



## Town of Reading Meeting Posting with Agenda

### Board - Committee - Commission - Council:

Board of Library Trustees

Date: 2023-09-11

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 Community 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](mailto:rpitrustee@noblenet.org)



## **Town of Reading Meeting Posting with Agenda**

- I. Call to Order
- II. Public Comment
- III. Summer Reading Report and Fall Programming Update
- IV. Discussion and Vote: Minor operational updates and corrections to the Meeting Room Policy and Fees
- V. Reading Lions Request
- VI. Update Community DEI Assessment
- VII. Library Landscape Committee
  - a. Activitas Proposal for exploratory concept and design
- VIII. Tween Spot Update
- IX. Financial Report
- X. Director's Report
- XI. Approval of August 14, 2023, Meeting Minutes
- XII. Future Agenda Items

# MEETING ROOM POLICY

## Statement of Policy

The Board of Library Trustees of the Reading Public Library subscribes in full to the Library Bill of Rights as set forth by the American Library Association.

The Board of Library Trustees has established this policy regarding use of the Library meeting and conference rooms, and is the sole authority in interpreting these rules and regulations. The Director is authorized to accept reservations for the use of these rooms in accordance with this policy, and to deny or immediately terminate permission to any group whose programs or policies are inconsistent with the best interest of the Library or that violates this policy. The Director's interpretation of these rules and regulations shall prevail subject to the final decision of the Board of Library Trustees.

The primary purpose for the Library meeting and conference rooms is to accommodate current and future Library programming needs. This includes use by Reading Public Library, the Board of Library Trustees, Friends of the Reading Public Library, and Reading Public Library Foundation. After these needs have been met, these spaces are available on equal terms to agencies of the Town, Reading not-for-profit groups and residents of Reading regardless of beliefs and affiliations, provided that the meetings are open to the public. Use of the Library's meeting and conference rooms does not imply endorsement of the group's or individual's policies, beliefs, or programs by the Reading Public Library, Board of Library Trustees, or the Town of Reading.

The Applicant signing for the organization or resident assumes responsibility for the conduct of participants and the protection of Library property in connection with the meeting, event or program. Signee must be at least 18 years old and be an active member of the sponsoring group or a Reading resident. The Trustees, the Library, and the Town of Reading will be not responsible for injury to persons or property while the building or grounds are used by any group.

## Eligibility

Meeting spaces may be rented by Town/government agencies, nonprofits that serve Reading, or Reading residents:

1. The meeting, event or program serves an educational, cultural, or civic purpose to the community.
2. Applicants do not charge any fees for registration or attendance, with the exception of Library fundraising activities which require permission from the Board of Library Trustees.
3. Meetings, events or programs are open to the public and doors remain unlocked at all times.
4. The primary clientele are Reading residents.

5. Applicants do not offer sale of any goods or services.
6. Applicants agree to pay for any additional fees for special services as outlined in the “Fee Schedule.”
7. Use is limited to twelve (12) times per calendar year.

Library meeting room rentals are intended for occasional use. Clubs, groups or meetups that have membership fees may not use the library as a primary meeting location.

## General Rules for Room Use

1. Meetings cannot conflict with regular Library services or programs.
2. The Library Trustees reserve the right to refuse the use of the Library meeting and conference rooms or cancel any reservation when they deem the action to be in the best interest of the Library and/or Town of Reading.
3. The Applicant requesting the reservation will be the primary contact and the - submission will signify understanding and acceptance of all rules and regulations, responsibility for payment of all designated fees, and the responsibility for all rules being followed by the participants in the program. Failure to follow regulations and/or make appropriate payments will affect requests by this individual’s organization in the future.
4. All rental applications must be submitted online at least five (5) business days and maximum of three (3) months in advance of the date and time of the event. Rental applications are considered “Pending” until the Applicant receives electronic approval from library staff.
5. Payment is due with 48 hours of notification of approval. **Please note that “Approved” applications are not “Confirmed” until payment is received.** The Library may cancel the reservation due to non-payment if fees are not received one business day prior to the event.
6. Full refunds are issued to cancellations received one business day in advance of the event, if the Library is closed due to weather, or if the Library must cancel the event due to scheduling conflicts. Cancellations by the Applicant that are received less than one business day in advance may result in forfeiture of the fee.
7. If rental period or services exceed the initial agreed upon fee, the Applicant will be billed within seven (7) days.
8. The rental period is calculated by hour and includes any time for setup or breakdown.
9. Room rental does not include any custodial assistance with set up or break down, or general technology assistance. Each room comes with specified furniture and equipment. For additional services, please see the “Schedule of Fees.”
10. The Applicant may request technical assistance (fees apply) no less than

- seven (7) days in advance of the program.
11. Rates and fees are subject to change without prior notice.
  12. All meeting rooms must be cleared 10 minutes before scheduled closing time to avoid incurring additional fees.
  13. All publicity materials for non-Library meetings, events or programs must state that the program is not endorsed or sponsored by the Reading Public Library, The Board of Library Trustees, or Library staff. The Applicant may include the Library address and location, but may not use the Library telephone number or email as a contact point.
  14. The Library reserves the right to send a representative to any event held in the facility in order to ensure that no unlawful action or action contrary to this policy or the Patron Rights and Responsibilities policy is occurring.
  15. The Library reserves the right to cancel a reservation when the Applicant or their representative is not present within 30 minutes after the reservation start time.
  16. Renters and attendees will adhere to the Reading Public Library Patron Rights and Responsibilities policy.
  17. Facilities must be left neat and orderly. The Applicant is responsible for removing all food and beverages.
  18. Library staff is not available to help with set up.
  19. Nothing may be attached to the walls.
  20. Damage to the facilities must be reported promptly.
  21. Light refreshments in the form of beverages and finger foods may be served.
  22. No smoking, vaping or alcoholic beverages.
  23. Storage of material for groups is not permitted within the Library. The Library is not responsible for equipment, supplies, exhibit materials or other materials owned by a group or individual and used in the Library.
  24. Any meeting that includes children or teens requires one (1) adult for every fifteen (15) individuals under the age of 14.
  25. When the Library is open, non-handicapped individuals attending programs are requested to park on those portions of Middlesex Avenue, Deering or School Streets directly adjacent to Library property. The parking lot is available for use after hours.

## Fee Schedule

<i>Room Rental Fees</i>	Government Agencies	Reading Nonprofit	Reading Individual
Community Room A/B (Max. capacity 120) Rental includes 50 chairs, 10 tables, podium w/ microphone*; access to projector and screen.	No Fee	\$20 / 3 hrs	\$40 / 3 hrs
Community Room A (60) Rental includes 30 chairs, 5 tables, 1 podium*; access to projector and screen.	No Fee	\$10 / 3 hrs	\$20 / 3 hrs
Community Room B (60) Rental includes 30 chairs, 5 tables.*	No Fee	\$10 / 3 hrs	\$20 / 3 hrs
Conference Room (25) Rental includes conference table and chairs; laptop/wireless access to screen.	No Fee	\$10 / 3 hrs	\$20 / 3 hrs

*\*Does not include set up of table and chairs.*

<i>Additional Fees</i>	Government Agencies	Reading Nonprofit	Reading Individual
Standard Custodial Monday-Friday 9am-8pm	\$38 / hr (1 hr min)	\$38 / hr (1 hr min)	\$38 / hr (1 hr min)
Weekend, Holiday Custodial	\$50 / hr (3 hr min)	\$50 / hr (3 hr min)	\$50 / hr (3 hr min)
General Technology Assistance *	No Fee	\$30 / hr (1 hr min.)	\$30 / hr (1 hr. min)
DVD/Blu Ray	No Fee	\$25 / 3 hrs	\$25 / 3 hrs
Additional Microphone / Wireless Microphones	No Fee	\$25 / 3 hrs	\$25 / 3 hrs

Piano Fee **	No Fee	\$25 / 3 hrs	\$25 / 3 hrs
Additional Tables	No Fee	\$5 / table	\$5 / table
Kitchen Access	No Fee	\$10 / 3 hrs	\$10 / 3 hrs

*\*Technology Assistance must be requested seven (7) days in advance and is **only** available during regular Library hours.*

*\*\*Piano use must be approved by Library Director.*

*Adopted June 1998  
Amended: August 15, 2016  
Amended: February 11, 2017  
Amended: February 1, 2019  
Amended: July 12, 2021  
Amended September 11, 2023*

## Reading Lions Request: Library Trustees, October 2023

The Lions third annual Scarecrow Contest Fundraiser is back for October. The goal of the contest is to provide a fun, seasonal activity for the town that also raises money for the charities supported by the Reading Lions.

For a \$20 donation the Lions provide a basic scarecrow frame kit. People submit photos and a couple of winners are selected – and we share some amazing photos online (see below for a few examples).

We've had a good partnership with Harrows, where the Lions set up a table for a couple of days in October and this year we'd like to expand our footprint by setting up a table to take orders/donations at the library. The library has participated in the past, decorating a scarecrow in the Children's Room.

All proceeds from the donations will directly fund the charities we support including The Reading Food Pantry and the Reading Scholarship Foundation, among others. The Lions would supply their own table and materials, and if the weather is seasonable, an outdoor setup would work well.

Thanks for your consideration!

Reading Lions: Desirée Zicko, Judy Holden, Maureen Mclsaac  
*Proposed date: mid-week or weekend in October.*





## FEE PROPOSAL

11 September 2023

### Mr. Fidel Maltez

Town Manager  
Town of Reading  
16 Lowell Street  
Reading, MA 08167

**Re: Fee Proposal for Landscape Architectural Design Services  
Town of Reading, MA**

### BACKGROUND AND INTRODUCTION:

Activitas Inc. (*the Consultant*) is pleased to provide the Town of Reading (*the Client*) with this proposal for professional landscape architectural design services for the Reading Public Library.

Based upon the Library Landscape Committee's (LLC) presentation provided by the Client, Activitas's understands the project program to include the following:

- Stakeholder and community engagement including assistance with public surveys
- Development of conceptual design options
- Prepare a high-level opinion of probable construction costs
- Work with the client to generate plan for a fundraising campaign

### PROJECT EXPERTISE:

- **Mark Novak**, RLA will serve as Design Principal of the project.
- **Megan Buczynski**, PE will serve as Principal Civil Engineer of the project.
- **Stephen Crisafulli**, RLA will serve as Project Manager of the project.
- **Meghan Donahoe** will serve as Landscape Designer of the project.

