattended children because we care about the safety of all our patrons:~~

- ~~1. Staff do not provide childcare and are not responsible for the supervision or safety of unattended children.~~
- ~~2. Children under the age of 10 must be accompanied and adequately supervised by a parent or caregiver who is at least fourteen years of age while in the Library.~~
- ~~3. Children ages 10 and 11 may not be left unattended for longer than two hours at a time.~~
- ~~4.1. _____ In the event of an emergency or unexpected closing, children minors ages 10-ten and above should have a means of contacting a parent, or caregiver, to be used in the event of an emergency.~~
- ~~5.2. _____ Children-All minors must be picked up or have transportation arranged before the Library closes.~~
- ~~6.3. _____ Library staff reserves the right to contact the Reading Police Department to assist with safety issues involving all minors when a parent or caregiver is not available.~~
- ~~7.4. _____ Library staff members will not transport minors or any individual children from the Library to any other location.~~
- ~~8. Those who violate the rules stated above risk having their Library privileges restricted or revoked.~~

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Appropriate Use of Youth Spaces

The Children's Room and any other designated children's space are reserved for use by children ages 0-12. The Teen Room and any other designated teen space are reserved for youth in grades ages 11 to 12, 6-12. Parents, caregivers, teachers, and other adults are permitted in these spaces when accompanying a youth or actively using or searching the collections.

This applies to Children's and Teen programs and events, which are an extensions of these youth spaces. Adults without a child or teen will not be

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allowed to attend youth events, without permission from the Reading Public Library staff.

The Children's restroom is for the exclusive use of children and their caregivers.

Approved: June 2003

~~Revised/Amended:~~ September 2019

~~Revised/Amended:~~ March 2022

~~Revised/Amended:~~ April 2024

RIGHTS AND RESPONSIBILITIES REGARDING MINORS POLICY

Purpose

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Parents and caregivers are solely responsible for the behavior and safety of minors visiting the Library and for determining age-appropriate materials. Those who violate this policy risk having their Library privileges restricted or revoked.

Unattended Children

Staff do not provide childcare and are not responsible for supervising unattended children.

1. Children under the age of 10 must be accompanied and adequately supervised by a parent or caregiver at least fourteen years of age.
2. For adequate supervision, the parent or caregiver must be on the same floor as their children under 10 years of age.

General

1. In the event of an emergency or unexpected closing, minors ages ten and above should have a means of contacting a parent or caregiver.
2. All minors must be picked up or have transportation arranged before the Library closes.
3. Library staff reserves the right to contact the Reading Police Department to assist with safety issues involving all minors when a parent or caregiver is unavailable.
4. Library staff members will not transport minors or any individual from the Library to any other location.

Appropriate Use of Youth Spaces

The Children's Room and any other designated children's space are reserved for children ages 0-12. The Teen Room and any other designated teen space are reserved

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This applies to Children's and Teen programs and events, which are extensions of these youth spaces. Adults without a child or teen will not be allowed to attend youth events without permission from the Reading Public Library staff.

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Approved: June 2003
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Amended: March 2022
Amended: April 2024

SUMMARY	Original \$\$	Rev/Adj	Expended	Encumbered	Balance	% Used
Municipal Salaries	\$ 1,698,150	\$ -	\$ 1,194,036	\$ -	\$ 504,114	70%
Municipal Expenses	\$ 143,200	\$ -	\$ 113,373	\$ 4,754	\$ 25,073	82%
Municipal Materials	\$ 273,675	\$ -	\$ 171,543	\$ -	\$ 102,132	63%
Fines & Fees	\$ 12,791	\$ 7,104	\$ 1,994	\$ -	\$ 17,901	N/A
State Aid	\$ 88,662	\$ 29,587	\$ 57,322	\$ 9,250	\$ 51,678	N/A
Gifts	\$ 329,119	\$ 3,943	\$ 40,428	\$ 48,156	\$ 244,478	N/A
Trusts (Expendable Funds)	\$ 99,103	\$ 7,172	\$ -	\$ -	\$ 106,275	N/A
TOTALS	\$ 2,644,700	\$ 47,806	\$ 1,578,695	\$ 62,160	\$ 1,051,650	

