



Town of Reading Meeting Posting with Agenda

Board - Committee - Commission - Council:

Board of Library Trustees

Date: 2024-07-08

Time: 7:00 PM

Building: Reading Public Library

Location: Community Room

Address: 64 Middlesex Avenue

Agenda:

Purpose: General Business

Meeting Called By: Amy Lannon for Chair Cappy Popp

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: rpltrustee@noblenet.org



Town of Reading Meeting Posting with Agenda

- I. Call to Order
- II. Public Comment
- III. FY26-FY30 Strategic Plan Presentation
- IV. Financial Report
- V. Director's Report
- VI. Approval of June 10, 2024, Meeting Minutes
- VII. Future Agenda Items
 - a. August
 - i. State of the Collection Report
 - ii. Meeting Room Update
 - iii. Meeting Room Policy
 - iv. Tutoring Policy
 - b. Other
 - i. Library Landscape Committee Recommendations: TBD
 - ii. Select Board Ad Hoc Bill Russell Committee: TBD

READING PUBLIC LIBRARY

STRATEGIC PLAN
2026 - 2030

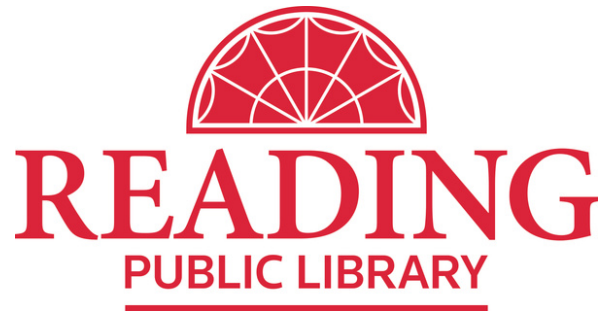


PLAN SUMMARY

Reading is facing the challenges of many communities in Massachusetts and beyond, with high-cost housing, an aging population, and divisive local politics. What sets Reading apart is active civic engagement, a community poised to embrace the challenges and welcome new residents, and a public library that models impactful municipal partnerships. Reading Public Library is a high performing organization, with established and refined core library services delivered by a professional and innovative staff. Reading Public Library serves a desirable and affluent community known for its good schools and proximity to both urban and green spaces. With its charm and amenities, Reading attracts newcomers, inspires community participation and provides aspirations to age in place.

How does the library meet the needs of all the community members, ensuring the core values are centered in decision making? How does the library continue to sustain and innovate core services, while expanding outreach and services to community members who are underserved by the library? How does the library plan for the future during uncertain times?

Through the planning process, community members and library staff engaged in deep thinking and thoughtful conversation. The result is a plan that builds on previous strategic priorities, and includes a new mission statement that captures the essence of the work: Building Community, Creating Connections. These connections, to each other, technology, information, and services are all essential for building community.



Library Board of Trustees and Governance

Christian "Cappy" Popp, Chair
Patrick Egan, Vice Chair
Andrew Grimes, Secretary
Cherrie Dubois
Andrew Gregory
Monette Verrier
Amy Fang Lannon, Library Director

Strategic Planning Committee

Michelle Filleul
Amy Fang Lannon
Olivia McElwain
Jamie Penney
Monette Verrier

Consultant

Maura Deedy, Local Librarian Consulting

MONTH, NN, 2024 | approved by the
Reading Public Library Board of Trustees

MISSION

Building Community, Creating Connections.

Reading Public Library's mission is to connect all people with opportunities to grow and learn, and to provide resources to support a welcoming and engaged community.

VISION

Evolving together to strengthen communication, equity, collaboration, and learning.

CORE VALUES

Education
Equity
Accountability
Access



STRATEGIC AREA OF FOCUS: CUSTOMER CONVENIENCE AND PERSONALIZATION

Goal 1: Engage with the community as co-creators in library programs, services and designs

- Accessibility assessment with direct involvement from patrons with disabilities to evaluate library programs, services, and technology
- Multi-language programs and services, organized with input from community, town departments, partners schools about event specifics
- Operationalize the translation of library publications, documents and communications

Goal 2: Explore library service points outside the library building

- Develop pilot programs for satellite library services in various community locations, those already existing and those being planned
- Investigate the feasibility of increasing self-services, including library lockers, vending kiosks and returns

Goal 3: Expand collections and access for multi-language residents

- Build robust collections of print and digital materials in languages spoken by Reading residents
- Advocate to the library network to improve integrated library system capabilities to support multi-language resources and findability
- Support English language learning goals with print and digital material and services at various proficiency levels

Goal 4: Continue to deliver, improve, and evaluate core library services

- Support lifelong learning for all residents at all ages by providing collections that inspire, inform and bring joy through personalized services
- Maintain a welcoming, fun, engaging environment
- Continue to support non-traditional or low-literacy library users

STRATEGIC AREA OF FOCUS: COMMUNITY LEARNING AND ENGAGEMENT

Goal 1: Support ESL community with programs and services that build community connections

- Develop partnerships and programming with community organizations
- Explore other programmatic offerings relevant to ESL learners

Goal 2: Library as a space to address community needs and connect with other municipal services

- Strengthen existing relationships and partnerships with municipal departments and organizations
- Support municipal departments and initiatives with library staff participating on town-wide committees and task forces
- Continue to grow partnership with Reading Public Schools to support curriculum, encourage a routine use of library services, and foster a positive relationship with reading

Goal 3: Continue to offer programming to build new community connections across background, age, or identity

- Assess the impact of library programs through feedback and demographic studies to ensure they are meeting the evolving community needs
- Explore a variety of programming formats that can include passive, meet-up, virtual, hobby based

Goal 4: Develop transition strategies for young adults (ages 13-20) to grow into library services

- Continue to foster relationships with tweens and caregivers through programming and enhancement of tween space
- Engage with teens as co-creators of teen room programs, services and collections
- Assess usability of existing teen room to meet the evolving needs of teens

STRATEGIC AREA OF FOCUS: LIBRARY AS SPACE AND PLACE

Goal 1: Adapt library spaces that are open to all, ensuring everyone can explore information and resources with ease.

