

BELMONT MEMORIAL LIBRARY  
MEETING OF THE BOARD OF TRUSTEES

BELMONT, MASSACHUSETTS  
May 21, 2013

Chair Matt Lowrie called the meeting to order at 7:45 p.m. in Room 1 of Town Hall. Present were trustees Elaine Alligood, Mark Carthy, Mary Keenan, Sarah Phillips, Matt Sullivan and Director Maureen Connors.

**Massachusetts Board of Library Commissioners (MBLC) grant:** Is it possible to have a meeting with the MBLC to discuss the grant of \$7.5 million? Chair Lowrie will give an update at Town Meeting on May 29<sup>th</sup> on the status of library plans. This is the plan for going forward – ask the Executive Director of the MBLC to assess the possibility of applying the money to the current site as presented in plans submitted for the 2005 grant round, present at Town Meeting, meet with the Commissioners.

**POW flag** – Joe White has asked that the library fly the POW flag. Chair Lowrie moved that the Director make arrangements to fly the POW flag as it is flown at Town Hall. This motion, seconded by Trustee Carthy, passed unanimously.

**ITAC representative** – Chair Lowrie will invite the suggested person to a trustee meeting.

**Facilities Consolidation** – Town Administrator David Kale suggested a meeting after the June Town Meetings to discuss the concerns of the library.

The minutes for the meeting of May 9, 2013, were approved on a motion by Trustee Carthy, seconded by Trustee Phillips and voted unanimously. The meeting adjourned at 8:35 p.m.

Next meeting – June 11, 2013.

Respectfully submitted,  
Mary E. Keenan, secretary

Exhibits:

Agenda for meeting May 21, 2013

Minutes for meeting May 9, 2013

Public Facilities – Memorandum of Agreement with School Committee

“ - Statement of Concerns of the Library

Director's Report

Belmont Public Library Expenditures

Budget Overview – Warrant Committee

Activity Report – April 2013

**Belmont Department of Public Facilities**

**Memorandum of Agreement  
Between the  
Board of Selectmen, School Committee and Town Administrator**

*As provided by Massachusetts General Laws Chapter 71, Section 37M, and as authorized by the vote of the Town of Belmont under Article 23 of the 2011 Annual Town Meeting, the Belmont School Committee, the Board of Selectmen and the Town Administrator agree to the creation of a joint municipal and school facilities department that will be known as the Department of Public Facilities and be organized as outlined in the Agreement. Nothing in the Agreement shall prohibit either the School Committee or Town Meeting from rescinding this Agreement as provided by law.*

**Article I. Department of Public Facilities:** The Department of Public Facilities (DPF) shall be responsible for the coordination and care of all town-owned buildings inclusive of those under control of the Board of Selectmen, Town Administrator, and those under control of the School Committee. It shall coordinate for each building, except where noted, the following:

- custodial care/cleaning
- maintenance and repairs
- landscaping and pedestrian snow removal at School buildings only, and
- capital improvements

**Article II. Public Facilities Board:** The Department of Public Facilities shall be under the direction and control of a Public Facilities Board (PFB) that shall be composed of the Town Administrator and the Superintendent of Schools or their designees. The PFB shall be responsible for appointing the Director of Public Facilities for a term not to exceed three years. The PFB shall establish the compensation and benefits of the Director.

**Article III. Director of Public Facilities:** The Director of Public Facilities shall administer the Department's responsibilities under the supervision of the PFB. The Director shall be specially fitted by education, training and experience to perform the duties required of the Department. The Director shall appoint and remove, subject to approval by the PFB, assistants, agents and employees as may be required, pursuant to all Town personnel policies, collective bargaining agreements and relevant statutes.

The Director will insure that the assignment of personnel to a building is consistent with state and federal law, including CORI standards, and policies of the School Committee and Board of Selectmen.

The Director shall be the Department of Public Facilities' liaison to the PBC. The Department shall provide all staff support to the PBC with regard to building construction projects.

**Article IV. Employer:** The School Committee shall represent the Town for the purpose of bargaining with non-management employees of the Department. No collective bargaining agreement will be negotiated without consulting the Board of Selectmen. As provided by law, the Chairman of the Board of Selectmen shall be considered a voting member of the School Committee for the purpose of approving collective bargaining agreements with the Department of Public Facilities unions.

The Board of Selectmen, acting through the Public Facilities Board, will be the employer of management employees of the Department of Public Facilities.