Municipal Appropriation	Original \$\$	Rev/Adj	Expended	Encumbered	Balance	% Used
Salaries - Library Administration	\$446,950		\$ 319,652	\$ -	\$ 127,298	71.52%
Salaries - Leave Buyback*	\$0		\$ 3,385	\$ -	\$ (3,385)	
Salaries - Collection Services	\$536,300		\$ 387,572	\$ -	\$ 148,728	72.27%
Salaries - Public Services	\$714,900		\$ 483,427	\$ -	\$ 231,473	67.62%
Expenses - General						
Library Maint Contract Supp	\$22,000		\$ 22,673	\$ -	\$ (673)	103.06%
Professional Development	\$14,000		\$ 14,849	\$ -	\$ (849)	106.07%
Library Programs	\$4,000		\$ 2,398	\$ -	\$ 1,602	59.94%
Software/ Licenses	\$69,200		\$ 60,723	\$ 2,875	\$ 5,603	91.90%
Library Supplies	\$8,500		\$ 4,759	\$ 1,880	\$ 1,861	78.11%
Office Supplies	\$4,500		\$ 2,113	\$ -	\$ 2,387	46.96%
Technology	\$11,000		\$ 5,858	\$ -	\$ 5,142	53.25%
Equipment	\$10,000		\$ -	\$ -	\$ 10,000	0.00%
Materials	\$273,675		\$ 171,543	\$ -	\$ 102,132	62.68%
Books			\$ 76,802	\$ -		
Audio			\$ 3,644	\$ -		
Video			\$ 2,346	\$ -		
Periodicals			\$ 2,560	\$ -		
Electronic Resources			\$ 31,577	\$ -		
Databases			\$ 14,150	\$ -		
Other Materials			\$ 8,720	\$ -		
Overdrive (eBooks / eAudiobooks)			\$ 31,743	\$ -		
TOTALS	\$ 2,115,025	\$ -	\$ 1,559,399	\$ 4,754	\$ 631,319	73.95%

Fines and Fees	Original \$\$	Rev/Adj	Expended	Encumbered	Balance
Revenue	\$ 12,791	7,104	\$ -	\$ -	\$ 19,895
Materials			\$ -	\$ -	\$ -
Supplies			\$ 1,994	\$ -	\$ (1,994)
TOTALS	\$ 12,791	\$ 7,104	\$ 1,994	\$ -	\$ 17,901

State Aid	Original \$\$	Rev/Adj	Expended	Encumbered	Balance
Revenue	\$88,662	\$ 29,077	\$ -	\$ -	\$117,739
Expenses					
Office Supplies		\$158	\$158	\$ -	\$ -
Professional Development				\$ -	\$ -
Materials			\$ 1,074	\$ -	(\$1,074)
Library Other			\$40,975	\$ 9,250	(\$50,225)
Library Equipment		\$352	\$15,115		(\$14,763)
TOTALS	\$88,662	\$29,587	\$57,322	\$9,250	\$51,678

Gifts & Donations	Original \$\$	Adj/Income	Expended	Encumbered	Balance
<i>Revenue</i>	\$44,770	\$ 2,984	\$ -	\$ -	\$ 47,754
Professional Development	\$ -	\$ -	\$ -	\$ -	\$ -
Recreational	\$ -	\$ -	\$ 1,282	\$ -	\$ (1,282)
Programs & Services Adults	\$29,522	\$ -	\$ -	\$ -	\$ 29,522
Programs & Services Teens	\$24,265	\$ -	\$ -	\$ -	\$ 24,265
Programs & Services OESJ	\$2,050	\$ -	\$ 450	\$ -	\$ 1,600
Programs & Services Childrens	\$88,755	\$ 500	\$ 14,400	\$ 48,156	\$ 26,699
Programs & Services- Local History	\$500	\$ -	\$ -	\$ -	\$ 500
Studio	\$30,298	\$ -	\$ -	\$ -	\$ 30,298
RPL Foundation	\$74,356	\$ -	\$ 15,596	\$ -	\$ 58,760
Other Gifts (Combined)	\$7,759	\$ -	\$ 8,700	\$ -	\$ (941)
Materials	\$26,844	\$ 459	\$ -	\$ -	\$ 27,303
TOTALS	\$ 329,119	\$ 3,943	\$ 40,428	\$ 48,156	\$ 244,478

Trusts	Original \$\$	Adj/Income	Expended	Encumbered	Balance
Appleton / Mansfield	\$ 5,599	\$ 806	\$ -	\$ -	\$ 6,405
Edward Appleton	\$ 40,145	\$ 2,191	\$ -	\$ -	\$ 42,337
R/M Babcock	\$ 2,477	\$ 295	\$ -	\$ -	\$ 2,772
Stephen Foster	\$ 7,526	\$ 948	\$ -	\$ -	\$ 8,474
Charles Torrey	\$ 1,019	\$ 98	\$ -	\$ -	\$ 1,117
Donald Tuttle	\$ 909	\$ 68	\$ -	\$ -	\$ 977
Elaine & George Long	\$ 35,244	\$ 1,953	\$ -	\$ -	\$ 37,197
Barbara Hewitt	\$ 4,943	\$ 674	\$ -	\$ -	\$ 5,617
James Rawstron	\$ 1,240	\$ 139	\$ -	\$ -	\$ 1,379
TOTALS	\$ 99,103	\$ 7,172			\$ 106,275