### SCOPE OF BASIC SERVICES:

The Design Team will provide professional design services as outlined below for the development of this Project. Services are anticipated to include:

- Existing Conditions Analysis
- Preparation of Conceptual Design Options
- Assistance to the Client in Public Outreach
- Preparation of Opinion of Probable Project Costs
- Assistance to the Client in Developing a Fundraising Campaign

## **PART I: BASIC SERVICES:**

### **A. TASK 1: EXISTING CONDITIONS ANALYSIS**

#### *Item 1.1 Kick-off Meeting*

Activitas will coordinate a kick-off meeting with the Working Group (to be established by the Town) to review and discuss the goals for the project, proposed scope of work, associated work plan, lines of communication with the Town, schedule, and final deliverables. It is anticipated that the Working Group will have information available in relation to mapping/survey information of the existing facility, current use information and desired programming.

#### *Item 1.2: Base Mapping*

Activitas will review available information from the Town archives, Town GIS, and MA GIS for the library. Activitas will compile this information to develop an existing conditions base map of the property and add aerial mapping available from Google Earth to supplement the base maps graphically (drone imagery may also be utilized). This base map will be the basis of design for the study and be used to graphically show the existing conditions and recommended improvements at the library.

#### *Item 1.3: Physical Review and Analysis*

Following compilation of the base map, Activitas will use the base map and visit the site to review:

- Facility layout and size
- Orientation
- Site zoning to understand setbacks, height restrictions, and potential permitting implications for future improvements
- Site and adjacent resource areas and buffer zones (if applicable)
- Current site amenities (will consider existing parking and site access as part of this review)
- Proximity of neighboring properties to understand any implications for future renovations

#### *Item 1.4: Programming Review*

In conjunction with the existing conditions review, Activitas will review the available information that the Town provides based on their programming records. Following review

of this information, Activitas may solicit further information such as, but not limited to, the following:

- Existing programming
- Additional desired programming
- Maintenance practices
- Known drainage problems
- Other issues that the Town is aware of or have received complaints about from users
- Other pertinent information that may arise during discussions

Activitas will then make a comparison of this information to the existing and desired programming information to guide the public survey(s).

#### Item 1.5: Community Outreach

Activitas will work with the Client to develop the public survey(s) to solicit feedback from the community. The survey(s) will be designed to identify vision, values, key issues and provide insight into facility and program needs, operational uses, and opportunities. Activitas will then compile the survey results to guide the conceptual design phase. It is assumed Activitas will prepare the public survey via Survey Monkey and the Town will distribute/publicize the survey.

## **B. TASK 2: CONCEPTUAL DESIGN OPTIONS**

#### Item 2.1: Conceptual Option Development

Activitas will prepare two (2) design options which will investigate conceptual layouts and materials that will include:

- Landscaping
- Irrigation
- Accessibility and Safety
- Seating
- Outdoor Classroom/Learning Space
- Site Amenities
- Site Lighting

Activitas will provide a summary of the benefits and challenges for each of the options. This information will help guide the Working Group to a preferred Option based on priorities.

#### Item 2.2: Working Group Meeting #2: Review of Conceptual Plan Options

Activitas will prepare for and present the Conceptual Plan Options to the Working Group. Activitas will prepare necessary visuals for this meeting and lead the Working Group

through a discussion about important considerations to help focus in on a preferred option, which will likely be a blend of components from the options. Activitas will prepare and distribute Meeting Notes to the Working Group.

In an effort to minimize the cost of the project, working group meetings may be held virtually.

## **C. TASK 3: PREFERRED CONCEPT PLAN**

### Item 3.1: Preferred Option

Based on the results of Tasks 1, along with feedback from Working Group, Activitas will develop a Preferred Conceptual Plan Layout for the project.

### Item 3.2: Opinion of Probable Project Costs

Activitas will prepare an Opinion of Probable Project Costs for the Preferred Option. Components of the Opinion of Costs will likely include:

#### Construction Costs

- Demolition and Site Preparation
- Erosion and Sediment Control
- Earthwork, Drainage and Site Utilities
- Materials and Installation – Pavement/Masonry
- Materials and Installation – Site and Landscape Improvements
- Materials and Installation – Site Furnishings
- Materials and Installation – Electrical/Site Lighting

#### Contractor Costs

- General Construction Conditions
- Bonds and Insurance
- Contractor's Overhead and Profit

#### Design and Other Soft Costs

- Survey Fees
- Design and Permitting Fees
- Suggested Construction Contingencies
- Materials Testing Budget

#### Maintenance

- Annual and Long-Term Maintenance Budget

As Activitas develops the Opinion of Costs, we will also consider potential phasing and/or construction alternates for the project and lay these out in the Opinion of Cost as needed.

### Item 3.3: Working Group Meeting #3: Preferred Option Review

Activitas will prepare for and present the Preferred Conceptual Plan to the Working Group. Activitas will prepare and distribute Meeting Notes to the Working Group.

In an effort to minimize the cost of the project, working group meetings may be held virtually.

Item 3.4: Finalize Preferred Option

Based on information and feedback received at the meeting, Activitas will update the Preferred Option, Cost Opinion and any Phasing/Alternates desired for the project. Activitas will distribute the updates to the Working Group for final review.

A final 2D rendered plan will be provided electronically to the Working Group with the updated Opinion of Cost. All materials will be provided electronically to the Working Group for their use.

Presentations to the Select Board and our other Town Boards are not included. If desired, these presentations can be provided as an additional service.

Item 3.5: Fundraising Assistance

In conjunction with the final conceptual design graphics noted above, Activitas will assist the Client in developing workshopping ideas for alternative funding sources to alleviate costs to implement the proposed improvements, assumed to take place in one meeting with the Library Landscape Committee Strategies and/or materials may include, but not limited to, the following:

- Phasing and Implementation Plan
- Graphics to Generate Energy and Advocacy

**D. REIMBURSABLE EXPENSES (ESTIMATED):**

In an effort to minimize the cost of the project, Reimbursable Expenses are not billed as a lump sum portion of the Basic Services, but include only actual expenditures such as, but not limited to, tolls, mileage at the current IRS rate, reprographic services, postage, overnight delivery and travel and shall be invoiced at 1.15 times their actual cost. Expenses will be billed monthly as they accrue against the estimated total.

Expenses for the Consultant are not anticipated to exceed \$750, without authorization from the client. In the event that expenses exceed this amount, the total will be increased by the Client as required. The Consultant will not proceed with expenses beyond the anticipated total without the prior written approval of the Client.

**PART II. COMPENSATION FOR SERVICES**

Mr. Fidel Maltez  
Town of Reading

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A. Basic Services shall be compensated as shown below:

<b>Task 1: Existing Conditions Analysis</b>		
Item 1.1	Kick-off Meeting	\$ 800.00
Item 1.2	Base Mapping	\$ 1,200.00
Item 1.3	Physical Review and Analysis	\$ 1,400.00
Item 1.4	Programming Review	\$ 1,800.00
Item 1.5	Community Outreach	\$ 3,000.00
		<u>\$ 8,200.00</u>
<b>Task 2: Conceptual Design Options</b>		
Item 2.1	Conceptual Option Development	\$ 3,800.00
Item 2.2	Project Meeting	\$ 300.00
		<u>\$ 4,100.00</u>
<b>Task 3: Preferred Concept Plan</b>		
Item 3.1	Preferred Option	\$ 2,800.00
Item 3.2	Opinion of Probable Project Costs	\$ 1,200.00
Item 3.3	Project Meeting	\$ 300.00
Item 3.4	Finalize Preferred Option	\$ 1,800.00
Item 3.5	Fundraising Assistance	\$ 1,200.00
		<u>\$ 7,300.00</u>
Subtotal:		<b>\$ 19,600</b>
<b>Reimbursable Expenses</b> (Estimated)		\$ 750
<b>TOTAL:</b>		<b>\$ 20,350</b>

**PART III. ADDITIONAL SERVICES**

- A. If services are authorized by the Client which exceed those listed under Basic Services and are not customarily furnished in accordance with accepted practice, they shall be compensated at the rates listed in the Compensation for Services Section. Such additional services shall include, but not be limited to: 1) major revisions in documents and/or drawings due to causes beyond the control of the Consultant, including all changes to the design and drawings resulting from meetings with Contractor, Client, municipal, state or federal agencies and review boards, or revisions requested by the Contractor or Client after approval of the Consultant's plans by the Client, and submission to the municipality, state and/or federal authority; 2) attendance at meetings or hearings beyond those listed in the Basic Services; 3) traffic, mechanical, electrical or structural engineering; 4) surveys; 5) design of retaining walls in excess of 4'-0"; 6) programming or design of on or off-site structures; 7) pile cap or spread footing sports light pole footing design; 8) applications, printing and fees for local, state and federal permits other than those specifically listed in this Proposal; 9) hazardous site or building material evaluation or abatement design; 10) cost estimating or quantity takeoffs; 11) Design or application for LEED or SITES Certification; 12) Response to peer review comments; 13) Owner's Project Manager or Clerk of the Works services; 14) as-built drawings (to be procured by the General Contractor and Subs.)

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B. Rates for Additional Services will be furnished on an hourly basis at the following hourly rates:

MANAGING PRINCIPAL .....	300.00
DESIGN PRINCIPAL .....	250.00
PRINCIPAL CIVIL ENGINEER .....	250.00
PRINCIPAL LANDSCAPE ARCHITECT .....	250.00
ASSOCIATE PRINCIPAL .....	195.00
SENIOR ASSOCIATE .....	175.00
ASSOCIATE .....	170.00
PROJECT MANAGER .....	125.00
CIVIL ENGINEER .....	125.00
CIVIL DESIGNER / EIT .....	115.00
PROJ. LANDSCAPE ARCHITECT .....	115.00
LANDSCAPE ARCHITECT .....	100.00
CIVIL DESIGNER .....	100.00
STAFF LANDSCAPE ARCHITECT.....	100.00
CLERICAL STAFF .....	70.00

Rates and roles may be adjusted from time to time. Written notification will be provided to the Client prior to changes in billing structure.

C. Rates for Additional Services by Sub-Consultants, when authorized by the Client, will be furnished at 1.15 times the cost of services rendered. See attached for Consultants' rates.

CLIENT AUTHORIZATION

The Client agrees with Parts I, II, III and IV which includes the Basic Services, Compensation for Services, Optional Services and Additional Services, and Part V, Terms and Conditions of Agreement (attached hereto and acknowledged as being received). Together they constitute the entire agreement between the Consultant and the Client.



Mark Novak  
Design Principal | Activitas Inc.

Name

Date: 11 September 2023

Title  
Town of Reading

Date:

Mr. Fidel Maltez  
Town of Reading

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**PART IV:**

**ACTIVITAS INC.  
TERMS AND CONDITIONS OF AGREEMENT  
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The engagement of Activitas Inc. (the Consultant) by the Client is under the following terms and conditions and is an integral part of the collective Agreement between the Client and the Consultant.