- Assess the feasibility of broadening library meeting room policy outside of reservations and internal use
- Audit of library spaces for accessibility of library patrons, and implementation of results

Goal 2: Institute mechanisms to increase diversity of library staff and board members

- Develop a succession plan that includes the strategic recruitment and retention of diverse staff members
- Create a board recruitment plan to cultivate a pipeline of qualified candidates from diverse backgrounds

Goal 3: Plan for the future

- Position the library as a community resource that is open to all, with a commitment to inclusion and equity, meeting library users where they are when they enter the building
- Adapting and anticipating changes in community trends by reviewing library services to ensure RPL is proactive, flexible and providing relevant services with appropriate funding
- Respond to and prepare for climate change and other environmental concerns
- Investigate the feasibility of completing the Sustainable Libraries Certification program

Goal 4: Continue the Library Landscape Project

- Implement the recommendations of the Ad Hoc Library Landscape Committee
- Secure funding to enact the proposed recommendations

METHODOLOGY

When it came time to start the strategic planning process for the next plan, library leadership reflected on the framework and structure of the FY21-25 plan. The strategic priorities were evergreen, and there were also opportunities to continue the work and develop new goals to meet the evolving needs of the Reading Community.

The planning process began in spring 2024 with a review of recent municipal surveys, including Town of Reading Community Diversity, Equity, and Inclusion Needs Assessment, Youth Risk Behavior Survey 2023, ReImagine Reading Survey, RECALC Summary report, and various library related surveys including the work of the Library Landscape Project. The library was a full partner in the Town of Reading Community Diversity, Equity, and Inclusion Needs Assessment and several of the recommendations in that report are reflected in the goals. These surveys provided rich insight into the aspirations and needs of Reading's residents pulling from various perspectives and community needs.

These insights provided the framework for community engagement sessions which were held with older adults, Partners and Allies for Inclusive Reading members (PAIR), multi-language learners, municipal stakeholders, trustees and library staff in the spring of 2024. Stakeholders were asked questions about the needs of Reading residents, and explored where the library could make an impact. Staff work groups worked on exercises to develop a new mission statement. They spent time thinking about the strategic priorities and what success would look like when the plan was realized. The Library steering committee finalized the documents.

Together, these insights brought forth the strategic goals to shape the focus of library staff in the next several years. This plan is the culmination of insights and thoughtful dialogue about the needs and aspirations of Reading's residents and the Reading Public Library's ability to make an impact.

Does not include last payroll and current warrant

SUMMARY	Orginal \$\$	Rev/Adj	Expended	Encumbered	Balance	% Used
Municipal Salaries	\$ 1,698,150	\$ -	\$ 1,585,316	\$ -	\$ 112,834	93%
Municipal Expenses	\$ 133,200	\$ -	\$ 128,288	\$ -	\$ 4,912	96%
Municipal Materials	\$ 273,675	\$ -	\$ 273,430	\$ -	\$ 245	100%
Fines & Fees	\$ 12,791	\$ 9,835	\$ 9,032	\$ -	\$ 13,594	N/A
State Aid	\$ 88,662	\$ 59,007	\$ 69,076	\$ 17,115	\$ 61,478	N/A
Gifts	\$ 329,119	\$ 28,606	\$ 100,628	\$ 68,218	\$ 188,879	N/A
Trusts (Expendable Funds)	\$ 99,103	\$ 13,249	\$ -	\$ -	\$ 112,352	N/A
TOTALS	\$ 2,634,700	\$ 110,696	\$ 2,165,769	\$ 85,333	\$ 494,294	

Municipal Appropriation	Orginal \$\$	Rev/Adj	Expended	Encumbered	Balance	% Used
Salaries - Library Administration	\$446,950		\$ 424,989	\$ -	\$ 21,961	95.09%
Salaries - Leave Buyback*	\$0		\$ 4,333	\$ -	\$ (4,333)	
Salaries - Collection Services	\$536,300		\$ 509,148	\$ -	\$ 27,152	94.94%
Salaries - Public Services	\$714,900		\$ 646,846	\$ -	\$ 68,054	90.48%
Expenses - General						
Library Maint Contract Supp	\$22,000		\$ 22,929	\$ -	\$ (929)	104.22%
Professional Development	\$14,000		\$ 19,999	\$ -	\$ (5,999)	142.85%
Library Programs	\$4,000		\$ 2,741	\$ -	\$ 1,259	68.52%
Software/ Licenses	\$69,200		\$ 65,303	\$ -	\$ 3,897	94.37%
Library Supplies	\$8,500		\$ 7,822	\$ -	\$ 678	92.02%
Office Supplies	\$4,500		\$ 3,080	\$ -	\$ 1,420	68.44%
Technology	\$11,000		\$ 6,413	\$ -	\$ 4,587	58.30%
Materials	\$273,675		\$ 273,430	\$ -	\$ 245	99.91%
Books			\$ 112,051	\$ -		
Audio			\$ 7,897	\$ -		
Video			\$ 3,632	\$ -		
Periodicals			\$ 26,620	\$ -		
Electronic Resources			\$ 44,598	\$ -		
Databases			\$ 16,800	\$ -		
Other Materials			\$ 9,625	\$ -		
Overdrive (eBooks / eAudiobooks)			\$ 52,207	\$ -		
TOTALS	\$ 2,105,025	\$ -	\$ 2,106,982	\$ -	\$ 117,992	100.09%

Fines and Fees	Orginal \$\$	Rev/Adj	Expended	Encumbered	Balance
Revenue	\$ 12,791	9,835	\$ -	\$ -	\$ 22,626
Materials			\$ -	\$ -	\$ -
Supplies			\$ 9,032	\$ -	\$ (9,032)
TOTALS	\$ 12,791	\$ 9,835	\$ 9,032	\$ -	\$ 13,594