Name	Non-Expend	Purpose
Appleton / Mansfield	\$ 11,000	"...for the purchase of books other than those listed as fiction" (NONFICTION BOOKS)
Edward Appleton	\$ 5,000	"Purchase of books, paintings, engravings, works of art or other suitable useful furnishings for said library.
R/M Babcock	\$ 3,598	"Books on literary subjects and self-government" (BOOKS)
Stephen Foster	\$ 12,000	"Books ... to be inscribed 'Stephen Foster Fund'" (BOOKS)
Charles Torrey	\$ 1,000	"Books on non-fictional subjects" (NONFICTION BOOKS)
Donald Tuttle	\$ 500	"Books"
Elane & George Long	\$ 5,000	"Books or Equipment"
Barbara Hewitt	\$ 8,952	"Books"
James Rawstron	\$ 1,613	"Books on tape& furniture to house books on tape" (AUDIOBOOKS)
TOTALS	\$ 48,663	

\$ 147,766

April 8, 2024 Board of Library Trustees Meeting

VI. FINANCIAL REPORT

a) Supplemental Spending Review

	FY21	FY22	FY23	FY24
Balance	\$549,681	\$ 596,656	\$ 584,078	\$ 565,506
Expenditure	\$ (33,678)	\$ (108,636)	\$ (139,722)	\$ (155,156) ¹
Revenue	\$ 80,733	\$ 126,779	\$ 121,700	\$ 69,779 ²
Grand Total	\$596,736	\$ 614,799³	\$ 566,056	\$ 480,129

¹ Includes Tween Spot and FY26-30 Strategic Planning

² Includes expected 2nd payment from State Aid

³Includes \$60K transfer between gifts and trusts -/+

Recommend Supplemental Spending/Encumbrance (change from FY25 to FY24)

- **\$15,000 Library Website and App (Communico):** The website was last updated in 2018 for \$20,000+. The Communico proposal is for a website refresh on a simplified platform that will also include an upgrade/improvements to the RPL App. This quote includes moving to a new room reserve and event calendar software. The quote includes design (\$5,000) and locks in site hosting and support, app integration and maintenance, and related software (\$10,000 / year) for three years. Design and transition will begin in June with the goal of a new website and upgraded app, possibly by September.
- **\$69,000 Community Room and Conference Room upgrades (AVI-SPL):** RPL and Town IT carefully reviewed three proposals for the upgrade and installation of conferencing and AV equipment for the meeting rooms. The AVI-SPL, which is on the State Bid List, submitted the most cost-effective and transparent proposal. The quote includes a discount on equipment and a three-year maintenance contract. The vendor estimates that installation will require about one week of room downtime. This package accommodates hybrid meetings in both the Meeting Room and Conference Room, including but not limited to the Zoom platform. All components are modular so that they can be replaced, expanded, or upgraded separately. This is more flexible than the current system, which is essentially "all or nothing." Anticipated completion by this summer.

b) March Gifts:

DONOR	AMOUNT	PURPOSE
Board of Library Trustees	\$50	In Honor of Monique Pillow-Gnanaratnam's service as a Trustee
Cherrie Dubois	\$30	In Honor of Suzy Axelson's retirement
Ralph Perkins & Joan Ebbeson	\$100	In Memory of Karen Storti
Ian Moss & Jayne Stafford	\$11	General
Various Cash Donations	\$33	General
Total	\$224.00	

VII. DIRECTOR'S REPORT

a) March Snapshot

*The exterior pickup lockers are waiting for repairs

Usage	March 2024	February 2024	March 2023
Circulation	30,498	29,507	31,262
Locker Use	N/A*	N/A	63
Meeting Rooms Rentals	21	24	18
Museum Passes	168	174	143
New Library Cards	134	111	103
Overdrive	N/A	5,284	4,159
Programs	94	73	69
Reference Questions	1,915	1,869	2,074
Visitors	15,798	14,917	15,179
Volunteer Hours	14.5	10	22.5

b) Response to the March 23 bomb threat hoax: RPL staff demonstrated incredible courage and professionalism in handling the incident on March 23. Public Safety and town leaders – especially our Trustees – responded swiftly and with a clear message that any threat of violence is cowardly and unacceptable.

That the staff chose to reopen the library at 1:00 p.m. the same day says everything you need to know about the perseverance and strength of this team.

We have offered, and will continue to encourage, resources for support and healing to employees. We will hear “I’m fine,” however none of us are “fine” after something like this. This incident affected us all.