1. The fee estimate for the proposed Scope of Services is valid for 60 days from the date of Proposal.
2. Payment to the Consultant is the sole responsibility of signatory of this Agreement and is not subject to third party agreements.
3. All schedules set forth in the attached Scope of Services commence upon receipt of a signed Agreement and, if requested, a retainer. All retainer amounts will be applied to the last invoice. **A RETAINER OF \$0.00 IS REQUIRED BEFORE SERVICES CAN COMMENCE UNDER THE AGREEMENT.**
4. Requests for Additional Services and any associated fee adjustment must be authorized in writing before Additional Services can begin.
5. Invoices will be rendered monthly and become due upon receipt.
6. Invoice payments must be kept current for services to continue. If the Client fails to pay any invoice due to the Consultant within 30 days of the date of invoice, the Consultant may, without waiving any other claim or right against the Client, suspend services under this Agreement until the Consultant has been paid in full all amounts due the Consultant and/or any of its Consultants and Subcontractors. The balance on overdue invoices shall be subject to an interest charge of 1.5% per month or 18% per annum accruing from the due date of the invoice. Application of the percentage rate listed above as a consequence of late payment by the Client does not constitute any willingness on the Consultant's part to finance the Client's operation, and no such willingness should be inferred.
7. If the Client objects to any portion of an invoice, the Client shall so notify the Consultant in writing within fifteen (15) calendar days of receipt of the invoice. The Client shall identify in writing the specific cause of the disagreement and the amount in dispute and shall pay that portion of the invoice not in dispute in accordance with the other payment terms of this Agreement. Any dispute over invoiced amounts due which cannot be resolved within ten (10) calendar days after presentation of invoice by direct negotiation between the parties shall be resolved within thirty (30) calendar days in accordance with the Dispute Resolution provision of this Agreement. Interest as stated above shall be paid by the Client on all disputed invoice amounts that are subsequently resolved in the Consultant's favor and shall be calculated on the unpaid balance from the due date of the invoice.
8. The Consultant agrees to carry the following insurance during the term of this Agreement:
  - Workmen's Compensation and Employer's Liability Insurance in compliance with statutory limits.
  - Comprehensive General Liability Insurance including Products Completed, Contractual, Property, and Personal Injury coverage with combined single limits of \$500,000 per occurrence and in the aggregate.
  - Professional Liability Insurance with a limit of \$1,000,000 per claim and \$2,000,000 in the aggregate.
  - Automobile Liability Insurance including non-owned and hired automobiles with the following limits:

Bodily Injury	\$500,000 each person
	\$500,000 each occurrence
Property Damage	\$100,000 each occurrence

Certificates of insurance will be furnished upon request. If the Client requires additional insurance coverage, and it is available, the Client agrees to reimburse the Consultant for such additional expense.
9. The Consultant shall not be responsible for failure to perform or for delays in the performance of services which arise out of causes beyond the control and/or without the fault or negligence of the Consultant.
10. The Consultant's services will be performed on behalf of and solely for the benefit and exclusive use of the Client and Client's agents and designees for the limited purposes set forth in the Agreement. Client acknowledges that The Consultant's services require decisions which are not based upon science, but rather upon judgmental considerations.
11. To the fullest extent permitted by law, and notwithstanding any other provision of this Agreement, the total liability, in the aggregate, of the Consultant and the Consultant's officers, directors, employees and subconsultants, and any of them, to the



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- Client and anyone claiming by or through the Client, for any and all claims, losses, costs or damages, including attorneys' fees and costs and expert-witness fees and costs of any nature whatsoever or claims expenses resulting from or in any way related to the Project or the Agreement from any cause or causes shall not exceed the total compensation received by the Consultant under this Agreement, or the total amount of \$50,000, whichever is greater. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.
12. The Client further agrees, to the fullest extent permitted by law, to limit the liability of the Consultant and the Consultant's officers, directors, partners, employees and subconsultants to all construction contractors and subcontractors on the Project for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including attorneys' fees and costs and expert witness fees and costs, so that the total aggregate liability of the Consultant and the Consultant's subconsultants to all those named shall not exceed \$50,000, or the Consultant's total fee for services rendered on this Project, whichever is greater. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising unless otherwise prohibited by law.
  13. In addition, and notwithstanding any other provisions of this Agreement, the Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Consultant, its officers, directors, employees and subconsultants (collectively, Consultant) against all damages, liabilities or costs including reasonable attorneys' fees and defense costs, arising out of or in any way connected with this Project or the performance by any of the parties above named of the services under this Agreement, excepting only those damages, liabilities or costs attributable to the negligent acts or negligent failure to act by the Consultant.
  14. Per the Construction Observation section of Part I of this agreement the Consultant shall visit the site at intervals appropriate to the stage of construction, or as otherwise agreed to in writing by the Client and the Consultant, in order to observe the progress and quality of the Work completed by the Contractor. Such visits and observation are not intended to be an exhaustive check or a detailed inspection of the Contractor's work but rather are to allow the Consultant, as an experienced professional, to become generally familiar with the Work in progress and to determine, in general, if the Work is proceeding in accordance with the Contract Documents. Based on this general observation, the Consultant shall keep the Client informed about the progress of the Work and shall endeavor to guard the Client against deficiencies in the Work. If the Client desires more extensive project observation or fulltime project representation, the Client shall request that such services be provided by the Consultant as Additional Services in accordance with the terms of this Agreement. The Consultant shall not supervise, direct or have control over the Contractor's work nor have any responsibility for the construction means, methods, techniques, sequences or procedures selected by the Contractor nor for the Contractor's safety precautions or programs in connection with the Work. These rights and responsibilities are solely those of the Contractor in accordance with the Contract Documents. The Consultant shall not be responsible for any acts or omissions of the Contractor, subcontractor, any entity performing any portions of the Work, or any agents or employees of any of them. The Consultant does not guarantee the performance of the Contractor and shall not be responsible for the Contractor's failure to perform its Work in accordance with the Contract Documents or any applicable laws, codes, rules or regulations.
  15. The Consultant shall not be required to sign any documents, no matter by whom requested, that would result in the Consultant's having to certify, guarantee or warrant the existence of conditions whose existence the Consultant cannot ascertain. The Client also agrees not to make resolution of any dispute with the Consultant or payment of any amount due to the Consultant in any way contingent upon the Consultant's signing any such certification.
  16. All documents including Drawings and Specifications prepared by the Consultant pursuant to the Agreement are instruments of service with respect to the Project. They are not intended or represented to be suitable for reuse by the Client or others on extensions of the Project or on any other Project. Any reuse by the Client or a third person or entity authorized by the Client without written verification or adaptation by the Consultant for the specific purpose intended will be at the Client's sole risk and without liability or legal exposure to the Consultant; and the Client, shall release, indemnify and hold harmless the Consultant from all claims, damages, losses and expenses including attorneys' fees arising out of or resulting there from. Any such verification or adaptation will entitle the Consultant to additional compensation at rates to be agreed upon by the Consultant and the third person or entity seeking to reuse said documents.
  17. In entering into this Agreement, Client has relied only upon the representations set forth in this Agreement. No verbal warranties, representations or statements shall be considered a part of this Agreement or a basis upon which the Client relied in entering into this Agreement. No statements, representations, warranties or understandings, unless contained herein, exist between Client and The Consultant.
  18. The Consultant agrees to comply with all Federal Equal Opportunity laws, orders and regulations. Without limiting the generality of the foregoing, the Consultant will not discriminate against any employee or applicant for employment by the Consultant because of race, creed, color, age, sex, marital status, national origin or disability. In addition, the Consultant will not discriminate against any employee or applicant for employment by the Consultant because of sexual orientation. The Consultant will take affirmative action to insure that applicants are employed, and that employees are treated during employment, without regard to their race, creed, color, age, sex, marital status, special disabled veteran or Vietnam era veteran status, national origin, disability or sexual orientation. Such action shall include, but not be limited to, the following: (i) employment, upgrading, demotion or transfer; (ii) recruitment or recruitment advertisement; (iii) layoff transfer; (iv) rates of pay or other forms of compensation; and (v) selection for training, including apprenticeship. The Consultant agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
  19. The Client agrees to include Activitas Inc. as Consultant for the Project, in all construction signage identifying the project, and will make his best effort to include Activitas in appropriate press releases and promotional information.

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20. The Consultant and their subconsultants shall be paid Additional Services for work related to disputes and questions arising out of the General Contractor and/or Subcontractors' disputes arising out of the Bidding and Construction process.
21. In an effort to resolve any conflicts that arise during the design and construction of the Project or following the completion of the Project, the Client and the Consultant agree that all disputes between them arising out of or relating to this Agreement or the Project shall be submitted to non-binding mediation unless the parties mutually agree otherwise. Disputes not settled by mediation shall be settled by a court of competent jurisdiction.
22. In the event of any litigation arising from or related to this Agreement or the services provided under this Agreement, the prevailing party shall be entitled to recover from the non-prevailing party all reasonable costs incurred, including staff time, court costs, attorneys' fees and all other related expenses in such litigation. In the event of a non-adjudicative settlement of litigation between the parties or a resolution of a dispute by arbitration, the term "prevailing party" shall be determined by that process.
23. Neither party to this Agreement shall transfer, sublet or assign any rights under or interest in this Agreement (including but not limited to monies that are due or monies that may be due) without the prior written consent of the other party. Subcontracting to subconsultants normally contemplated by the Consultant shall not be considered an assignment for purposes of this Agreement.
24. In the event of termination of this Agreement by either party, the Client shall within fifteen (15) calendar days of termination pay the Consultant for all services rendered not in dispute and all reimbursable costs not in dispute incurred by the Consultant up to the date of termination, in accordance with the payment provisions of this Agreement.

The Client may terminate this Agreement for the Client's convenience and without cause upon giving the Consultant not less than seven (7) calendar days' written notice.

Either party may terminate this Agreement for cause upon giving the other party not less than seven (7) calendar days' written notice for any of the following reasons:

- Substantial failure by the other party to perform in accordance with the terms of this Agreement and through no fault of the terminating party;
- Assignment of this Agreement or transfer of the Project by either party to any other entity without the prior written consent of the other party;
- Suspension of the Project or the Consultant's services by the Client for more than ninety (90) calendar days, consecutive or in the aggregate;
- Material changes in the conditions under which this Agreement was entered into, the Scope of Services or the nature of the Project, and the failure of the parties to reach agreement on the compensation and schedule adjustments necessitated by such changes.

In the event of any termination that is not the fault of the Consultant, the Client shall pay the Consultant, in addition to payment for services rendered and reimbursable costs incurred, for all expenses reasonably incurred by the Consultant in connection with the orderly termination of this Agreement, including but not limited to demobilization, reassignment of personnel, associated overhead costs and all other expenses directly resulting from the termination.