State Aid	Orginal \$\$	Rev/Adj	Expended	Encumbered	Balance
Revenue	\$88,662	\$ 58,497	\$ -	\$ -	\$147,159
Expenses					
Office Supplies		\$158	\$158	\$ -	\$ -
Professional Development				\$ -	\$ -
Materials			\$ 1,074	\$ -	(\$1,074)
Library Other			\$51,107	\$ 17,115	(\$68,222)
Library Equipment		\$352	\$16,737		(\$16,385)
TOTALS	\$88,662	\$59,007	\$69,076	\$17,115	\$61,478

Does not include last payroll and current warrant

Gifts & Donations	Original \$\$	Adj/Income	Expended	Encumbered	Balance
Revenue	\$44,770	\$ 27,397	\$ -	\$ 15,218	\$ 56,949
Professional Development	\$ -	\$ -	\$ -	\$ -	\$ -
Recreational	\$ -	\$ -	\$ 1,803	\$ -	\$ (1,803)
Programs & Services Adults	\$29,522	\$ -	\$ 1,000	\$ -	\$ 28,522
Programs & Services Teens	\$24,265	\$ -	\$ -	\$ -	\$ 24,265
Programs & Services OESJ	\$2,050	\$ -	\$ 1,998	\$ -	\$ 52
Programs & Services Childrens	\$88,755	\$ 500	\$ 62,626	\$ -	\$ 26,629
Programs & Services- Local History	\$500	\$ -	\$ -	\$ -	\$ 500
Studio	\$30,298	\$ -	\$ -	\$ -	\$ 30,298
RPL Foundation	\$74,356	\$ -	\$ 21,621	\$ 53,000	\$ (265)
Other Gifts (Combined)	\$7,759	\$ -	\$ 11,581	\$ -	\$ (3,822)
Materials	\$26,844	\$ 709	\$ -	\$ -	\$ 27,553
TOTALS	\$ 329,119	\$ 28,606	\$ 100,628	\$ 68,218	\$ 188,879

Trusts	Original \$\$	Adj/Income	Expended	Encumbered	Balance
Appleton / Mansfield	\$ 5,599	\$ 1,488	\$ -	\$ -	\$ 7,088
Edward Appleton	\$ 40,145	\$ 4,048	\$ -	\$ -	\$ 44,193
R/M Babcock	\$ 2,477	\$ 545	\$ -	\$ -	\$ 3,022
Stephen Foster	\$ 7,526	\$ 1,751	\$ -	\$ -	\$ 9,277
Charles Torrey	\$ 1,019	\$ 181	\$ -	\$ -	\$ 1,200
Donald Tuttle	\$ 909	\$ 126	\$ -	\$ -	\$ 1,035
Elaine & George Long	\$ 35,244	\$ 3,608	\$ -	\$ -	\$ 38,852
Barbara Hewitt	\$ 4,943	\$ 1,246	\$ -	\$ -	\$ 6,189
James Rawstron	\$ 1,240	\$ 256	\$ -	\$ -	\$ 1,496
TOTALS	\$ 99,103	\$ 13,249			\$ 112,352

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"
Elaine & 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	

Schedule for Approval of Library Invoices

The folder with Signature sheet, MUNIS report, and Invoices will be available in the Trustee Drawer by 9:00 a.m. on the dates indicated. Four signatures are required in order to release the Warrant to Accounting at 12:00 pm on the following Tuesday. Trustees should contact Amy Lannon with questions.

Electronic scans for approval available upon request.

Bolded Dates are BOLT Meeting Dates

Warrant # (s)	Available 9:00 a.m.	Sign By 9:00 p.m.
T2454	Friday, July 5, 2024	Monday, July 8, 2024
T2455, T2503	Friday, July 12, 2024	Monday, July 15, 2024
T2457, T2505	Friday, July 26, 2024	Monday, July 29, 2024
T2507	Friday, August 9, 2024	Monday, August 12, 2024
T2509	Friday, August 23, 2024	Monday, August 26, 2024
T2511	Friday, September 6, 2024	Monday, September 9, 2024
T2513	Friday, September 20, 2024	Monday, September 23, 2024
T2515	¹ Thursday, October 3, 2024	Monday, October 7, 2024
T2517	Friday, October 18, 2024	Monday, October 21, 2024
T2519	Friday, November 1, 2024	Monday, November 4, 2024
T2521	Friday, November 15, 2024	Monday, November 18, 2024
T2524	Friday, December 6, 2024	Monday, December 9, 2024
T2526	Friday, December 20, 2024	² Sunday, December 22, 2024
T2528	Friday, January 3, 2025	Monday, January 6, 2025
T2529	Friday, January 10, 2025	Monday, January 13, 2025
T2531	Friday, January 24, 2025	Monday, January 27, 2025
T2533	Friday, February 7, 2025	Monday, February 10, 2025
T2535	Friday, February 21, 2025	Monday, February 24, 2025
T2537	Friday, March 7, 2025	Monday, March 10, 2025
T2539	Friday, March 21, 2025	Monday, March 24, 2025
T2541	Friday, April 4, 2025	Monday, April 7, 2025
T2542	Friday, April 11, 2025	Monday, April 14, 2025
T2544	Friday, April 25, 2025	Monday, April 28, 2025
T2546	Friday, May 9, 2025	Monday, May 12, 2025
T2548	Wednesday, May 21, 2025	³ Friday, May 23, 2025
T2550	Friday, June 6, 2025	Monday, June 9, 2025
T2552	Friday, June 20, 2025	Monday, June 23, 2025
T2554	⁴ Thursday, July 3, 2025	Monday, July 7, 2025
T2555, T2603	Friday, July 11, 2025	Monday, July 14, 2025

¹ Due to the Library's annual staff professional development day on Friday, October 4th, the Warrant will be available on Thursday, October 3rd.

² Due to the holiday week, signatures by 5:00 p.m. Sunday, December 22nd appreciated.

³ Due to weekend holiday closings, the Warrant will be available from Wednesday through Friday.

