

Minutes

Board of Trustees Meeting for November 11, 2024

Location: Hybrid – Main Library & Zoom

Attendees: Michael Baenen, Kathy Penny, Maria McCauley, Carson McGrath, Irene Monroe, Jim Roosevelt, and Liz Werby.

Guest: Ria

Attending:

1. Public Comment

The Trustees heard one public comment from a Cambridge resident named Ria. Chair Jim Roosevelt opened the floor for Ria to speak. For the first minute of Ria's statement, she stood silent. Ria then told the group that she was planning to remain silent during her comment, as she believes that the Library and Trustees will not listen to what she has to say. Chair Roosevelt said the Trustees would listen to any public comment from a resident of Cambridge. Ria then shared with the group that she had an issue with a recent display on reliable sources of information at the Main Library. Eventually the three minutes for public comment was up, and the Trustees thanked Ria for her comment.

2. Approval of Minutes

Chair Jim Roosevelt opened the floor for any corrections to the October 8, 2024, meeting minutes. The minutes were approved without correction with motions by Trustees Michael Baenen and Liz Werby.

3. Kathy Penny

Manager of Collection Services, Kathy Penny, shared a presentation on the overview of her department. She explained the main function of Collection Services is the ordering, acquiring, processing and cataloging of library materials. The Collection Services team catalogs over 50,000 items each year. Every new item goes through Collection Services before being placed on the shelves with the goal of no item remaining in the department for more than three weeks. Kathy went into detail on the two services run by the department: Interlibrary Loan and Commonwealth Catalog. Commonwealth Catalog allows patrons to obtain items outside of the Minuteman Library catalog, which includes most public libraries and a few university libraries across Massachusetts. If a patron cannot find an item in the Minuteman network or ComCat, the Interlibrary Loan is the next step. The ILL allows Collection Services to find the item at another library across the country.

Next, Kathy went on to discuss eContent. Her team manages the following digital products: Kanopy, hoopla, and Libby. Cantabridgians are the biggest user of Libby

content throughout the Minuteman network. The Collection Services team is also cross trained in many different areas of the Library. They assist with staffing at the branches and also host programming, including Sit 'n' Knit. Kath also leads the Intellectual Freedom Training to all staff members.

Another aspect of Collection Services is the maintenance and upkeep of the Adult Collection at the Mian Library. In partnership with the Adult Services team, Collection Services weeds the collection, shifts books, orders replacements and more. Most recently, Collection Services revamped the Romance collection by relabeling the entirety of the 1,200 plus item collection with the Borrower Services team. Lastly, Kathy touched on Circulating Technology, which include STEAM Kits, hotspots, Chromebooks, and more. The Library has around 300 STEAM Kits across all locations. Kathy said though Circulating Technology is still new to libraries, it is already extremely popular and a crucial way to support digital equity.

4. Library Updates

Director Maria McCauley opened her updates with sharing the former Manager of Borrower Services, Becky Rowlands, recently transitioned to a new position at CPL as the Branch Manager of the O'Connell Branch. She also shared that staff member Gaby Azeem-Angel was promoted to Library Clerk at the Valente Branch. Maria spoke on a few recent events held across the libraries including Good Neighbor Day, a stand-up comedy workshop, and a paint night. The Adult Services' Aging with Mindfulness workshop series continues to be popular with over 80 participants attending each week as well.

Director McCauley also discussed the Library's commitment to offering crucial resources for the community, such as an estate planning course and free income tax prep help sessions. This will be the first year these tax help sessions will be offered at the Central Square Branch as well as the Main Library. Maria shared details on a few events held at the branches, including Boudreau's Fresh Pong Pond Bug Walk, a dance class held at Central Square, and the first Cambridge Cooks program at a branch held at Valente.

The Digital Equity team at CPL applied for two PLA grants and was awarded a \$10,000 grant to support digital literacy classes. The Hive is currently piloting drop-in Safety Trainings in order to reduce barriers to entry into the space. Youth Services expanded Teen Room hours as a pilot at the Main Library and will now open at 11:30 am on weekdays. Lastly, Maria shared a few facilities updates. The all-gender restroom is moving forward with construction and will be completed by the new year. The City sent a contract to Patriot Restoration for the Collins Branch repair project.

5. Meeting Adjourned

Chair Jim asked the group if they had any final questions or comments. Liz asked what the status on the letter the Trustees sent to the Boston Medical Library on the Tiedemann currently was. Maria asked Executive Assistant Carson to send the

correspondence to the Trustees. Trustee Irene Monroe questioned what the process was for public comments. It was stated that the public can share their comments, and if the Trustees would like to take up the issues addressed in the comment that are made, they can.

Jim raised a motion to adjourn the meeting, which was unanimously approved.