25. The Americans with Disabilities Act (ADA) and the Massachusetts Architectural Access Board (MAAB) regulations provide that it is a violation of these regulations to design and construct a facility that does not meet the accessibility and usability requirements of the ADA and MAAB unless it can demonstrate that it is structurally impractical to meet the requirements. The Client understands that the requirements of ADA and MAAB will be subject to various and possibly contradictory interpretations. The Consultant therefore will use its reasonable professional efforts and judgment to interpret applicable ADA and MAAB requirements and other state, local and federal regulations as they apply to the project. The Consultant however can not and does not warrant or guarantee that the Client's project will comply with all interpretations of ADA and MAAB requirements and/or requirements of other federal, state, and local laws, rules, codes, ordinances and regulations as they apply to this project.
26. The Client understands and agrees that products or materials that are permissible under current codes and ordinances may, at some future date, be banned or limited in use in the construction industry because of presently unknown hazardous and/or defective characteristics. The Client agrees that if any such product or material specified for this Project by the Consultant shall, at any future date be suspected or discovered to be defective or a health or safety hazard, then the Client shall waive all claims as a result thereof against the Consultant. The Client further agrees that if the Client directs the Consultant to specify any product or material after the Consultant has informed the Client that such product or material may not be suitable or may embody characteristics that are suspected of causing or may cause the product or material to be considered a hazardous substance in the future, the Client waives all claims as a result thereof against the Consultant and the Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Consultant from any damages, liabilities or costs including reasonable attorneys' fees and defense costs, arising in any way from the specification or use of any products or materials which, at any future date, become know or suspected health and safety hazards.
27. Both parties acknowledge that the Consultant's scope of services does not include any services related to the presence of any hazardous or toxic materials. In the event the Consultant or any other party encounters any hazardous or toxic materials, or should it become known to the Consultant that such materials may be present on or about the jobsite or any adjacent areas that may affect the performance of the Consultant's services, the Consultant may, at its option and without liability for consequential or any other damages, suspend performance of its services under this Agreement until the Client retains appropriate consultants or contractors to identify and abate or remove the hazardous or toxic materials and warrants that the jobsite is in full compliance

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with all applicable laws and regulations. As used in this Agreement, the term hazardous materials shall mean any substances, including but not limited to asbestos, toxic or hazardous waste, PCBs, combustible gases and materials, petroleum or radioactive materials (as each of these is defined in applicable federal statutes) or any other substances under any conditions and in such quantities as would pose a substantial danger to persons or property exposed to such substances at or near the Project site.

28. Neither the professional activities of the Consultant, nor the presence of the Consultant or its employees and subconsultants at a construction/project site, shall relieve the General Contractor of its obligations, duties and responsibilities including, but not limited to, construction means, methods, sequence, techniques or procedures necessary for performing, superintending and coordinating the Work in accordance with the contract documents and any health or safety precautions required by any regulatory agencies. The Consultant and its personnel have no authority to exercise any control over any construction contractor or its employees in connection with their work or any health or safety programs or procedures. The Client agrees that the General Contractor shall be solely responsible for jobsite safety, and warrants that this intent shall be carried out in the Client's contract with the General Contractor. The Client also agrees that the Client, the Consultant and the Consultant's subconsultants shall be indemnified by the General Contractor and shall be made additional insureds under the General Contractor's policies of general liability insurance.
29. This agreement shall be governed and construed in accordance with the laws of the Commonwealth of Massachusetts.

SUMMARY	Original \$\$	Rev/Adj	Expended	Encumbered	Balance	% Used
Municipal Salaries	\$ 1,698,150	\$ -	\$ 244,891	\$ -	\$ 1,453,259	14%
Municipal Expenses	\$ 143,200	\$ -	\$ 65,110	\$ -	\$ 78,090	45%
Municipal Materials	\$ 273,675	\$ -	\$ 63,034	\$ -	\$ 210,641	23%
Fines & Fees	\$ 12,791	\$ 1,367	\$ 1,370	\$ -	\$ 12,788	N/A
State Aid	\$ 95,939	\$ -	\$ 24,317	\$ (510)	\$ 72,132	N/A
Gifts	\$ 329,118	\$ 298	\$ 13,489	\$ 1,100	\$ 314,827	N/A
Trusts	\$ 48,663	\$ 96,524	\$ -	\$ -	\$ 145,186	N/A
<b>TOTALS</b>	<b>\$ 2,601,536</b>	<b>\$ 98,188</b>	<b>\$ 412,211</b>	<b>\$ 590</b>	<b>\$ 2,286,923</b>	

Municipal Appropriation	Original \$\$	Rev/Adj	Expended	Encumbered	Balance	% Used
Salaries - Library Administration	\$446,950		\$ 65,623	\$ -	\$ 381,327	14.68%
Salaries - Leave Buyback*	\$0		\$ 2,656	\$ -	\$ (2,656)	
Salaries - Collection Services	\$536,300		\$ 80,060	\$ -	\$ 456,240	14.93%
Salaries - Public Services	\$714,900		\$ 96,551	\$ -	\$ 618,349	13.51%
Expenses - General						
Library Maint Contract Supp	\$22,000		\$ 1,061	\$ -	\$ 20,939	4.82%
Professional Development	\$14,000		\$ 1,951	\$ -	\$ 12,049	13.94%
Library Programs	\$4,000		\$ -	\$ -	\$ 4,000	0.00%
Software/ Licenses	\$69,200		\$ 56,380	\$ -	\$ 12,820	81.47%
Library Supplies	\$8,500		\$ 559	\$ -	\$ 7,941	6.58%
Office Supplies	\$4,500		\$ 231	\$ -	\$ 4,269	5.14%
Technology	\$11,000		\$ 4,927	\$ -	\$ 6,073	44.79%
Equipment	\$10,000		\$ -	\$ -	\$ 10,000	0.00%
Materials	\$273,675		\$ 63,034	\$ -	\$ 210,641	23.03%
Books			\$ 12,388	\$ -		
Audio			\$ 291	\$ -		
Video			\$ 303	\$ -		
Periodicals			\$ 1,055	\$ -		
Electronic Resources			\$ 9,767	\$ -		
Databases			\$ 13,285	\$ -		
Other Materials			\$ 3,544	\$ -		
Overdrive (eBooks / eAudiobooks)			\$ 22,401	\$ -		
<b>TOTALS</b>	<b>\$ 2,115,025</b>	<b>\$ -</b>	<b>\$ 385,714</b>	<b>\$ -</b>	<b>\$ 1,741,990</b>	<b>18.24%</b>

Fines and Fees	Original \$\$	Rev/Adj	Expended	Encumbered	Balance
Revenue	\$ 12,791	1,367	\$ -	\$ -	\$ 14,158
Materials			\$ -	\$ -	\$ -
Supplies			\$ 1,370	\$ -	\$ (1,370)
<b>TOTALS</b>	<b>\$ 12,791</b>	<b>\$ 1,367</b>	<b>\$ 1,370</b>	<b>\$ -</b>	<b>\$ 12,788</b>

State Aid	Original \$\$	Rev/Adj	Expended	Encumbered	Balance
Revenue	\$95,939	\$ -	\$ -	\$ -	\$95,939
Expenses					
Office Supplies			\$158	(\$158)	\$0
Professional Development			\$171	\$ -	(\$171)
Materials			\$ -	\$ -	\$0
Library Other			\$9,954	\$ -	(\$9,954)
Library Equipment			\$14,034	(\$352)	(\$13,682)
<b>TOTALS</b>	<b>\$95,939</b>	<b>\$0</b>	<b>\$24,317</b>	<b>(\$510)</b>	<b>\$72,132</b>

Gifts & Donations	Original \$\$	Adj/Income	Expended	Encumbered	Balance
Revenue	\$43,506	\$ 84	\$ -	\$ -	\$ 43,590
Professional Development		\$ -	\$ -	\$ -	\$ -
Recreational		\$ -	\$ 46	\$ -	\$ (46)
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	\$ -	\$ 9,600	\$ -	\$ 79,155
Programs & Services- Local History	\$500	\$ -	\$ -	\$ -	\$ 500
Studio	\$30,298	\$ -	\$ -	\$ -	\$ 30,298
RPL Foundation	\$74,356	\$ -	\$ 1,193	\$ -	\$ 73,163
Other Gifts (Combined)	\$9,023	\$ -	\$ 2,200	\$ 1,100	\$ 5,723
Materials	\$26,844	\$ 214	\$ -	\$ -	\$ 27,057
<b>TOTALS</b>	<b>\$ 329,118</b>	<b>\$ 298</b>	<b>\$ 13,489</b>	<b>\$ 1,100</b>	<b>\$ 314,827</b>

Trusts	Non-Expend	Avail/Int	Expended	Encumbered	Balance
Appleton / Mansfield	\$ 11,000	\$ 5,310	\$ -	\$ -	\$ 16,310
Edward Appleton	\$ 5,000	\$ 39,357	\$ -	\$ -	\$ 44,357
R/M Babcock	\$ 3,598	\$ 2,371	\$ -	\$ -	\$ 5,969
Stephen Foster	\$ 12,000	\$ 7,186	\$ -	\$ -	\$ 19,186
Charles Torrey	\$ 1,000	\$ 984	\$ -	\$ -	\$ 1,984
Donald Tuttle	\$ 500	\$ 884	\$ -	\$ -	\$ 1,384
Elaine & George Long	\$ 5,000	\$ 34,541	\$ -	\$ -	\$ 39,541
Barbara Hewitt	\$ 8,952	\$ 4,700	\$ -	\$ -	\$ 13,652
James Rawstron	\$ 1,613	\$ 1,190	\$ -	\$ -	\$ 2,803
<b>TOTALS</b>	<b>\$ 48,663</b>	<b>\$ 96,524</b>			<b>\$ 145,186</b>

Name	Purpose
Appleton / Mansfield	"...for the purchase of books other than those listed as fiction" (NONFICTION BOOKS)
Edward Appleton	"Purchase of books, paintings, engravings, works of art or other suitable useful furnishings
R/M Babcock	"Books on literary subjects and self-government" (BOOKS)
Stephen Foster	"Books ... to be inscribed 'Stephen Foster Fund'" (BOOKS)
Charles Torrey	"Books on non-fictional subjects" (NONFICTION BOOKS)
Donald Tuttle	"Books"
Elane & George Long	"Books or Equipment"
Barbara Hewitt	"Books"
James Rawstron	"Books on tape& furniture to house books on tape" (AUDIOBOOKS)

# September 2023 Board of Library Trustees Meeting

## IX. FINANCIAL REPORT

- a) **FY24 Budget:** Warrant T2411 for invoices totaling \$21,139.70 includes a \$450.47 reimbursement for expenses related to a recent quarterly meeting for all library staff and \$13,970 to Bayscan Technologies for the AMH Libretto sorter annual maintenance agreement. The remaining invoices are for typical materials, supplies, and professional development.