⁴ Due to the July 4th Independence Day holiday, the Warrant will be available on Thursday, July 3rd.

July 2024 Board of Library Trustees Meeting

IV. FINANCIAL REPORT

a) June Gifts:

DONOR	AMOUNT	PURPOSE
Young Women’s League of Reading	\$25.00	For the EcoTarium Pass
Estate of Lawrence J. Stiles	\$23,946.73	General
Cash Donations	\$24.00	General
Women’s League of Reading		Tonies and Tonie box kits worth approximately \$1,000 donated directly to the Children’s collection
Total	\$24,220.73	

b) FY25 Warrant Schedule

V. DIRECTOR’S REPORT

a) June Snapshot

Usage	June 2024	May 2024	June 2023
Circulation	28,067	26,797	30,747
Locker Use	25	10	66
Meeting Rooms Rentals	17	23	13
Museum Passes	143	128	162
New Library Cards	117	99	132
Overdrive	5,065	4,957	4,438
Programs	43	76	33
Reference Questions	2,022	1,579	2,236
Visitors	14,473	14,004	N/A
Volunteer Hours	85	19	22.5

b) Collections, Programs, and Services

- RPL is pleased to add LOTE4Kids to our selection of online resources. LOTE 4Kids is a database of digital books in World Languages that allows kids to enjoy the magic of books in LOTE (Languages Other Than English). Each book comes with English translations to help kids learn languages. LOTE4Kids has over 4,000 picture books in 65+ languages, with new books and languages released each month.

LOTE4Kids helps libraries engage immigrant, refugee, and multilingual families in their communities.

- Friends Speakers Series launched this month with a stunning 2,000 views through the RPL website portal, across both live and recorded events.
- The Summer Concert with Les Sampou and the Dirty Martinis was a terrific evening! Their repertoire spanned from Duke Ellington and Fats Waller to Steely Dan, The Doobie Brothers, and Fleetwood Mac.
- Summer Sizzlers - Great turnout, wonderful staff, fun vibes, and glowing feedback!
- RPL had the unique opportunity to host a group of recent film school graduates working on a short film. The story involves teaching Mandarin to someone at a public library – some funny and poignant things follow. The group used all three floors of the library from July 1 to July 3. Patrons and staff accommodated the occasional inconvenience, and the students were gracious, welcoming questions and onlookers. While not a typical library use, the project was about storytelling and understanding different perspectives.
- Susan Beauregard and Cate Zannino attended the Reading Public School Multilingual Learners Community Health Fair. Cate also stopped in at the RISE Preschool's annual family picnic and Reading Friends and Family Day, and made “Reada the Rock Snake” painting visits to Cobblestone Corner Preschool and Reading Town Hall.
- The Coral Reef is now on display and is a big hit with all ages. The matching game and prizes are popular. The exhibit will remain on display throughout the summer.
- The First Sunset Storytime was a big hit, with about 55 people attending. We received great feedback about the time and location of the event.
- The Discovery Museum installed its cause-and-effect exhibit in the Children's Room on June 20. It's a puppet theater where kids learn about spatial awareness, storytelling, consequences, and social-emotional learning. We have seen some wonderful interactions, including adults showing them how to make a story out of an ending!
- Starting June 25, RPL is a Reading Public School tutoring center for Multilingual Learner families all summer long!
- Jocelyn toured the BPL Digital Commonwealth Preservation Lab, which provided insight into the process and how the Internet Archive staff manage projects. She shared the information with the Reading Antiquarian Society, as they may be eligible for Digital Commonwealth services.
- NOBLE updated the Evergreen ILS (integrated library system), and the process went smoothly.
- RPL added a donated collection of Tonies for the Children's collection. Tonies are a type of audiobook in which cartoon figures read stories. The Women's League of Reading funded the collection.

c) Personnel

We have over twenty applications for the full-time Children's Librarian I position. First-round interviews start the week of July 8.

July Anniversaries:

- Meaghan Clemente (2 years)
- Valerie Gould Heithaus (6 years)

Thank you for your continued dedication and service!

d) Professional Development (selected)

- Begin with a Strong Foundation: Developing a Data Plan
- Community Partnership 101: How NVRD Can Empower Voter Engagement in 2024
- Creating Online Exhibits with Omeka
- Crisis Prevention Institute Verbal Intervention Training
- Data Storytelling 101
- Empowering Your Child to Fly: Working Together to Foster Inclusion
- FEMA Incident Command System Training
- Managing Effective Library Boards
- Prepared for Pride
- Proven Strategies for Library Outreach & Programming
- Strategies for Engaging Families Year-Round
- Supporting Domestic and Sexual Violence Survivors at Your Library
- The Science of “Good Enough” Relationships: Trusting and Developing Our Capacity for Simple and Authentic Human Interactions
- Unattended Children: How to Talk to Parents About Their Children’s Behavior
- Up or Out: Smarter Ways to Get Library Employees Back on Track or End the Ride

Respectfully Submitted,

Amy Fang Lannon, Director (*she/her*)

July 3, 2024



Town of Reading Meeting Minutes

2016-09-23 L.A.G.

Board - Committee - Commission - Council:

Board of Library Trustees

Date: 2024-06-10

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; Michelle Filleul, Assistant Director; Meaghan Clemente, Administrative Assistant; Andrea Fiorillo, Head of Public Services; Albert Pless, Director of Equity and Social Justice; Joseph McDonagh, Financial Committee Liaison to Reading Public Library (remote)

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. **Summer Programming Update**

Public Services Division Head Andrea Fiorillo presented a summer update on Library programming. Ms. Fiorillo summarized recent programs associated with the "What's the Big Idea" initiative. Attendees ages 12 and up enjoyed painting cherry trees during an intergenerational paint night. Three Taylor Swift fan sessions were held, with bracelet-making programs for children and teens and a trivia night for adults.

The Animal Extravaganza provided educational information about animals and adoption and featured an all-ages petting zoo with seven nonprofit partners. Over 300 people attended and donated 100 pounds of pet food to the Massachusetts Society for the Prevention of Cruelty to Animals (M.S.P.C.A.).