Additionally, this incident was a deliberate and hateful attempt to shut down our Pride Storytime. Under the leadership of the Office of Equity, the community pulled together a public response rally (with amplifiers) to have our Pride Storytime with over 140 people in attendance. This event was not about RPL. Instead, it was a clear and public commitment by the Reading community to welcome and support members of the queer community.

c) Services, Programs, and Collections

- i) **RPL is Dementia Friendly!** Our goal is to have 100% of the staff who work at a service desk take part in a Dementia Friends information session. Elizabeth Weilbacher, Susan Beauregard, and Sara Kelso have coordinated training (and refresher training) sessions for staff during April and May.
- ii) Please visit the Studio to see the exhibit “**Promising Future, Complex Past: Artificial Intelligence and the Legacy of Physiognomy.**” On loan from the National Library of Medicine the exhibit explores the history of physiognomy and its influence on contemporary artificial intelligence and computer science technologies.
- iii) Local History Librarian Jocelyn Gould has reached out to the **10 Million Names Project**, whose goal is to collect the names of enslaved people in the US. RPL is submitting 15 pages of names and information, including runaway slave ads, American Revolution Veterans, members of the First Parish of Reading, and more. Please get in touch with the Reference Desk if you would like to review the document.
- iv) RPL has new neighbors at 59 Middlesex Ave. **Solstice House** is a residential treatment for women addressing mental health and addiction. RPL staff are actively working with Solstice House on a wish list of programs and materials.
- v) Our **Gun Safety Discussion on March 4** was successful, with 12 engaged adults in attendance.
- vi) Our **Local Heroes Big Stories** program saw a small crowd, but those who came were very engaged and asked important questions. Here were our heroes:
 - Will Valliere of Veteran Affairs
 - Deputy Chief Christine Amendola of the Reading Police Department
 - Albert Pless of the Office of Equity and Social Justice
 - Lt. Ryan Buckley of the Reading Fire Department
 - Jessenia Cruz of the Coalition for Prevention and Support
- vii) April is Financial Literacy Month. Check out the newly launched **Kids Can: Dollars and \$ense** series in the Children’s Room. This series is in response to several requests for financial literacy programming.

d) Horizons

- i) **Strategic Planning** for FY26-30 is starting in MAY.
- ii) **2024 Staff Development Day Planning:** Underway, and thank you to our volunteer planning team.
- iii) RPL is working with HR to purchase **ergonomic equipment for staff workstations** as recommended by MIIA ergo specialists. Equipment purchases are funded by an MIIA grant through the Town of Reading.
- iv) Trustee Dates:
 - April 9, 2024: DEI Assessment Presentation @ Select Board
 - April 25, 29 (BUDGET), and May 2, 2024: Annual Town Meeting
 - May 10, 2024: General Business Meeting

e) Personnel

April Anniversaries

- Lisa Eng (20 years)
- Judy Terrazano (7 years)
- Olivia McElwain (5 years)
- Lindsay Mancuso (3 years)
- Jocelyn Gould (2 years)
- Caroline Betcher (1 year)
- Alissa Landau (1 year)
- Lucy Lee (1 year)

We are pleased to announce that effective April 1, Lucy Lee will take on the part-time Library Association position in Borrower Services. Lucy joined RPL as a Substitute Library Associate in April 2023, and they are working on a Master's of Library Science.

Michelle attended the Computers in Libraries Conference in March and learned about AI tools and considerations for how to use virtual reality in libraries.

f) Professional Development (selected)

- AI and Libraries: Applications, Implications, and Possibilities
- Alzheimer's Association Virtual New England Family Conference
- Building Social Inclusion for Autistic Children: Playdates, Playgrounds, and Classrooms
- Challenging Employee Conversations Without Fear
- Development of a National Climate Action Strategy for Libraries
- Every Book is a Social Justice Book
- Library Boards and Intellectual Freedom: How to Combat Censorship with Your Library Trustees
- LJ & SLJ: Adopting Artificial Intelligence in Libraries

- Massachusetts Attorney General's Training on the Open Meeting Law
- My China Roots Staff Training
- Passport to Europe: Finding Your Ancestors in Every Country Large and Small
- Revitalizing Library Volunteer Engagement
- Supporting Transgender Individuals: A Conversation with Ben Greene

Respectfully submitted,

Amy Lannon, Director (*she/her*)
April 5, 2024



Town of Reading Meeting Minutes

2016-09-22 LAG

Board - Committee - Commission - Council:

Board of Library Trustees

Date: 2024-03-11

Time: 7:00 PM

Building: Reading Public Library

Location: Community Room

Address: 64 Middlesex Avenue

Session: Open Session

Purpose: General Meeting

Version: Final

Attendees: **Members - Present:**

Patrick Egan, Chair; Monette Verrier, Vice-Chair; Andrew Grimes, Secretary; Cherrie Dubois; Andrew Gregory; Cappy Popp,

Members - Not Present:

Others Present:

Amy Lannon, Director; Meaghan Clemente, Administrative Assistant; Andrea Fiorillo, Head of Public Services; Albert Pless, Director of Equity and Social Justice

Minutes Respectfully Submitted By: Andrew Grimes, Secretary

Topics of Discussion:

I. **Call to Order 7:01 pm.**

II. **Public Comment**

No public comments were made in person or remotely.