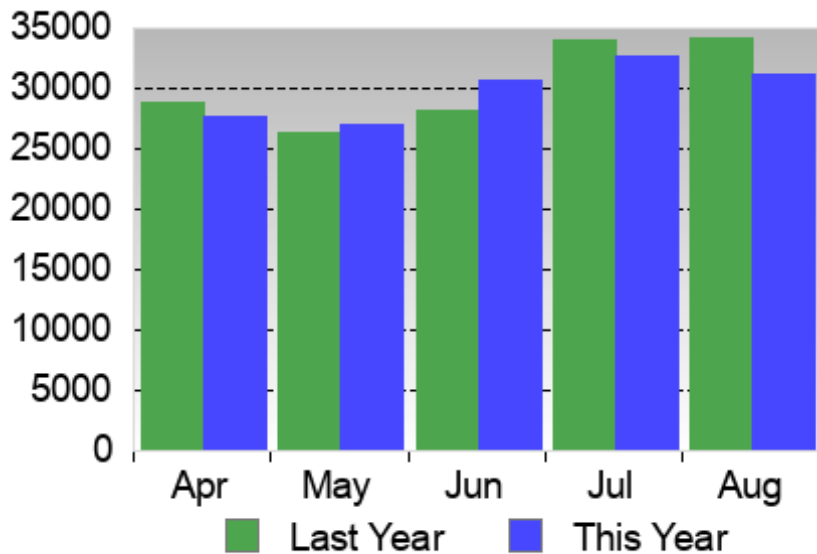
### August Gifts:

DONOR	AMOUNT	PURPOSE
Word of Mouth Book Club	\$145.00	In memory of Neil Miksis
Ellen Bell & Karen Mungenast	\$25.00	General
Cash Donation	\$41.00	General
<b>Total</b>	<b>\$211.00</b>	

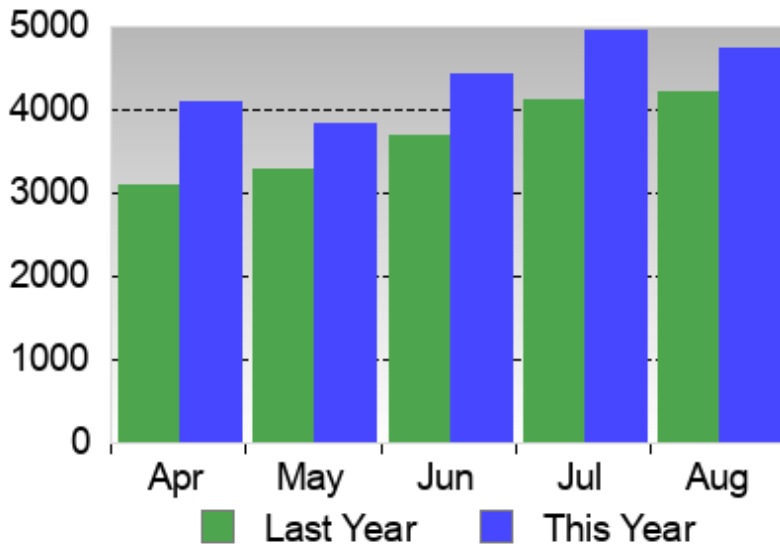
## X. DIRECTOR'S REPORT

- a) **August Snapshot**

### Physical Circulation



**Overdrive Circulation**



Usage	August 2023	July 2023	August 22
Circulation	31,107	32,685	34,124
Locker Use	85	77	N/A
Meeting Rooms Rentals	14	13	16
Museum Passes	218	235	144
New Library Cards	137	130	105
Overdrive	5,475	4,954	4,206
Programs	45	52	31
Reference Questions	2,008	2,008	2,447
Visitors	15,173	14,333	14,975
Volunteer Hours	17.5	13	20

**b) Facilities and Operations**

- i) **RMLD Level 3 Charger Update:** Installed in August, we are working with RMLD to add some artwork to the large utility box. We are considering artwork or a custom wrap.
- ii) **HVAC:** Facilities is working on replacing a broken compressor in the HVAC unit. The area affected is the Reference work room and the Teen Spot. The temperature in the workroom is varying from 74-79 degrees. Staff are working in other areas of the building as they can.

### **c) Collections, Programs, and Services**

- Despite the rain, Vehicle Day saw many happy, ecstatic faces. A lot of grown-ups were thankful for the early morning special interest program.
- The Talent Show was stinking adorable with brave singers, courageous magicians, even a plucky drummer, plus lots of positivity!
- Our “1,000 Books Before Kindergarten” is still going strong! Please check out our new “Hall of Fame” scrapbook with participants from 2018-2020. More recent champions are posted on the wall near the elevator in the Children’s Room.
- The LAB: Leendo, Aprendendo and Brincando saw some new faces that Miss Angela got to know the last few weeks.
- Our fall storytimes went live on August 29...and then filled up on August 29.
- RPL had a great time with Creative Arts this summer! Any art that’s created, with teen permission, is posted on the wall in the Teen Room. Check it out when you have some free time!
- Our end of summer program LED Mini-Golf had 125 attendees.
- Drive to Sing Documentary Screening had 55 attendees. This was a cooperative program with Reading Singers.

### **d) Horizons**

- i) September 30: Community Read-In! Come to the Reading Public Library to participate in a Commonwealth-wide celebration of the freedom to read. Book bans and censorships are on the rise nationally, in New England, and right here in Reading. Celebrate the freedom to read as a community. And read whatever you wish with your neighbors on Saturday, September 30, 2023, from 10:00 am- 12:00 pm. We'll have cider and donuts, giveaways, and a storytime for the little ones.
- ii) Mental Health First Aid programs for adults and youth (ongoing through the fall)
- iii) Sixth Grade Tours

### **e) Personnel**

- If you see them, take a moment to celebrate these September work anniversaries:
  - Andrea Hogan (10 years)
  - Neftali Gonzalez (19 years)
  - Carol Macomber (23 years)
  - Dawn Colford (30 years)
- Pages: In August we bid fond farewells to our Library Pages Nemaya Wickramasinghe (headed to UConn) and Althea Culaba (headed to Boston University). We are currently interviewing for two new student pages with offers expected in the next two weeks.
- Public Services Division Head: The first round of interviews are expected to begin this week.
- Substitutes: Our Sunday and substitute scheduling is generally well staffed. We will be looking for another para or professional substitute for the Children’s Room as one of our regular subs has taken on a full-time position at another library.



**f) Professional Development (selected)**

- AI and Libraries: Enhancing Services and Engaging Communities
- Booklist: Fall Adult Faves
- Building a LibGuide Basics
- Diversity in Your Library's Communications
- Excel for Librarians
- Gmail and G-Suite NOBLE Training
- Introducing the 10 Million Names Project
- Making Inclusion Visible in the Classroom and at the Library
- Mental Health Supports and Libraries: Homeless Engagement
- Reasoning With the Unreasonable Patron: 6 Secrets for Making It Work
- Researching Black Patriots and Loyalists During the Revolutionary Era
- SLJ Presents: A Censorship Town Hall
- The Censorship Cycle: Prevention Through Materials Management
- The Librarian's Guide to Homelessness
- Understanding Intellectual Freedom and Censorship
- What's New in Transparent Language Online

Respectfully submitted,

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

September 8, 2023



# Town of Reading Meeting Minutes

## Board - Committee - Commission - Council:

Board of Library Trustees

Date: 2023-08-14

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 (remote participation); Monette Verrier, Vice-Chair;  
Andrew Grimes, Secretary; Monique Pillow-Gnanaratnam;  
Cherrie Dubois (remote participation); Cappy Popp (remote participation)

**Members - Not Present:**

**Others Present:**

Amy Lannon, Director; Michelle Filleul, Assistant Director;  
Meaghan Clemente, Administrative Assistant;

See attached sign-in sheets

**Minutes Respectfully Submitted By:** Andrew Grimes, Secretary

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## Topics of Discussion:

- I. **Call to Order at 7:05 p.m.**
- II. **Public Comment**

Mr. Egan reviewed the procedures for public comment. Upwards of 45 minutes will be offered, with a two-minute limit per speaker. In-person and Zoom participants may speak and should kindly introduce themselves with their name and address. Mr. Egan will recognize each speaker and alternate between in-person and Zoom participants. Priority will be given to those who have not spoken. 1-minute and 30-second warnings will be presented. The audience should refrain from comments, interruptions, and applause.

Brian Curry of Haverhill Street in Reading introduced himself as the individual who filed the Request for Reconsideration of Materials (RFR) for *Tricks* by Ellen Hopkins due to inappropriate content surrounding rape, prostitution, and sexual acts. Mr. Curry feels that library staff should conduct a full audit of the collection to ensure that taxpayer dollars are not being wasted on materials that may be harmful to children's safety.

Rebecca Liberman of Pratt Street in Reading read aloud a letter from her daughter Amanda, who grew up visiting the Reading Public Library and read *Tricks* at the age of 14. The book had a lasting impact due to its portrayal of real-world issues. Ms. Liberman believes that the fear and prejudice driving people to ban this book are some of the very

issues the book itself discusses. Ms. Liberman credits the Library with providing the foundation for her later academic accomplishments, including award-winning HIV research at an international conference.

Tim Mathieu of Briarwood Avenue in Reading quoted reviews of *Tricks* and read aloud a passage from the book to emphasize its graphic nature. Mr. Mathieu believes that the horrors of sex trafficking could be conveyed without the graphic violence in this book, such as in the movie *Sound of Freedom* which was rated PG-13.

Kevin Lucey of Pearl Street in Reading read aloud a graphic passage from *Tricks* that he felt was uncomfortable even for adults. Mr. Lucey noted the harmful impact of pornography on children as cited in a scholarly study conducted by the American College of Pediatrics.

John Barrette of North Reading noted that distributing pornography to children under age 16 is a felony and suggested permission slips requiring parental consent to sign out Library materials with graphic content.

Joanne Miksis of Jackson Lane in Wakefield cited the legal definition of the transfer of obscene material to minors per Section 1470 of Title 18 of the United States Code. Ms. Miksis does not believe children should be reading harmful content containing rape, molestation, pedophilia, and other inappropriate topics.

Christopher Moriarty of Pearl Street in Reading believes *Tricks* is not in violation of obscenity laws. Mr. Moriarty believes that the book can help victims of sexual assault understand that they are not alone and that people should not make reading decisions for other people's children.