The Coral Reef Crochet project featured five classes with 47 unique attendees. RPL distributed over 50 take-home kits with crochet hooks, yarn, and patterns and collected over 200 finished sea creatures. The sea creatures were incorporated into a display to

raise awareness about marine life and climate change. Ms. Fiorillo passed around examples of brain coral and a snail.

The Library is waiting to hear back about its application for the “Dig In! Growing Libraries with Gardens and Nature-based Learning Spaces” grant but anticipates focusing on gardening, plants, and green space for upcoming programming.

Summer reading will run from June 14 through August 16 this summer. The Children's "Stick with Summer Reading" program focuses on bookmarks with scratch-off challenges and vinyl sticker prizes. Spot, the 4-foot-tall giraffe, will be hidden in different weekly locations around Town, similarly to the previous Reado, the parrot mascot. Children who spot Spot can fill out a raffle ticket for a chance to win a handheld karaoke machine. Younger patrons are encouraged to start or continue the "1,000 Books Before Kindergarten" program.

The "Full S.T.E.A.M. Ahead" teen summer reading program focuses on science and art. Teens can earn raffle tickets by attending programs and writing book reviews. Adult Summer Reading Bingo features BINGO cards with fun activities, interesting resources, and diverse reading recommendations. Participants can win prizes, such as gift cards for Whitelam Books and Market Basket.

On July 1, the Library will offer half-hour time slots for children entering Grades K-6 to engage in an interactive learning experience inside the Whalemobile. The 25th annual Vehicle Day will be rain or shine in the Library parking lot on August 13. Teen programs include combat robotics and K-Pop crafting.

The popular after-hours "Summer Sizzlers: Booktalks & Mocktails" event on Friday, June 21, will feature speedy book reviews and cash-bar mocktails. Also, on Monday, June 24, R.P.L.'s summer concert will include numerous American Songbook hits performed by Les Sampou and the Dirty Martinis.

Ms. Fiorillo highlighted the Library's new annual subscription to the Library Speaker series, sponsored by the Friends of the Reading Public Library. All events last approximately one hour and are live with a Q&A session. Watch parties will be hosted at the Library. An entire back catalog with recordings of all past events is available to watch anytime, anywhere, with an internet connection. Three to four bestselling authors or thought leaders present each month. Upcoming author visits include Kate DiCamillo, Dan Santat, and Shelby Van Pelt. Past speakers include Amor Towels and Ruth Ware. Topics include parenting, nutrition, retirement, wealth inequality, management, and travel.

The Library's Book Bike recently visited the Reading Garden Club Plant Sale and the Lions Club Friends & Family Day. Upcoming Book Bike visits include the Y.M.C.A. Farmer's Market, Reading Recreation Family Concerts, and the Commuter Rail. It will also be part of the Sunset storytimes hosted in local parks.

The Board complimented the wide variety of programs and thanked Ms. Fiorillo for her presentation.

IV. Community D.E.I. Assessment Update

Director of Equity and Social Justice Albert Pless presented an update on the Community Diversity, Equity, and Inclusion (D.E.I.) Assessment. Mr. Pless recently celebrated his 8-month work anniversary and is grateful for the support of the Library and the Town in facilitating learning and growth for the Office of Equity and Social Justice.

Opportunity Consulting conducted the Community D.E.I. Assessment and developed a detailed report and presentation based on qualitative and quantitative data collected over several months. Issues on marginalized and underrepresented communities were highlighted. D.E.I. implementation work has begun and is ongoing.

Internally, a municipal implementation team, including Town and Library staff members, has been formed. Partners and Allies for Inclusive Reading (PAIR) helps promote D.E.I. in the community. Community stakeholders include Select Board members, the Lions Club, the Reading Pastor's Association, the School Department, the Metropolitan Council for Educational Opportunity (M.E.T.C.O.), the Reading Coalition of Prevention and Support, and the Unitarian Universalist Church of Reading. Mr. Pless has been actively presenting and engaging with various local groups.

Collaborative work with the Town's Planning, Public Health, and Community Services Departments is underway to develop action items and training opportunities for Town staff. Data from other assessments conducted by these departments is also being utilized. Mr. Pless emphasized the importance of collaboration rather than isolation in facilitating positive change in the community.

Sophia Ortins has been onboarded as the new Office of Equity and Social Justice intern. A rising sophomore at Wesleyan University, she found funding through her school to pursue her passion for D.E.I. work by volunteering 26 hours per week in the Office of Equity and Social Justice this summer. Ms. Ortins is actively participating in analyzing data and strategic planning.

The Massachusetts Diversity, Equity, and Inclusion Coalition is growing to include more municipalities across the state. Mr. Pless acknowledged the challenging nature of D.E.I. work and is grateful for the networking, collaboration, and support available through this group. The coalition is working to develop a formal D.E.I. guide for onboarding D.E.I. directors.

Mr. Pless thanked the Board for supporting the needs of the Office of Equity and Social Justice, especially financially. Mr. Pless is working with a local consultant on developing a strategic plan for the Office of Equity and Social Justice. Opportunities and action items are being identified. Progress updates will continue to be shared.

Mr. Pless has participated in two Library storytimes. Mr. Pless also collaborated with a local Girl Scout Troop and local author, Sarah Samuels, to read and discuss *Braving Our Savings*, which focuses on financial literacy for girls. Mr. Pless enjoys diving into local programming and amplifying representative voices of diversity in the community.

Mr. Egan questioned the timeframe of the Office of Equity and Social Justice's strategic plan. Mr. Pless hopes to develop a 3-year plan, including action items and budgetary needs for planning purposes. Mr. Pless hopes to establish long-term sustainability for the Office of Equity and Social Justice beyond the Library.

Ms. Lannon hopes to establish a formal FY26 budget for the Office of Equity and Social Justice. She is working with the Town Manager and Town Accountant to introduce new budget lines that will serve the needs of Reading residents and employees. Although this is a moving target, future requests are being prioritized strategically. Mr. Pless hopes to lean on community partners through FY25.