III. **Welcome**

Mr. Egan welcomed Mr. Gregory to the Board and congratulated Mr. Grimes on his recent re-election. The Board is looking forward to working together over the next year.

IV. **Spring Programming Update**

Public Services Division Head Andrea Fiorillo presented a spring update on Library programming scheduled for March through May. As of December, the Library has been fully staffed and very busy planning programs.

The Children's Room has had several successful sessions of registered storytimes for children on Monday, Tuesday, and Wednesday mornings. They also offer registered evening, sensory, and baby storytimes. These small group programs provide a calmer environment and allow for more focused language and literacy growth. Drop-in storytimes on Fridays and Saturdays regularly have approximately 80 attendees per session. A second Library staff member now helps cover these large but fun drop-in programs.

There will be 123 children's programs this spring, including 49 storytimes. The Special Guest storytimes have featured representatives from the Reading Municipal Light Department, the Reading Police Department, the Office of Equity and Social Justice, and Veteran Services. Peter Sheridan singalongs remain popular as well. The Children's Room also creates rotating passive programming featuring STEM activities, turret play, and crafts that draw in children and their caregivers.

There will be 18 teen and 72 adult programs, including a series on college admissions. A recent teen-oriented CPR training was full with a waitlist, and the program will be offered again. For adults, there will be March Matinees featuring live theater broadcasts on Wednesday afternoons, and RPL will offer Mental Health First Aid classes in collaboration with the Reading Coalition for Prevention and Support.

The current "What's the Big Idea" thematic programming initiative focuses on the "Library as a Space and Place." Around that theme, RPL will host an Animal Extravaganza event featuring snakes, miniature ponies, pet selfies, crafts, an opportunity to donate pet food to needy animals, and more. Other programs include an intergenerational paint night for ages 12 and up, three Taylor Swift fan sessions for different age groups, including friendship bracelets and trivia, and a community crochet project for climate awareness in coral reefs.

The Children's Room will run a "Dollar and Sense" financial literacy series and a "Citizen Kids" community service project series. Ms. Fiorillo noted that a recent gun safety class for parents was well attended. RPL also offers weekly programs for homeschoolers in two different age groups.

In May, Jarrett J. Krosoczka will visit the Library for an in-person author talk regarding his popular Lunch Lady graphic novel series, select volumes of the Star Wars™: Jedi Academy series, *Hey, Kiddo*, and more. Author Stephen Puleo will also present a talk on his new book *The Great Abolitionist: Charles Sumner and the Fight for a More Perfect Union*.

The Office of Equity and Social Justice will present a three-part series on disability rights and awareness. The first session focusing on blindness will take place on March 26.

An exhibit on artificial intelligence and the legacy of physiognomy will be on display in the studio in April and May. Related to that, there will be a program on artificial intelligence in the workplace on April 25. Eclipse glasses and programming will be available ahead of the April 8 eclipse. REI will be at RPL for a bike maintenance workshop on April 22. Two programs aimed at the veterans' community are the history of the Coast Guard and navigating the federal hiring process.

As part of Read Across America Week, Children's librarians visited all Reading elementary schools to read.

Outreach efforts this spring include RPL on Wheels visits to local parks and apartment complexes with a Pop-up Art program; ongoing work with the Reading Public Schools Multilingual Learner Department to support students in elementary through high school;

and long-term deposit collections at the Sawtelle Family Hospice House, Peter Sanborn Place, and Pleasant Street Center. Children's librarians are also doing storytimes at The Goddard School of Reading and the Christian Cooperative Preschool.

RPL will attend both the YMCA Healthy Kids Day and the Pleasant Street Center Health and Community Resource Fair. RPL is able to donate books to the Reading Food Pantry and will also be finding ways to support the nearby Solstice House (59 Middlesex Ave), which provides rehabilitation for women with mental health diagnoses.

The Board and Ms. Fiorillo discussed opportunities for further outreach at Frank Tanner Drive, Cedar Glen, Archstone Circle, The Residence at Pearl Street, and the Pleasant Street Center. Ms. Fiorillo noted that RPL makes individual homebound deliveries throughout the community, but some locations have limited space. The Board noted that transportation vans from housing complexes and the Pleasant Street Center do not regularly visit the Library anymore, but this may be revisited.

