

Minutes

Board of Trustees Meeting for June 18, 2024

Location: Hybrid – Main Library & Zoom

Attending: Maria McCauley, Michael Baenen, Jim Roosevelt, Liz Werby, Risa Mednick, Carson McGrath, Muna Kangsen, Elizabeth Edwards. Virtual: Karen Kosko and James Williamson

1. **Public Comment:** None
2. **Informal Check Ins**
3. **Communications, Programs & Events: Muna Kangsen and Elizabeth Edwards**

Manager of Communications, Programs and Events Muna Kangsen, along with Communications Coordinator Elizabeth Edwards updated the Trustees on their department. The Communications Team has six staff members who assist with everything from graphic design to social media and author talks. The goals of the department include creating programs and events that highlight the diversity of Cambridge, developing partnerships to enhance the creation of these programs and events, as well as working collaboratively with other Library Departments on events and communications. Muna also shared his team is responsible for managing the room reservations at the Library, including the Community Room and Lecture Hall.

Elizabeth went into more detail on the work the team does for internal and external communications. She assists with drafting the Director's weekly message to all staff members, as well as preparing and distributing the monthly events calendar. In the past year Elizabeth created over 30 press releases and helped organize and support 20 media opportunities, including Director McCauley's participation in NBC's Banned Book Club. Muna went on to discuss the Library's Cambridge Cooks program, which provides the community with tools to learn the preparation of healthy, affordable meals at home by bringing in local chefs. This past year the Library hosted 15 of these sessions.

After the presentation, Director McCauley sang her praises of the team, saying the group has done a great job leaning into the Library's focus on equity by bringing in and showcasing diverse speakers, including authors at different stages of their careers. She shared the Communications staff is a talented and creative bunch who are not afraid to handle complicated projects.

4. **Approval of Minutes from May 14th Meeting**

Chairperson Jim Roosevelt opened the floor for revisions or edits to the May draft minutes. No Trustees had any changes; Jim approved the minutes, which was seconded by Michael Baenen and Risa Mednick.

5. Library Updates by Maria McCauley

Director McCauley provided updates on Staff Development Day, the recruitment to fill the vacant Trustee position, library facilities and more. She thanked the Trustees who were able to stop by the Staff Development Day lunch and expressed gratitude to the committee who planned the staff trainings throughout the year. The Director said the Library has recommended a final candidate for the vacant Trustee position, which will be reviewed by the City Council in the fall. She then shared a few facilities updates including the closure of the Collins Branch for construction on July 1, the near completion of the Lewis Room at Central Square, and an update on the construction of an all-gender restroom at Main.

Director McCauley shared her excitement for the start of Summer Reading on June 24. Patrons will be able to grab bingo cards to track their reading and submit for prizes. Ice cream trucks will be visiting the Branches throughout the summer for a cool treat as well. Director McCauley introduced two new staff members: Social Worker Taylor Morris and Manager of Youth Services Meagan Albright. She then shared a few recent programs including Plant a Seed at Boudreau, an animal event in partnership with Mass Audubon at Central Square and a birdwatching tour at Collins. She briefly touched on the Library's current recruitments, including the hiring of a new Digital Equity Coordinator.

6. Meeting Adjourned

Chairperson Jim Roosevelt thanked the group for a great year. He then proposed to adjourn the meeting. Risa Mednick motion to end the meeting; Michael Baenen seconded. Meeting adjourned.