

BELMONT MEMORIAL LIBRARY  
MEETING OF THE BOARD OF LIBRARY TRUSTEESBELMONT, MASSACHUSETTS  
MARCH 19, 2015 2015 MAY 18 AM 9:00

Chair Lowrie called the open portion of the meeting to order at 8:52 p.m. in the Claflin Room of the Library. Also present were Trustees Elaine Alligood, Mark Carthy, Kathleen Keohane, Gail Mann, Sarah Phillips, and Acting Director Emily Reardon.

The minutes of the Trustees Meeting of February 19, 2015, were approved on a motion by Trustee Carthy, seconded by Trustee Alligood and voted unanimously.

**Old Business**

*BLA Contract* - On a motion by Chair Lowrie, seconded by Trustee Carthy, the Trustees unanimously voted to ratify the Library contract with the Belmont Librarians Association (BLA).

*FY16 Operating Budget Report* - Because of their continuing deterioration, Acting Director Reardon reported on the pressing need to replace the asbestos tiles, original to the building. Director of Facilities Gerald Boyle has requested estimates for removal/replacement of tiles in the Assembly Room and hall area, plus Staff Room and kitchen; tiles on the stairs will not be included for now.

*FY16 Capital Budget Report* - Acting Director Reardon and Trustee Keohane reported on their recent meeting with Town Selectmen regarding the Library's capital budget. The meeting went well and confirmed the need for a three-pronged feasibility study, which would also include interim operating plans during construction or renovations.

Acting Director Reardon and Trustee Keohane also updated the Board on the storage shed required to house gas-powered equipment. Trustee Keohane will contact the Building Department for information on the permits and plans necessary to locate a shed on space at the Southeast corner of the building.

Mrs. Reardon reported that she received a written estimate of \$43,500 for an upgrade to the fire alarm system, and \$100,000 for the installation of a basic sprinkler system. Considering such a large expense, Chair Lowrie suggested contacting the Fire Department for advice: what is the risk of continuing with the Library's existing fire suppression system for five years?

*Elevator maintenance contract* - Acting Director Reardon reported that the Town has requested that the Library quit its existing 10-year elevator maintenance contract, as part of the consolidation process. As this could involve termination fees, Chair Lowrie recommended that the question be referred to Town counsel. The Library will abide with the contract in the meantime because of an approaching elevator inspection.

### New Business

*Proposal for amnesty April 6 - 18* – Acting Director Reardon proposed amnesty from Library late fees for the weeks of April 6 through April 18. Chair Lowrie moved to adopt this proposal, which was seconded by Trustee Alligood and voted unanimously.

*New building application process* – As it is necessary to write a new building plan before hiring an architect for the feasibility study, the Trustees agreed to start this process by forming a subcommittee after the Town elections in April. It is expected that the new plan will take about six months to write.

The current Library building was built in 1965, and it was decided to hold a celebration of its 50<sup>th</sup> anniversary later this year. Trustees Mark Carthy and Elaine Alligood offered to head up the preparations.

*ITAC* – The Trustees agreed to invite the citizen who has volunteered to serve as the Library's representative on the Town's Information Technology Advisory Committee (ITAC) to the next meeting of the Board of Trustees. The representative would serve a three-year term.

*Staff position vacancy* – Young Adult Librarian Cynthia Mitchem announced her resignation as of March 21, 2015. Acting Director Reardon will work to fill this vacancy.

*ALA annual conference* – Acting Director Reardon requested Trustee approval to attend the annual conference of the American Library Association. Chair Lowrie moved to authorize the payment of the \$270 registration fee, seconded by Trustee Phillips, and voted unanimously. Mrs. Reardon will pay her other expenses personally.

As this was Chair Lowrie's last meeting as both Chair and as Trustee, the Board expressed their deep gratitude for his years of service on the Board of Library Trustees, and for his leadership as Chair. The Library has been enriched by his many contributions. A reception is planned later this spring.

Trustee Alligood moved to adjourn the meeting at 9:37 p.m., seconded by Trustee Mann, and voted unanimously.

*Next meeting will be held on Thursday, April 23, at 7:30 p.m.*

Respectfully submitted,  
Sarah Phillips, Secretary