Mr. Egan asked for clarification on the sign-up process for registered storytimes. Ms. Fiorillo explained that although registration for the first Fall session was bumpy, caregivers have become more familiar with the balanced schedule for registered and drop-in storytimes. Most people who called to register were able to find a space. This format has a significant time commitment but is very popular.

Ms. Verrier and Mr. Popp look forward to seeing the RPL on Wheels in the community as the weather gets warmer. The Board thanked Ms. Fiorillo for her presentation.

V. DEI Assessment Update

Director of Equity and Social Justice Albert Pless presented an update on the community's Diversity, Equity, and Inclusion (DEI) assessment project. Mr. Pless noted the positive energy and safe space that the Library provides for the community and the Office of Equity and Social Justice. Mr. Pless highlighted the similarities between the mission and core values of the Library and Office of Equity and Social Justice mission and core values, including educational resources, equity, engagement, inclusion, accessibility, and inclusion.

Mr. Pless reviewed the purpose of the DEI assessment, which is intended to provide data-driven evidence and a baseline for analyzing Reading's DEI performance. The process highlights positive actions and key barriers to progress. The assessment will inform and prioritize the Town's DEI strategy and decision-making to help better allocate resources and budgetary funding toward solving key challenges in the community.

The process began in the spring of 2023 when the Town received a grant, and the Board of Library Trustees generously approved additional funds. The project kicked off in September 2023 by gathering historical data and conducting background interviews with key Reading stakeholders including Town leadership, community members, residents, and volunteers active in community life. The consultants also gathered quantitative data such as the United States Census, the 2023 Town Employee Demographic Report, and more to help better understand the demographics in Reading. They also conducted a community survey with 681 responses and a workforce engagement survey with 141 responses from Town employees.

In October 2023, Mr. Pless began working on qualitative engagement and outreach in the community through focus groups and additional interviews. The focus groups took place at the Library. They centered on BIPOC, senior citizens, Reading Memorial High School Students, and an intersectional group with individuals from diverse minoritized groups with faith-based and LGBTQ+ participants who were not fully represented in the community survey.

The consultants conducted a root cause analysis workshop to look at major findings and potential recommendations in collaboration with volunteer members of Partners and Allies for Inclusive Reading (PAIR) and the Town's internal Implementation Committee. Findings and recommendations will be documented in a final report and presented to the Select Board on April 9.

The DEI assessment is the first step in a continuous process. It is up to the Town and Town Departments to plan and implement positive actions internally and externally based on recommendations derived from the assessment. Mr. Pless hopes that information will benefit the Library's upcoming strategic planning process.

Ms. Verrier asked how interviewees were determined. Ms. Lannon explained that the previous Director of Equity and Social Justice, Sudeshna Chatterjee, used her networking contacts to recruit a balanced and diverse list of key stakeholders in the Town, ranging from members of Town government to interested small business owners and community members.

Mr. Pless thanked the Board for their support.

VI. VOTE: Borrowing Policy/Fines and Fees Policy Combined

Mr. Egan noted that the Combined Borrowing, Fines, and Fees Policy was reviewed in detail in February. Various changes have been incorporated to simplify the language.

Motion: To adopt the Borrowing, Fines, and Fees policy as presented.

(Dubois / Popp)

Vote: Approved 6-0

VII. REVIEW: Internet Use Policy

Ms. Lannon reviewed revisions to the Internet Use Policy, which intended to use more assertive, succinct, and direct language. Ms. Lannon noted that wireless internet access at the Library is unsecured, data is not encrypted, and filters are not in place. Copyright laws must be upheld. Accessing material that meets the legal definition of obscenity is prohibited, as is using the internet for illegal purposes or to transmit threatening, obscene, or harassing materials. The Library reserves the right to contact the Reading Police Department regarding the violation of the policy.

Ms. Verrier commented on the availability of WiFi in the parking lot and around the perimeter of the building, which is considered Library property. Mr. Egan expressed concerns over the fairness of computer access, as the internet is a shared resource. Ms. Lannon noted that more people bring their own devices now, which has eliminated wait times for public computers. Ms. Fiorillo noted that Reading Memorial High School issued

Chromebook computers to all students during COVID-19, and the Chromebooks available for in-library use at the Research and Reader Services Desk have not been checked out in recent years. However, printing, faxing, and scanning continue to be popular.

Ms. Dubois asked about alternative uses for the Chromebooks available for internal checkout. Ms. Lannon noted that these laptops are continuously updated and serve as a backup for busy public computers. Several laptops are available in the Library of Things collection for external checkout. The Chromebooks are also available during Library programs on coding, gaming, and technology, as they do not contain access to internal library files. Assistant Director Michelle Filleul will consider Chromebook usage when planning future technology device updates.