Mr. Pless hopes to continue the implementation through further community engagement and work with PAIR. The Office of Equity and Social Justice is developing an Instagram account, and an email newsletter will also be relaunched soon.

Mr. Pless invited the Trustees to attend the upcoming Juneteenth Freedom Festival on Saturday, June 15, on the Town Common from 1:00 pm to 7:00 pm. BIPOC vendors and organizations, food and beverages, live musical performances, and a D.J. will be featured.

Mr. Pless thanked the Board again for their support and excused himself at 7:27 pm.

V. VOTE: Local History Room Policy

At the April meeting, the Board discussed the History Room Use and Access Policy in detail with suggestions for minor edits. These were briefly reviewed, and no additional changes were suggested.

Motion: To approve the changes to the History Room Use and Access Policy as written.

(Popp / Gregory)

Vote: Approved 6-0

VI. VOTE: Election of Officers

Mr. Egan noted that the Board must vote to elect officers and review the Chair, Vice-Chair, and Secretary positions. Mr. Egan has enjoyed his time as chair but looks forward to the next person taking on the role.

Motion: To nominate Mr. Cappy Popp as Chair of the Trustees.

(Grimes / Verrier)

Vote: Approved 5-0-1 with Mr. Popp abstaining

Ms. Verrier noted that she would like to step back as vice chair. Mr. Egan said he is ready, willing, and able to step in unless someone else is interested.

Motion: To nominate Mr. Patrick Egan as Vice-Chair of the Trustees.

(Popp / Grimes)

Vote: Approved 5-0-1, with Mr. Egan abstaining

Mr. Grimes is happy to continue as secretary.

Motion: To nominate Mr. Andrew Grimes as Secretary of the Trustees.

(Gregory / Verrier)

Vote: Approved 5-0-1 with Mr. Grimes abstaining

Mr. Egan and Ms. Verrier have overseen the Board's email account for several years and suggested rotating these responsibilities. Although the Board's email is mostly quiet, significant issues should be brought to the full Board's attention during public comment. The person checking the email should sign their name when acknowledging receipt of messages from the Board's email account for clarification. Mr. Gregory is willing to take on these responsibilities and will contact Mr. Egan for further details.

VII. VOTE: FY25 Trustee Meeting Dates

Ms. Lannon noted that the schedule for upcoming Board meetings follows the schedule for the second Monday of the month. However, Monday, November 11, is the Veterans Day holiday, and Tuesday, November 12, is the Town Meeting. The Board could meet on Wednesday, November 13, or Tuesday, November 19, to avoid potential conflicts with subsequent Town Meeting dates. Alternatively, the Board could skip the November meeting. The timing of the election on November 5 and the Thanksgiving holiday on Thursday, November 28, were also clarified.

Mr. Popp and Mr. Gregory are Town Meeting members and may be impacted by late meetings on several nights. However, both were willing to meet on either proposed date. Ms. Verrier suggested meeting on Wednesday, November 13, because Tuesday, November 19, is only three weeks away from the December meeting.

Motion: To approve the FY25 Trustee meeting dates as reflected on the June 10th memo from Ms. Lannon, with Wednesday, November 13, 2024, as the November meeting date.
(Egan / Verrier)

Vote: Approved 6-0

VIII. VOTE: CY25 Holiday Schedule

Ms. Lannon noted that the Library's holiday closings should be set for the following calendar year. Traditionally, the first and last Sundays open are also established, as are early closures on the Wednesday before Thanksgiving, Christmas Eve, and New Year's Eve. Ms. Lannon noted that employees must be paid double-time wages for hours worked on holidays. Ms. Verrier clarified that the proposed schedule is similar to prior years. Once approved, Ms. Lannon will send the schedule to the Town Hall.

Ms. Verrier inquired about the annual professional development day, which Ms. Lannon noted will take place on October 4, 2024.

Motion: To approve the CY25 Library Holiday Closings as presented.
(Dubois / Egan)

Vote: Approved 6-0

IX. Financial Report

Ms. Lannon noted that FY24 municipal expenses are being closely tracked and spent down. Materials spending in accordance with state aid requirements is a priority. Due to various staff transitions throughout the fiscal year, some municipal salary funds will be returned to the Town. A schedule for FY25 warrants is being developed. There will likely be one week where both FY24 and FY25 warrants are prepared, as invoices dated before and after the July 1st cutoff for the fiscal year are received.

Ms. Lannon noted several recent donations, including a donation from the Reading Lions Club for braille or visually impaired library resources. These funds often benefit story walks and large print collections.

Mr. Popp questioned the red negative items for State Aid expenses. Ms. Lannon explained that funds are not budgeted for individual costs and are debited against the overall revenue account. State Aid is primarily a savings fund, but lines can be added for other items as needed.

X. Director's Report

Ms. Lannon noted that the exterior Library pickup lockers are finally working. Staff is developing a soft relaunch with additional training, new signage, and software updates underway.

The Tween Space in the Children's Room is complete with new bookcases and furnishings. The Tween Space project started in 2022 with the simple idea of painting a wall and rearranging existing furniture. The generous support of the Helen A. Nigro Foundation and others in the community has enabled the Library to create a cozy space that meets the literary, sensory, and social development needs of young people in grades 4 through 7. Mr. Egan complimented the quality and durability of the furnishings and the refreshing lack of technology in the space.

An Exam Cram program for high school students is being held tonight and tomorrow night. Ms. Lannon briefly highlighted the upcoming Juneteenth Freedom Festival on Saturday, June 15, and the Summer Sizzlers: Booktalks & Mocktails event on Friday, June 21.

Community Health Librarian Susan Beauregard and Elder Services Librarian Elizabeth Weilbacher attended the Pleasant Street Center Health Fair. The Reading Coalition for Prevention and Support recently hosted a book discussion on *The Emotional Lives of Teenagers* by Lisa Damour. Outreach will continue throughout the community, including at the Y.M.C.A. and Solstice House.