Cynthia Mathieu of Briarwood Avenue in Reading noted the obscenity exemption statute pertaining to law enforcement, medical professionals, educators, and libraries in certain instances. Ms. Mathieu believes exposure to pornographic material has a permanent negative impact on children.

Christine Hoag of Beaver Road in Reading believes political influences on the Left are oversexualizing youth as a means of exerting influence and control.

Lily Mittnight of Cherry Lane Drive in Reading acknowledges that intense topics can be difficult to read about, but arm children with information to protect themselves from abuse. Ms. Mittnight believes that failing to teach children about controversial topics does not keep them safer.

Lynn Dornick of Cherry Lane Drive in Reading is strongly opposed to banning the two books being considered, *Tricks* by Ellen Hopkins and *Assigned Male* by Sophie Labelle. Ms. Dornick believes that the books discuss important issues such as sexual exploitation and finding one's way as a transgender youth that reflects the reality of the world. Ms. Dornick suggested that future filings of requests for reconsideration require the signatures of verified Reading residents.

Carolyn Johnson of Thorndike Street in Reading implored the Board not to give in to a small group of residents dictating what books should be available at the Library under the guise of protecting children. Ms. Johnson believes parents should determine if and when their own children are ready for certain books.

Marcy McCauley of Walden Road in Wakefield spoke about the prevalence of graphic violence and alternative ways of developing awareness about the threats of predators,

trafficking, drugs, and sex abuse. Ms. McCauley believes younger children could become victims of experimentation if exposed to age-inappropriate content.

Vanessa Alvarado of Mt. Vernon Street in Reading believes that a national campaign to ban books is taking place at a local level and is an embarrassing waste of taxpayer dollars.

Sherilla Lestrade of Gould Street in Reading believes that people use the First Amendment when it is convenient to advance their own purposes. Ms. Lestrade advocated for everyone's right to raise and educate their own children through conversations and trust and to not restrict other people's access to information.

Keith Chudyk of Echo Avenue in Reading is against banning books, especially in a public library where materials are available to everyone.

Chuck Silva of Fairchild Drive in Reading does not believe people should risk having children see problematic material at the Library.

Alfred Santosuosso of Rustic Lane in Reading is greatly opposed to the presence of upsetting materials available at the Library and believes that there is confusion for children growing up in today's world, which could negatively impact future generations.

Liz Whitlam of Gilmore Avenue in Reading and owner of Whitlam Books believes that book people care about the community. Ms. Whitlam vouched for the well-trained, qualified, and caring Library staff who carefully select materials to help users process challenging information.

Michelle from Arlington is deeply disturbed and concerned about the graphic content in *Tricks* that is accessible to children.

Erin O'Brien of School Street in Reading is opposed to any kind of book ban and actively monitors what her children read. Ms. O'Brien believes individual families should decide what is best for them.

Rebecca Liberman of Pratt Street in Reading spoke about her daughter Amanda's experience as a sexual violence counselor with the Rape, Abuse, and Incest National Network (RAINN) and the high rates of suicidal thoughts among LGBTQ youth. *Tricks* features characters representing all walks of life, socioeconomic status, and family situations. Ms. Liberman suggested more rigorous standards and rationales for book challenges.

Kevin Lucey of Pearl Street in Reading suggested that the Library staff begin evaluating materials made available to children and establish Library cards with parental controls and restrictions to limit access to graphic materials.

Marcy McCauley of Walden Road in Wakefield spoke about a recent violent assault in the South End, as well as the underreported details of a man who helped rescue her. Ms. McCauley believes that children who learn about age-inappropriate content may inflict abuse upon younger children.

A virtual public commenter noted that children can learn sexual information online and that the Library should be a safe place for all people to find books they are interested in. The commenter monitors their own children's Library access and does not believe in limiting the access of others.

Brian Curry of Haverhill Street in Reading emphasized the emotional nature of public comment and the importance of protecting children and establishing a common ground.

Ann Marie Bernsten of Brook Street in Reading emphasized the importance of examining the merit of the books in question and providing resources for dealing with sexual assault and other difficult situations.

Mr. Egan thanked all online and in-person commenters for sharing their strong feelings and officially closed the public comment session.

**III. Request for Reconsideration of Materials**  
**a. “Tricks” by Ellen Hopkins**

Ms. Lannon noted that the June 23<sup>rd</sup> request for reconsideration regarding *Tricks* by Ellen Hopkins is not being considered because the Library was unable to verify that the requestor was a Reading Resident as required by the Collection Development policy. However, the substance of this request is being addressed by a second request made for the same title filed by Mr. Curry on July 10<sup>th</sup>.

Ms. Lannon reviewed key aspects of the Library’s collection development policy, which is available in full on the Library’s website. The selection of any given item is not an endorsement of the viewpoint expressed. The great diversity of the Library’s customers means that the Library must do more than provide materials for the common denominator to be effective. It is deemed the responsibility of parents and caregivers to determine what their children may read, watch, or listen to. The selection process is not restricted by the possibility that young people may obtain material their parents or caregivers consider inappropriate. If materials meet the criteria of selection, they will not be removed from the collection because of pressure by any individual or group.

Professional librarians engaged in the selection process consult authoritative resources such as professional and popular reviews, publishers’ catalogs, standard lists of back works and core collections, firsthand examinations, patron requests, and patron requests in making decisions. Selection criteria including relevance to the library’s mission and core values, current usefulness and interest, permanent value, popular demand, relevance to the existing collection, standards of quality in content and format, and price are also considered.

The Board was notified of Mr. Curry’s July 10<sup>th</sup> request for reconsideration regarding *Tricks* by Ellen Hopkins. The Collection Services team assessed the book, which is a 640-page novel in verse originally published in 2009. This book has received positive reviews from reputable sources such as Booklist and School Library Journal and has also won several awards.

The Library first acquired the print and digital audiobook versions of the book in 2010. The Library’s two copies of the book have circulated steadily since then. Ms. Lannon noted that the circulation of the book has increased in the past month due to the publicity of this issue. Mr. Egan clarified that there a total of six copies are available in the North of Boston Library Exchange (NOBLE) network, two of which are available at the Reading Public Library. Ms. Lannon noted that additional copies are ordered for multiple reasons, including demand or returned copies of overdue missing copies.

The Library reports that the book conforms to the Library’s Collection Development Policy, is shelved appropriately, and should remain in the Teen collection. Removal from the collection based on the Request for Reconsideration is considered censorship by the American Library Association.

Ms. Verrier believes that caregivers should guide their children in making suitable choices at the Library, which may vary from family to family and child to child. Ms. Verrier also clarified that *Tricks* is located in the Teen collection and supports the book's presence there. Mr. Grimes agreed with Ms. Verrier and expressed respect for the Library staff and the collection development policy. Ms. Dubois supports the book's current placement in the Teen collection. Ms. Pillow-Gnanaratnam expressed her agreement and appreciation for the important conversations surrounding these controversial issues.

Mr. Popp expressed his full support for the Library staff, the collection development policy, and the book's current placement in the Teen collection. Mr. Popp believes that the book provides a realistic portrayal of teen issues such as addiction, sexuality, exploitation, and other stressful issues that should be discussed to inspire action and change. Mr. Popp noted that teens can easily access harmful materials online.

Mr. Egan expressed his faith and trust in the well-trained, educated, and dedicated professional Library staff. Mr. Egan believes that the book satisfies the requirements of the Library's collection development policy. Parents and guardians should continue to decide what content is appropriate and accessible in their own homes. People should feel free to avoid certain books and talk about why they find them objectionable.

Mr. Egan noted that the original request for reconsideration, which was later disqualified due to the non-residency status of the requestor, contained a word count of offensive words and other language substantially similar to online resources discussing objectionable content. There is a wealth of informational resources available to help adults with the analysis of appropriate books for children in their care. However, there is a difference between arming oneself with information and advocating for the full removal of the general public's access to materials from public libraries.

*Motion: Upon consideration of the July 10, 2023 Request for Reconsideration of Materials, to accept the Library's recommendation to keep Tricks by Ellen Hopkins in the Library's Teen collection.*

*(Verrier / Dubois)*

*Vote: Approved 6-0*

#### **b. "Assigned Male" by Sophie Labelle**

The Board was notified of a June 28<sup>th</sup> request for reconsideration regarding *The Best of Assigned Male* by Sophie Labelle. The Collection Services team assessed the book, which is a 351-page graphic novel anthology of an ongoing Canadian webcomic started in October 2014. The book has received positive reviews and recommendations from reputable sources, including Stonewall-Award-winning author Alex Gino.

The Library ordered a copy of the book in 2021 and it has circulated over 37 times since acquisition. The Library owns one of two copies within the NOBLE network. The Library reports that the book conforms to the Library's Collection Development Policy, has adequate circulation, and that complete removal from the collection based on the Request for Reconsideration is considered censorship by the American Library Association.

Upon further review, the Library recommends that the book would be better located in the Teen collection rather than the Children's collection. The book is an anthology that starts with a middle school experience and progresses through young adulthood which is reflected in the story, fluency, and reading level.

Ms. Lannon clarified for Mr. Egan that the Library only holds the *Assigned Male* anthology rather than individual editions of the comic. Mr. Grimes, Ms. Dubois, and Ms. Pillow-Gnanaratnam agreed that *The Best of Assigned Male* by Sophie Labelle conforms to the Library's collection development policy and agree with the Library's decision to move the book from the Children's collection to the Teen collection. Mr. Egan acknowledged that content and vocabulary evolve as children age and that concerns about suitability can be discussed directly with librarians rather than through time-consuming requests for reconsiderations.

*Motion: To reject the June 28, 2023 Request for Reconsideration for Assigned Male by Sophie Labelle and uphold the Library's decision to maintain the book in the Library's Teen collection.*

*(Verrier / Popp)*

*Vote: Approved 6-0*

Mr. Egan declared an official meeting break at 8:23 p.m.

#### **IV. Collection Development Policy and Request for Reconsideration Form**

##### **a. Review of updates/changes discussed in July**

The Trustee meeting reconvened at 8:26 p.m. Ms. Verrier thanked the Library staff for their hard work in preparing for this meeting.

Ms. Lannon reviewed revisions made to the Collection Development Policy and Request for Reconsideration form as discussed at the July meeting, including a one-year moratorium on the review of additional Requests for Reconsideration of the same title. A note regarding the public nature of all documents and emails received was also added to the policy and the form.

##### **b. Discussion and Vote**

Ms. Verrier noted various points that arose during the evening's public comment session. A more rigorous reconsideration process requiring petition signatures from multiple residents may be considered. Ms. Lannon and Mr. Egan confirmed that non-residents are legally allowed to speak at public comment, despite the policy requiring that only Reading residents are allowed to file Requests for Reconsideration. Mr. Egan acknowledged that further changes and research regarding additional layers to the policy could continue to be explored.