Ms. Verrier pointed out a grammatical error in the seventh policy point, and Mr. Popp suggested adding a colon before the final amended date. The policy will be further discussed and voted on in April.

VIII. REVIEW: Safe Child Policy

Ms. Lannon, Ms. Fiorillo, and Children's Team Leader Olivia McElwain have researched and surveyed comparable Safe Child policies at peer libraries in NOBLE and of similar size to Reading. Due to the establishment of the new Tween area, raising the age of unattended children to 10 rather than nine is recommended. Although maturity levels vary, this double-digit standard better reflects the tween demographic. Library staff do not provide childcare, active supervision of unattended children, or transportation.

Language in the policy has been updated to reflect the advent of cell phone technology. Procedural language has also been streamlined to clarify the policy. Library staff will continue to follow established procedures, such as documenting incident reports. Children should have a means of contacting a parent or caregiver. The Library reserves the right to contact the Reading Police Department to assist with safety issues involving minors when a caregiver is unavailable. Youth spaces are intended to be used by youth, although accompanying caregivers and adults searching the collections are permitted.

Ms. Verrier suggested rewording the fourth policy point to eliminate the duplicative use of "emergency." The eighth policy point regarding library privileges should remain as a separate statement and is intended to be enforced at the discretion of Library staff.

Ms. Verrier questioned adding the age of 12 to the third statement regarding children being unattended for more than two hours at a time. Ms. Fiorillo stressed the importance of consistency, noting that children 12 years old and up may be unattended in the Teen Room for longer periods. Grade and maturity levels do not necessarily align with age. Children are not generally asked about their age, which could be untruthful. Mr. Popp raised concerns about using a grade level system in the policy due to the alternative structure of homeschool programs. Concerns about varying birthdays and ages within grades were also raised. Ages are used at the beginning of the policy to define unattended children and caregivers, although grade levels are later mentioned. Consistent use of ages and grades were discussed. Mr. Gregory suggested inserting a chart with age and grade equivalents, although this may be difficult to establish due to

homeschooling and birthday differences. Two new policy versions will be drafted with reference to age and grade.

Ms. Lannon also raised concerns over the two-hour time limit for children ages 10 and 11, as this may be difficult to track if children are moving throughout the Library. Ms. Dubois noted that behavior is also a factor. Ms. Fiorillo explained that despite a certain level of accountability, the Library is not acting in loco parentis and should not serve as a drop-off location for younger children. Parents and caregivers are ultimately responsible for children. A lack of close supervision may pose a safety issue. Caregivers of tweens are not expected to attend library programs, but programs are often shorter than two hours. Ms. Fiorillo highlighted the difficulties of the crossover year of age 12 and 6th grade and expressed concerns about unsupervised children on Ground Floor computers near adults.

Mr. Egan questioned the frequency of unattended children during closing time. Ms. Fiorillo explained that this problem is often weather-dependent and seasonal. Ms. Lannon noted that this issue puts Library staff in an awkward position. An unattended child may be waiting for a ride or able to make it home safely. A library staff member does not know how old a child is, where they live, or what their caregiver has deemed appropriate. The policy will be further discussed and voted on in April.

IX. Discussion of Trustee Liaisons

Mr. Egan reviewed a bylaw provision allowing for the Chair's annual appointment of liaisons in areas such as the Finance Committee, the Friends of the Reading Public Library, the Reading Public Library Foundation, trust funds managed by the municipal Commissioners of the Trust Funds board, staff development and human resources, and building.

Ms. Lannon noted that the Board can appoint a member to the Celebration Trust Committee. Reading's 350th Anniversary Celebration Trust was founded in 1994 for the Town's 350th anniversary. Unexpended funds remain in the trust and are set aside for future use by the Town of Reading in commemorating its past. The Celebration Trust Committee meets to consider funding requests. The Board appointed Phil Rushworth in June 2022. His term will expire in June 2024. The Board agreed to contact Mr. Rushworth regarding his interest in reappointment.

Mr. Egan noted that Ms. Verrier has professional expertise in human resources and personnel matters and has already had several meetings with Library staff members. Mr. Egan officially appointed Ms. Verrier as the Library Staff Liaison.

Mr. Egan is actively involved as the Reading Public Library Foundation president and will serve as the Board's Reading Public Library Foundation liaison. Mr. Egan is also happy to be the liaison with the Friends of the Reading Public Library.

Mr. Egan reviewed Joseph McDonagh's role as the Financial Committee Liaison to the Reading Public Library and frequent attendance at Board meetings. Ms. Lannon noted the importance of the Board's awareness of Finance Committee meetings, especially those that may impact the Library budget process. It may be helpful to have an

additional set of ears absorbing information about municipal financial decisions. Mr. Grimes is happy to attend Finance Committee meetings.