**Article V. Building Managers:** Each municipal and school building shall have a building manager (e.g., school principal, police chief, etc.). The building manager shall have the right to provide direction to any custodial staff working in the building. The building manager shall be included in the hiring process for any custodial staff working in that building. The building manager shall have the right to petition the Director to remove building staff working in that building. The Superintendent of Schools, in the matter of school buildings, or the Town Administrator, in the matter of municipal buildings, shall address any unresolved differences between a building manager and the Director, depending on the building involved. In such instances the decision of the Superintendent or Town Administrator shall be final.

Notwithstanding the rights of the building manager, the Director shall have the authority to redeploy building staff temporarily or permanently, system wide; in a manner that yields the most efficient and cost effective maintenance and care of Town buildings.

**Article VI. Operating Budget:** The Director shall be responsible for developing an annual operating budget for the Department. The operating budget shall be sufficiently detailed to show separate budget allocations for school buildings and for municipal buildings. The school building portion of the operating budget shall be submitted to the Superintendent of Schools and approved by the School Committee prior to submission to the Warrant Committee. The Department budget shall be considered a shared expense budget when presented to Town Meeting. The operating budget shall include the estimated cost for all wages and salaries, operating expenses, supplies, utilities and capital purchases.

**Article VII. Capital Plan:** The Director shall be responsible for developing a five-year capital plan for the Department. The capital plan shall be sufficiently detailed to show the capital requirements, including major pieces of equipment, separately for school buildings and for municipal buildings. The first year of the capital plan is the capital budget. The school portion of the capital budget shall be submitted to the Superintendent of Schools and approved by the School Committee prior to submission to the Capital Budget Committee.

**Article VIII. Use of School Buildings and Municipal Buildings:** The Department shall be responsible for the scheduling and staffing of all school and municipal buildings after regular business hours and on weekends. Building managers shall have first priority in the use of their building after regular business hours. Following building managers, other Town organizations (e.g., Recreation, Adult Education) shall have priority over those non Town organizations in the

Town of Belmont

scheduling and use of buildings. The Director in consultation with the School Department and the Town Administrator shall recommend a fee schedule for the use of school and municipal buildings by private organizations and groups. The PFB shall approve the fee schedule and present it to the Board of Selectmen and the School Committee. The Selectmen and the School Committee shall have 21 days to approve or reject the fee schedule. All fees collected by the Department for the use of school and municipal buildings shall be accounted for in a Revolving Fund, subject to Town Meeting approval, and expended as provided by law.

This Agreement is effective on the last date of execution by signatories as shown below, by authorized votes of the Board of Selectmen and the School Committee, and shall remain in effect unless revoked by the School Committee or by the Town Meeting. Amendments to this Agreement may be made by mutual agreement between the Board of Selectmen and the School Committee.

Board of Selectmen:

Robert T. Jones  
[Signature]  
Angel L. Fungo

Date: 12/14/11

Town Administrator:

[Signature]  
Date: 12/14/2011

School Committee:

Don Adams  
Anne L. Foye  
Kevin M. Cunningham  
Laure Redlap  
[Signature]  
Rebecca Voe

Date: 12/16/2011

Present: Director Maureen Conners, Trustees Mary Keenan and Matt Sullivan

Questions and Concerns:

Is the Memorandum of Agreement (MOA) as we have received it complete? There is no provision for specific instances (dedicated custodians, time sensitive issues, etc.) Matt will ask Michael Libenson, Chair of FCS if there is an addendum to the MOA.

Article I.

2. Is a new TM vote needed to include the library in the MOA? Yes – goal: April town meeting.

An article on the warrant will be needed; attention: Matt.

Under “custodial care/cleaning” it must be noted that the Library custodians do much more than clean the building. Daily pickup of the several newspapers; set-up of meetings rooms for the many standing meetings as well as one-time events; surveillance of the parking lot and inside the Library as needed for patron safety; and similar issues are only some of the responsibilities of the Library custodian.

3. Landscaping and snow removal for the library would be included. The Director has hired a landscaper (paid for by the Friends of the Library); this is a one-time deal. The Garden Club maintains the Wildflower Garden.

What is meant by landscaping – pruning of the trees, injections for the trees now done professionally. Asplundt does this work now. Will the town contract with Asplundt to continue? Will general landscaping be done by the Town or contracted out?

Article II.

The Library must have representation on the Public Facilities Board. It will be the Library Director or a designee.

Article III.

Paragraph 2 – add to “. . . policies of the School Committee and Board of Selectmen” the following: “and the Board of Library Trustees.”