Mr. Egan suggested changing "may" to "will" regarding the release of identifying information of the requestor. Although Mr. Egan believes that requests for reconsideration should be judged on the content of the books and library policies, public requests for removal should be public records and may be included within public meeting packets. Contact information such as telephone numbers and email addresses may be redacted to protect individuals. Public records may be made available upon request.

Ms. Dubois and Ms. Verrier agreed with changing "may" to "will" to clarify the public nature of filing a request for reconsideration of library materials. Ms. Lannon suggested a grammatical rewording to "will require releasing certain identifying information". Mr. Grimes clarified that the policy should state "requestor's name" while the form should state "your name".

Ms. Verrier mentioned that a five-year moratorium period had originally been considered before being changed to one year. Ms. Dubois suggested compromising with a three-year moratorium period. Ms. Pillow-Gnanaratnam agreed that three is a good number to

consider. Ms. Verrier explained that librarians could use their professional expertise and judgment to catch any changes needed during moratorium periods. Ms. Lannon confirmed that librarians make changes as new information and circulation data become available in accordance with the collection development policy.

Ms. Verrier suggested adding two lines for addresses to accommodate requestors who may live in apartment buildings. Ms. Dubois proposed adding “unit #” or “apartment #” to the address line. Ms. Verrier requested that once updated, a fillable pdf version form be available to accommodate users.

Mr. Popp briefly left the meeting at approximately 8:40 p.m.

*Motion: To accept the changes to the Collection Development Policy and Request for Reconsideration Form as presented.*

*(Grimes / Pillow-Gnanaratnam)*

*Vote: Approved 5-0*

## **V. Meeting Room Use Report**

Ms. Filleul reported that community usage of meeting room space has reached 75% of pre-pandemic levels in comparison to 2019. Usage has increased steadily since the pandemic began. In FY22, 126 outside organizations used the space. In FY23, 200 outside organizations used the space. Library events rose from 598 events in FY22 to 698 events in FY23. Ms. Filleul reported that this level of usage will be maintained in FY24. Meeting room availability will be more heavily publicized over the next year.

Mr. Popp returned to the meeting at approximately 8:45 p.m.

The Library is working with the Town’s Information Technology department to upgrade technology in both the community and conference rooms to allow for more streamlined hybrid meeting options. Equipment is available from prior upgrades to Town Hall and the Police Department. Communications with an AV company previously used by the Town have begun to start the installation within a projected six-month timeframe. Ms. Filleul reported that the Library will be paying for the costs of the installation. Ms. Filleul is also working with the Town Treasurer to implement secure procedures for credit card meeting room payments and hopes to have this available within six months as well.

Ms. Verrier inquired about continued usage by organizations compared to pre-pandemic. Ms. Filleul reported that most organizations have returned and virtual meeting spaces continue to be an option.

## **VI. Meeting Room Policy and Fees Review**

### **a. Minor operational updates and corrections**

Ms. Filleul noted several minor edits to the Meeting Room policy. Language has been changed to allow all Reading residents to rent meeting space, removing the need to have a Library card. A Reading address is required when making a reservation and the Library is working on a way to verify addresses. Reading residents can sponsor outside organizations.

Fees and fundraising requests must be approved by the Board, rather than the Library Director. The placement of donation boxes in the Library must also be approved by the



Board. Ms. Verrier noted a recent example where the Board had a collective discussion allowing the Girl Rising Club to use Library meeting space, sell concessions, and raise funds for charities benefitting women in need during a showing of the movie *Brave*.

The word “online” was removed regarding reservations, which can also occur over the phone or with Library staff. The wording was also changed to clarify that reservations must be submitted at least five business days in advance of the event. Initial agreed-upon fees may be subject to change if additional support or services are requested after the fact. Ms. Verrier suggested that technical assistance must be requested five business days in advance as well. Ms. Filleul thanked Senior Library Associate Louise Hetherington for her help in revising the policy. Ms. Lannon noted that rental fees remain unchanged, despite rising costs due to inflation.

**VII. Library Landscape Committee**  
**a. Adding Ex Officio (non-voting) members**

Ms. Lannon and Ms. Dubois recently met with Town Manager Fidel Maltez, Community Development Director Andrew MacNichol, and Economic Development Director Benjamin Cares regarding the progress of the Ad Hoc Library Landscape Committee. It was suggested that the Committee include language about adding Ex Officio employees as consultants to keep them informed. This would help legitimize their time spent attending meetings and assisting the Committee. Ms. Dubois noted that Mr. Maltez, Mr. MacNichol, and Mr. Cares expressed interest in being included as members to help the Committee generate suggestions, form connections, and streamline progress on the project.

*Motion: To allow the Chair of the Ad Hoc Library Landscape Committee to add associate and non-voting members as they deem fit or necessary.*

*(Grimes / Pillow-Gnanaratnam)*

*Vote: Approved 6-0*

**b. Approval of funds for exploratory concept and design**

Ms. Lannon noted that an estimate of \$20,000 of gift funds designated for the Committee’s Feasibility Study and Concept Design was included in the supplemental spending report presented at the July meeting. This study would help establish the magnitude and scope of the project. Ms. Dubois explained that a preliminary conceptual design would help clarify the possibilities and opportunities for the space while giving the Committee a clear direction to move forward in. Town community surveys are still being planned to help generate ideas within the realm of possibility.

**VIII. Financial Report**

Ms. Lannon noted that the Library is doing well financially. The most recent warrant was unusually large due to the inclusion of invoices for annual membership dues to the North of Boston Library Exchange (NOBLE). NOBLE provides automated library network services and access to resources such as Wowbrary, OverDrive, EBSCO, and other databases and electronic resources. Mr. Egan noted the value of the Library’s NOBLE membership, which he believes is well worth the price.

Ms. Lannon recognized a donation from Ms. Dubois in memory of Neil Miksis, the husband of long-time Librarian Kathy Miksis. Ms. Lannon noted that Fiscal Year 2023

will be formally closed within the next month or so, with final numbers being reported to the state.

## **IX. Director's Report**

Ms. Lannon reviewed July usage and circulation statistics. While comparable to July of 2022, overall Library usage is trending upward. OverDrive usage has continued to grow. An average of almost two Library programs per day are offered.

Ms. Lannon shared recommendations and concerns from Library staff regarding the use of the outdoor patio area on the second floor. Safety is a priority and all children under age nine should always be accompanied by an adult per the Library's Safe Child policy. A clear line of sight should be maintained for the patio, which would be designated as a space for children and families. Lone adults unaccompanied by children have other options for outdoor seating on the Library grounds, such as benches and the outdoor picnic table. The Library Landscape Committee hopes to improve outdoor seating options in the future. Detailed discussions regarding supervision and camera usage may require an Executive Session.

Discretion may be exercised to close access to the patio space due to inclement weather or overcrowding. Mr. Grimes questioned the lighting on the patio and suggested closing the area at sunset if necessary. Users would be responsible for bringing in Library materials and equipment, as well as any rubbish and recycling. Staff will research new weatherproof furniture that will provide comfort and flexibility for both casual seating and programs. Planters will remain in place for educational Plant Lab programs. Staff hopes to continue conversations on patio usage for implementation in the spring. Policies and procedures for patio usage will be developed as necessary.

Ms. Lannon reported that non-fiction LGBTQ+ books in the Teen area have been systematically hidden and moved. The authorities will be notified if this "Hide the Pride" behavior escalates to vandalism, damage, or theft of Library materials. Collection and staffing measures have been instituted to address this issue. Ms. Lannon noted that the staff feels very upset, disappointed, and frustrated by this behavior. Ms. Dubois asked if the staff have a sense of who may be doing this. Ms. Lannon reported that staff supervision of the area has increased and investigations are ongoing. Despite these emotional challenges, staff are attempting to reduce barriers, create a welcoming space for all patrons, and ensure consistent access to materials.

Ms. Lannon reported that new Welcome signage has been installed above the elevator at the main entrance to promote accessibility and the strategic plan focus on "Library as Space and Place." The audiobook collection is now marked by a new sign that will improve general wayfinding for the collection. The FY23 Annual Report Information Survey has been signed by Mr. Egan and is ready for submission as part of the Library's application for state aid.

David Michaud of Maker Woodworker was the sole respondent to a request for quotes for the fabrication and installation of the Tween Space millwork and shelving and has been awarded the contract. Mr. Michaud is the original designer and a Reading

Resident. Ms. Lannon clarified for Ms. Verrier that the mural painting will be interwoven into the millwork and shelving installation.

Ms. Lannon reported that the Reading Municipal Light Department (RMLD) will complete the installation of a Level 3 Charger on an upcoming Thursday depending on the weather. Ms. Verrier asked about usage. Ms. Lannon noted that the current charger is often utilized multiple times per day and hopes usage will increase with this new installation.

Ms. Lannon highlighted new additions to the collection. The new Financial Fit learning platform from EBSCO provides access to approachable, unbiased lessons on personal finance and financial literacy. A curated collection of over 9,000 Spanish and Portuguese e-books on various subjects is now available. A new Museum Pass for Garden in the Woods located in Framingham, MA is now available through the Native Plant Trust.

On Saturday, September 30<sup>th</sup>, a Community Read-In event will be held on the Library lawn from 10 AM to 12 PM. Patrons and community representatives alike are invited to read whatever they like in a community celebration of the freedom to read and First Amendment rights. Ms. Dubois clarified that the event will be right before the 2023 Banned Books week held October 1<sup>st</sup> – 7<sup>th</sup>. Ms. Lannon confirmed that events will be held for Adults and Young Adults, as well as other various displays.

Ms. Lannon reported that the new Children's Librarian Emma Heuchert is off to a great start. Public Services Division Head Allyson Dowds has given a one-month notice and will leave the Library at the end of August. Ms. Dowds has been a positive presence and support for library staff, developing programming pillars and hiring and managing a talented Public Services team. The search to fill Ms. Dowd's position will begin immediately.

Dr. Sudeshna Chatterjee has transitioned out of her role as Director for Equity and Social Justice. Although Dr. Chatterjee has begun a new full-time job, she will remain working on contract to continue work on the Community DEI assessment. A search committee has been formed and five first-round interviews will begin next week. Ms. Lannon noted the possibility of moving this position to become a direct report to the Town Manager. Mr. Egan expressed concern about the Library's state aid eligibility being potentially affected by the loss of this position. Ms. Lannon clarified that this potential change in the organizational structure is at the discretion of the Town Manager with input from Department Heads. Ms. Lannon will work with Mr. Maltez to ensure continued state aid eligibility during the planning process for the FY25 budget. Mr. Grimes acknowledged that there are pros and cons to reclassifying the position.