X. Strategic Plan Update

Ms. Verrier, Ms. Lannon, Ms. Filleul, Librarian II Olivia McElwain, and Head of Collection Services Jamie Penney are participating on a steering committee to guide the strategic planning. Ms. Lannon noted that the Library has signed a contract with Maura Deedy for a strategic plan refresh. Ms. Deedy previously worked for the Massachusetts Board of Library Commissioners and is very familiar with Massachusetts libraries and laws.

The FY26-30 plan will have new goals and objectives under the existing main areas of focus of Customer Convenience and Personalization, Community Learning and Engagement, and the Library as Space and Place. Ms. Deedy will review data from recent community surveys such as the Library Landscape Survey, Reading Center for Active Living Committee data, and the Community Diversity, Equity, and Inclusion assessment. She will also conduct workshops, focus groups, and interviews with library staff, patrons, and board members. The goal is to have the new plan completed in June or July, voted on in September, and filed in October.

XI. Financial Report

Ms. Lannon invited the Board to attend or watch the FY25 budget presentation to the Finance Committee on Wednesday, March 13. The budget presented to the Board and Select Board remains the same.

Ms. Lannon reported that the Library is doing well financially for FY24, with salaries running approximately 4% under budget. The trust funds have experienced positive growth, meaning additional supplemental spending funds should be available for FY25. Ms. Verrier asked how trust funds are reflected in the financial report. Ms. Lannon clarified that each trust has a non-expendable portion that must continue to be invested in addition to earnings that are available for spending. Ms. Lannon will reformat this section to illustrate changes more clearly in the future.

XII. Director's Report

Ms. Lannon reported ongoing repairs and software issues with the exterior pickup lockers. The lockers have been unavailable for several months due to various repair delays. The Library hopes to renegotiate its service contract with the vendor.

Despite a snow closure on February 13, approximately 15,000 people visited the Library in February. This is due in part to increased program offerings. Ms. Lannon and Ms. Fiorillo highlighted the growth in visits to the Children's Room, which is now fully staffed. Both reiterated that passive programming provides valuable educational and intergenerational interaction opportunities. The February scavenger hunt featured birds found in Reading backyards. The Wellness Way featured various physical activity stations ranging from jumping jacks to yoga poses as participants traveled from the Children's Room to the Health Nook near the Research and Reader Services desk. Various crafts and toys are also available. These fun activities help develop fine motor skills and communication through perceptive and expressive language.

Ms. Lannon reported on the recent Town Manager appointment of Matt Kraunelis, who has eight years of experience in Reading and over 25 years in law and government.

Staff are evaluating additional shelving options for the Library of Things collection, which has grown to approximately 80 items. The Dementia Friendly items in the Library of Things collection have been relocated to the Health Nook. Ms. Lannon noted the Library hopes to train 100% of front-facing Library staff as Dementia Friends and encourages all employees to take Mental Health First Aid training.

As part of a town-wide green initiative, the Library is tracking purchases of environmentally friendly products to satisfy the planned minimum content standard of 30% post-consumer recycled materials for supplies in FY25. The Library strives to be more environmentally friendly with internal and external printing.

Ms. Filleul is working with Treasurer Diane Morabito to implement credit card payment options for meeting room rental fees and hopes to offer this option soon. There will be a small processing fee for transactions.

Ms. Lannon summarized recent professional development opportunities that Library staff have participated in. Ms. Filleul is currently attending the Computers in Libraries conference in Virginia. Ms. Fiorillo and Collection Services Librarian Kathryn Geoffrion-Scannell will attend the Public Library Association Conference in Ohio in April.

Ms. Fiorillo encouraged the Board to visit displays near the Borrower Services desk promoting the Oscars and the Crochet (or Knit) for Climate Awareness program series. Sample crochet and knitting pieces featuring coral, fish, and more are currently on display. RPL will offer various workshops in March and April, with take-home kits with patterns, recycled yarn, and crochet hooks available throughout the summer. The project intends to raise awareness about the effects of climate change on coral reefs.

XIII. Approval of the February 12, 2024, Meeting Minutes

Motion: To approve the minutes of the February 12, 2024, Trustee Meeting as written.

(Popp / Grimes)

Vote: Approved 6-0

XIV. Future Agenda Items

A short executive session regarding security planned for the end of the April meeting might move to May due to scheduling conflicts.

Adjournment 8:32 pm

Motion: To Adjourn at 8:32 pm

(Grimes / Popp)

Vote: Approved 6-0

Respectfully Submitted,

Andrew Grimes, Secretary