Ms. Lannon welcomed Sophia Ortins as the new summer Office of Equity and Social Justice intern. Ms. Ortins is a 2023 Reading Memorial High School graduate who will start her sophomore year at Wesleyan University this fall.

Ms. Lannon expressed good wishes to children's librarian, Emma Heuchert, who is moving on. The Librarian I – Children's job posting will be publicized this week. Ms. Fiorillo clarified that the Library has been fully staffed since December.

Ms. Lannon summarized various professional development opportunities that Library staff have recently participated in. Multiple staff members sometimes participate in the same educational opportunities. For example, approximately ten staff members recently attended the Massachusetts Library Association (M.L.A.) Conference. Continuing education is a culture and a model encouraged for Library staff at all levels.

Ms. Verrier complimented the number and variety of professional development topics but expressed concern that expenses have exceeded the anticipated budget. Ms. Lannon noted that the FY25 municipal professional development budget is similar and will be supplemented by state aid or gifts as necessary. Several other municipal expense lines,

such as office and library supplies, are currently running under budget, meaning extra municipal funding is available for professional development and other expenses. It is sometimes difficult to anticipate when each expense line will run out.

However, professional development expenses will likely be lower in FY25 because the Public Library Association (P.L.A.) conference, which is part of the American Library Association, only occurs every two years. Ms. Fiorillo and Collections Services Librarian Kathryn Geoffrion Scannell attended the P.L.A. conference in FY24 and found it useful and informative.

Ms. Lannon submitted all annual employee reviews to Town Hall by June 1 to ensure that staff will receive appropriate steps and COLA raises on July 1.

XI. Approval of May 13, 2024, Meeting Minutes

Mr. Popp and Ms. Dubois complimented the detail provided in the May minutes, especially regarding the R.M.L.D. E.V. Charger Update.

Motion: To approve the minutes from the May 13, 2024, Board of Library Trustees meeting as written.

(Egan / Verrier)

Vote: Approved 6-0

XII. Future Agenda Items

In July, Maura Deedy will present the Library's FY26-FY30 strategic plan. Meetings are currently being held to review and finalize the content of the strategic plan. The plan can be voted on in July or August, incorporating any changes or suggestions.

Mr. Popp welcomed suggestions for additional future agenda items.

Adjournment 7:56 pm

Motion: To Adjourn at 7:56 pm

(Gregory / Dubois)

Vote: Approved 6-0

Respectfully Submitted,

Andrew Grimes, Secretary



PUBLIC SERVICES UPDATE

Summer 2024



WHAT'S THE BIG IDEA WRAP UP

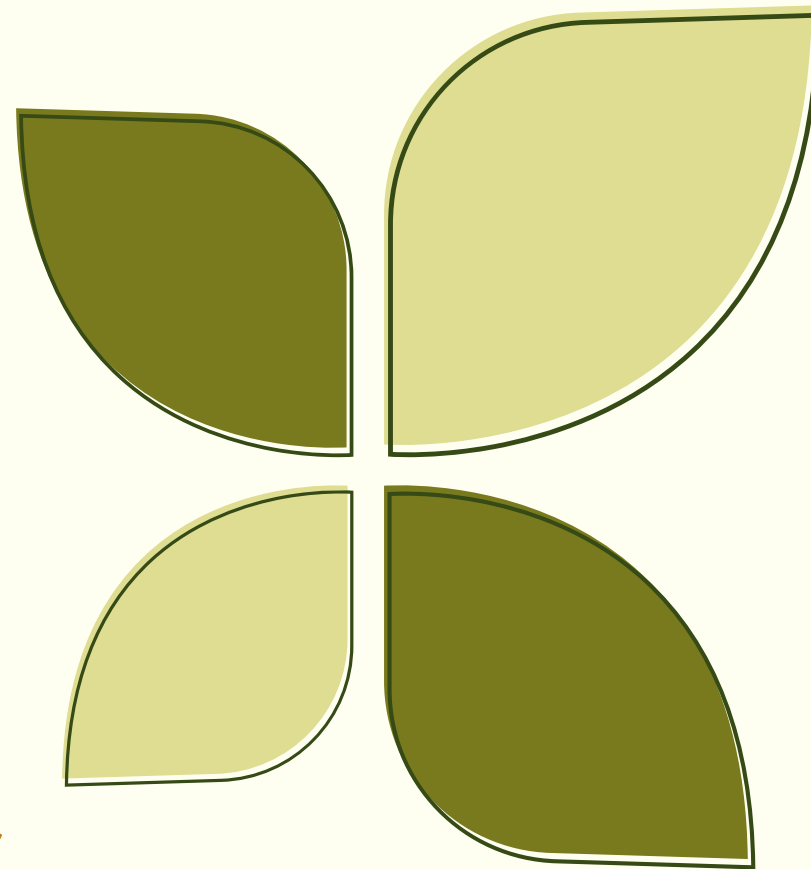
INTERGENERATIONAL PAINT NIGHT

Ages 12 & up had a blast
painting cherry trees



ANIMAL EXTRAVAGANZA

All ages petting zoo + charity
fundraiser, + animal education +
adoption event




SWIFTIE SESSIONS

Bracelet making for teens and
children, Taylor Trivia for adults
with lots of music videos and a
seven foot tall Taylor cut out

CORAL REEF CROCHET PROJECT

5 classes, 47 unique attendees, 50
take home kits, 75 contributors;
ages 8-80! = 200+ finished sea
creatures in the studio

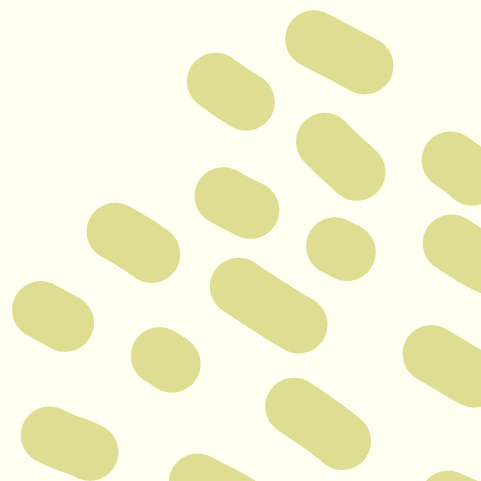


SUMMER READING



June 14-August 16

- Stick with Summer Reading for Children
- Full S.T.E.A.M Ahead for Teens
- Bingo for Adults





JUNE-AUGUST AT A GLANCE

CHILDREN

Author Kate DiCamillo!