Ms. Lannon shared various professional development opportunities completed by Library staff. Mr. Egan thanked the Library staff for their professionalism in continuing to support the community amidst increased scrutiny and negative press during recent challenging situations. Mr. Egan wished to extend the community's general appreciation to all library staff.

**X. Approval of July 10, 2023 Meeting Minutes**

*Motion: To approve the minutes of the July 10, 2023, Trustee Meeting.  
(Grimes / Popp)  
Vote: Approved 6-0*

**XI. Future Agenda Items**

**a. Community DEI Assessment**

Ms. Lannon noted the importance of future agenda items, which serve as a placeholder for future topics of discussion. Progress on the Community DEI Assessment will be discussed. Mr. Egan also noted the potential for a future executive session discussing security concerns on the upstairs patio space.

Adjournment 9:26 p.m.

*Motion: To Adjourn (Grimes / Verrier)*

*Vote: Approved 6-0*

Respectfully Submitted,

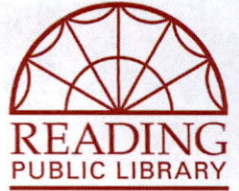
Andrew Grimes, Secretary

# BOARD OF LIBRARY TRUSTEES MEETING SIGN-IN SHEET

Meeting Date: August 14, 2023

Meeting Time: 7:00 p.m.

Place/Room: Reading Public Library Community Room



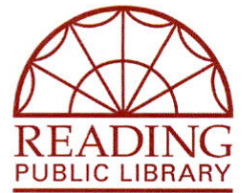
Name	Address
PLEASE PRINT NAME	
Leigh Aird	<del>158</del> 158 Howard St
Patricia McCarty	43 Pinevale Ave
Amanda Liberman	50 Pratt St
Rebecca Liberman	50 Pratt St
Tom Mathies	20 Briarwood Ave
Cynthia Mathies	20 Briarwood Ave
Christine Hoag	Rustic Lane
Linda McCarriston	Gloucester
Kelly Secrest	Gloucester
Ann Ward	14 Bancroft Ave Reading MA
Staci Fleury	20 Echo Ave
Brian Curry	
Donna O'Connell	118 Red Gate Ln Reading
Sharon Petersen	25 Holly Road
Linda Mitropoulos	112 Summer Ave. Reading
JOANNE HARMEN	106 SUMMER AVE READING
Carolyn Johnson	18 Thorndike St., Reading

# BOARD OF LIBRARY TRUSTEES MEETING SIGN-IN SHEET

Meeting Date: August 14, 2023

Meeting Time: 7:00 p.m.

Place/Room: Reading Public Library Community Room



Name	Address
PLEASE PRINT NAME	
Aymon E Langlois	86 Pine Ridge Road
Stephen Langlois	"
Rustie Raymond	"
R Michael McSweeney	15 Orchard Park Drive
VANESSA ALVARADO	MT VERNON ST
HA. Gathrin Samuel	114 Middlesex Ave
Cathy Zeck	Sanborn St.
David Zeck	Sanborn St.
Megan Coram	91 Ridge Road
Keith Chodk	20 Echo Ave
Kevin Lucey	745 Pearl St
Marcy McCauley	32 Walden Road
Jeanne Miksis	15 Jackson Lane
Gena Plyanski	3 Hurriman Ave
Eileen Collins	88 Carnation Circle
Lynn Dornink	18 Cherry Lane Dr.
Lily Mitnigh	18 Cherry Lane Dr.

# BOARD OF LIBRARY TRUSTEES MEETING SIGN-IN SHEET



**Meeting Date:** August 14, 2023

**Meeting Time:** 7:00 p.m.

**Place/Room:** Reading Public Library Community Room

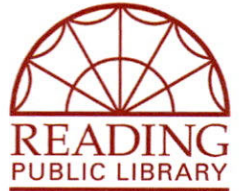
Name	Address
PLEASE PRINT NAME	
Talia Karhem	21 Shackford Rd
Nancy Dockett	371 Pearl ST
Kane Flynn	16 Lothrop Rd

# BOARD OF LIBRARY TRUSTEES MEETING SIGN-IN SHEET

**Meeting Date:** August 14, 2023

**Meeting Time:** 7:00 p.m.

**Place/Room:** Reading Public Library Community Room



Name	Address
PLEASE PRINT NAME	
Ally Dowds	RA
Amberntsen	Reading MA



## Public Comment

ALL IN-PERSON ATTENDEES  
PLEASE SIGN IN

### TONIGHT'S PROCEDURES

7:05 – 7:50 p.m. (45 minutes)

In-person and Zoom participants may speak

2 minute limit per speaker

Please introduce yourself with your name and address

**In-Person:** Form a line at the microphone

**Zoom:** Use the Raise Hand feature (phone \*6 to unmute, \*9 to raise/lower hand)

Chair will recognize you and alternate between in-person and Zoom participants

Priority will be for those who have not spoken

## Guiding Principles Collection Development Policy

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**The Library does not advocate particular beliefs or views. The selection of any given item is not an endorsement of the viewpoint expressed.**

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**The great diversity of the library's customers means that the library must do more than provide materials for the common denominator in order to be effective**

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**It is deemed the responsibility of parents and caregivers to determine what their children may read, watch or listen to, and selection of materials is not restricted by the possibility that young people may obtain material their parents and caregivers consider inappropriate.**

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**If materials meet the criteria of selection, they will not be removed from the collection because of pressure by any individual or group.**

## Selection Process

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### Resources

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authoritative professional reviews

---

popular reviews

---

publishers' catalogs

---

standard lists of back works

---

firsthand examination

---

patron requests

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## Selection Process

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### Criteria

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Relevance to the library's mission and core values

---

Current usefulness, interest, and/or permanent value

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Popular demand

---

Relevance to the existing collection

---

Standards of quality in content and format

---

Price

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## “Tricks” by Ellen Hopkins

- On Friday, June 23, 2023, the Reading Public Library (RPL) and the Board of Library Trustees received an email Request for Reconsideration of Materials (RFR) of the book “Tricks” by Ellen Hopkins
- The requested action was to remove the book from the library or move it out of the Teen collection.
- On Monday, July 10, 2023, RPL received a second RFR for the same book and same request for action.
- RPL staff notified the Board. The Collection Services team assessed this title.
- “Tricks” is a 640-page novel in verse (poetry) originally published in 2009.

## REVIEWS

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**Excerpt:** “Gr 9 Up— Five teens desperately seek to find their way through the darkness in Hopkins's latest epic novel in verse. ... As they near rock bottom, their narratives begin to intersect. It is only when their paths converge that a glimmer of redemption appears out of the hopelessness. From the punch delivered by the title, to the teens' raw voices, to the visual impact of the free verse, Hopkins once again produces a graphic, intense tale that will speak to mature teens.” (School Library Journal)

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**Excerpt:** Grades 10-12 Five teenagers from all over the U.S.—three girls, two boys, some straight, some gay—end up as prostitutes in Las Vegas in this multiple-voiced novel in verse. ... Hopkins has never shied away from tough subjects; descriptions of sex, while not overly graphic, are realistic and will likely provoke controversy. A master of storytelling through free verse, she uses multiple poetic devices to construct well-defined, distinctive voices for the five teens.” (Booklist)

## AWARDS

Reading Public Library

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Goodreads Choice Award, 2009,  
Nominee, Young Adult Fiction

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Poetry Picks, 2009

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Pure Poetry, 2009

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Rainbow List, 2010 Fiction

## RPL and NOBLE Collection Holdings

- Level assigned by publisher: Young Adult
- Print copy ordered February 9, 2010
- Digital Audiobook acquired January 13, 2010
- Circulation data

<b>Copies RPL</b>		<b>2</b>	<b>Copies NOBLE</b>		<b>6</b>
<b>Current Year circ RPL</b>	<b>1</b>		<b>Current Year circ NOBLE</b>	<b>7</b>	
<b>Total circ RPL</b>		<b>28</b>	<b>Total circ NOBLE</b>		<b>123</b>

## RECOMMENDATION

- Meets or exceeds collection development standards
- Adequate circulation
- Removal from the collection based on the RFR is censorship according to the American Library Association.

This title conforms to RPL's Collection Development Policy, is shelved appropriately, and should remain in the Teen Spot collection.

## "The Best of Assigned Male" by Sophie LaBelle

- On Wednesday, June 28, 2023, the Reading Public Library (RPL) received a Request for Reconsideration of Materials (RFR)
- The request action was to remove the book "Assigned Male" by Sophie Labelle from the collection.
- RPL staff notified the Board. The Collection Services team assessed this title.
- Assigned Male is a webcomic started in October 2014 and is ongoing. The RFR item in question is a 351-page graphic novel anthology "Best of Assigned Male"

## REVIEWS

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**Excerpt** “Imagine if the gang of Peanuts were queer-friendly and talked about the trials of being queer youth, while still maintaining the lightness and softness that are synonymous with those strips. That's what this comic is. Most stories that deal with trans people have them, at youngest, in their teenage years. But trans youth --- who are out, living proud --- are real, and it's wonderful that there's a comic that can represent them.” (Comics Alliance)

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**Excerpt:** “Graphic novels provide a unique opportunity to explore topics in a way that can be highly engaging. Sophie Labelle’s “The Best of Assigned Male”, is also educational, and would be an excellent entry point for anyone over age 10 who wants to learn more about transgender experiences.” (Waterloo Region Record)

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**Excerpt:** “Hurray for Stephe and her friends in The Best Of Assigned Male! Labelle's comics are wonderfully sharp, with all the wry humor and hearty indignation that transgender, nonbinary, and gender non-conforming kids deserve, and her written narrative provides valuable context. Get all the lip gloss!” (Alex Gino, Stonewall-Award winning author)

## RPL and NOBLE Collection Holdings

- Print copy ordered June 16, 2021
- Circulation data

<b>Copies RPL</b>	<b>1</b>	<b>Copies NOBLE</b>	<b>2</b>
<b>Current Year circ RPL</b>	<b>10</b>	<b>Current Year circ NOBLE</b>	<b>14</b>
<b>Total circ RPL</b>	<b>37</b>	<b>Total circ NOBLE</b>	<b>49</b>

## ANALYSIS AND RECOMMENDATION

- Meets or exceeds collection development standards
- Adequate circulation
- Removal from the collection based on the RFR is censorship according to the American Library Association.
- This is an anthology that starts with a middle school experience and progresses through young adulthood which is reflected in the story, fluency, and reading level.

This title conforms to RPL's Collection Development Policy. Upon further review, the reading level of the text suggests this would be better located in the Teen Spot collection.