Whalemobile!

Vehicle Day!

TEEN

Combat Robotics!

Author Dan Santat!

K-Pop Crafting!

ADULT

Summer Sizzlers
Booktalks & Mocktails!

Les Sampou & the Dirty
Martinis Concert!

Author Shelby Van Pelt!

FRIENDS SPEAKERS SERIES LAUNCH

3-4 bestselling authors/
thought leaders per month

Past speakers & topics: authors
Amor Towles and Ruth Ware,
sessions on parenting, nutrition,
retirement, wealth inequality,
management, and travel advice
(with Rick Steves)

1

2

All events last one hour, are
live with q&a but available
to watch anytime thereafter

3

4

The entire back catalog is
available to watch anytime,
anywhere there's an internet
connection.



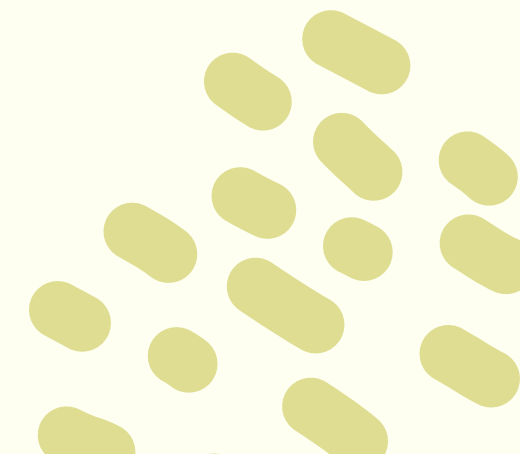
BIKE WEATHER



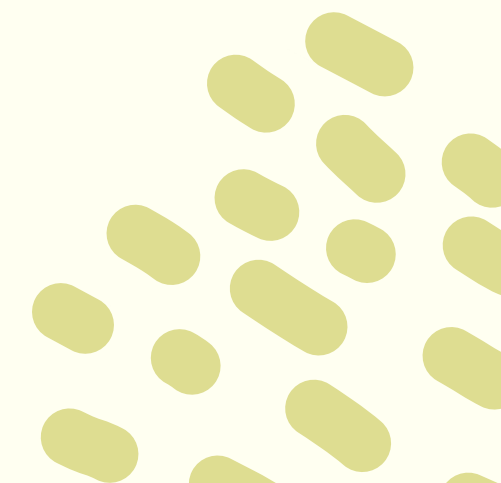
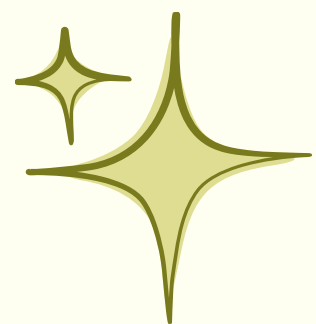
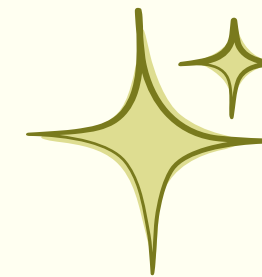
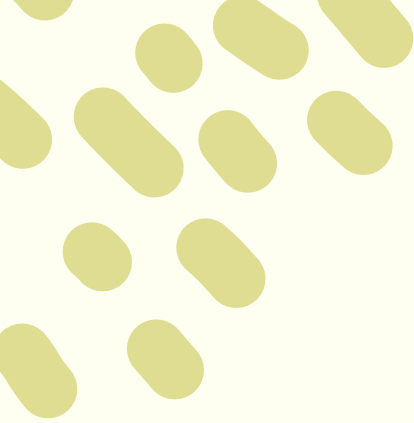
RPL ON WHEELS



- Lions Club Friends & Family Day
- Reading Garden Club Plant Sale
- YMCA Farmers Market
- Reading Recreation Family Concerts
- Commuter Rail
- At Sunset Storytimes



THANK
YOU



READING PUBLIC LIBRARY TRUSTEE UPDATE

JUNE 10, 2024

ALBERT PLESS

DIRECTOR, DIVERSITY, EQUITY, INCLUSION

MAY/JUNE UPDATES

- **DEI Implementation work**
 - **Community- PAIR**
 - **Municipal- Implementation Team**
- **Community Stakeholder**
 - Select board members
 - Lions
 - Reading Pastor's Association
 - School department
 - METCO
 - Reading Collation of Prevention and Support
 - Unitarian Universalist

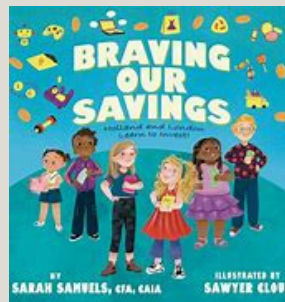
UPDATES CONT'

- **Municipal Stakeholder**
 - Collaborative work with Planning, Public Health and Community Services' Department's
- **External Projects**
 - MA Diversity, Equity, Inclusion Coalition (formalization process)
- **OESJ Strategic Planning**

- Onboarded OESJ Intern Sophia Ortins

LIBRARY

- Two Storytime Reads
- Library staff joined the DEI Implementation team
- Collaborated with the local Girl Scout Troup and local author Sarah Samuels to read *Braving our Savings*



NEXT STEPS

- Continue the Implementation process
- Continued work with PAIR around Community Engagement
- Create an IG account
- OESJ newsletter- June 12th