There must be designated custodians for the Library which is open 68 hours a week.

Article IV.

The AFSCME and SEIU contracts are currently under the Town. This sometimes creates difficulties for the Library; if the Town gives some union members the day after Thanksgiving off, this directly impacts the operation of the Library. The Board of Library Trustees negotiates contracts with the librarians.

Article V.

The Library Director shall be the Building Manager. No staff shall be hired without the explicit approval of the Library Director. All custodial staff must report to the Library Director. Being in control of this staff permits maximum flexibility and use of the custodial staff as needed at the time.

Clarification is needed on this Article.

Article VI.

The Library portion of the operating budget shall be submitted to the Library Director and approved by the Board of Library Trustees prior to submission to the Warrant Committee.

Article VII.

The Library portion of the Capital Budget must take into consideration the Five Year Plan developed by the Library.

Article VIII.

The Library has an on-staff person who schedules the use of the Library's meeting rooms.

A fee schedule has been established for use of the Library meeting rooms. Any change in the fee structure must be approved by the Board of Library Trustees.

Add to "Amendments to this Agreement may be made by mutual agreement between the Board of Selectmen and the School Committee" and the Board of Library Trustees.

Other concerns:

Is a separate agreement needed between the Town and the Library rather than add the Library to the present agreement?

The Department of Public Facilities must be aware of specific needs:

Example – as the Library is open on Saturdays and on Sundays from October to May, the Library lot must be plowed and the stairs and walkways shoveled for weekend patrons. Other town buildings mainly keep a week-day schedule.

Town of Belmont By-Laws 9.2

The Trustees shall have the sole care and management of the public library. . . . "

Is a change needed in the Town of Belmont By-Law?

M.Keenan

February 2, 2012



TRUSTEES MEETING  
DIRECTOR'S REPORT  
May 21, 2013

**CLAFLIN ROOM**  
**7:30 PM**

Building and Grounds

The contractual cleaning contract was awarded to MP Building Services for \$36,329.80 for the one year with an option for renewal for two additional years.

The trees have been treated for winter moths.

Director's Report

The Friends will have a table set up at Town Day. The library will be handing out flyers with our upcoming summer programs and new databases. The Friends will be selling books and signing up new members.

In your packet is the report final version of the Warrant sub-committee report submitted by Jim Gammill.

Included in your packet is the Belmont Department of Public Facilities MOA between the Town and the School Committee. Also included in your packet is our response to this MOA which we submitted in February 2012. The Town Administrator agrees that there has been some misunderstanding surrounding the library participating in the facility consolidation program. It was suggested by David Kale that we set up a meeting to discuss our concerns after the June Town Meetings. I think we should spend some time at the trustees meeting reviewing our document and the MOA.

The rest of the meeting will be summarizing any meetings we have attended and any conversations we have had discussing what should happen next.

After the special TM on May 29<sup>th</sup>, the next meeting is the **LWV** night which will be held on **May 30 at 7 PM** at the Beech Street Center. This will be to review the Budgets and other financial articles for the June 3<sup>rd</sup> and June 5<sup>th</sup> Town meetings.

## Library

### Budget Overview

FY 2014 \$	\$ Change from Prior Year	% Change from Prior Year	FY 2014 FTEs
\$ 2,025,190	\$ 29,704	1.5%	23.58

### Department Mission/Description of Services

*Mission:* Serve as a resource for equal and open access to information, ideas and technology to enrich the lives of all; provide services that address the diverse needs and interests of the citizens of Belmont; promote and support a strong sense of community.

*Services:* Curate resource collections; facilitate circulation of resources; provide reference and research support; sponsor programs; maintain public community spaces and meeting rooms; support life-long learning, including technology training; and, participate in larger networks such as the Minuteman Library Network.

### Budget by Program

The budget calls for an increase below the town average. There are no significant changes in the allocation among programs. The FTE and FY 2014 allocations are:

Program	FTE's	FTE %	Budget \$	Budget %
Administration	1.78	7.5%	\$332,293	16.4%
Adult Services	6.64	28.2%	\$633,893	31.3%
Young Adult Services	1.23	5.2%	\$80,386	4.0%
Children's Services	3.58	15.2%	\$278,193	13.7%
Circulation Services	6.73	28.5%	\$410,511	20.3%
Technical Services	3.62	15.4%	\$289,914	14.3%
Total	23.58	100.0%	\$2,025,190	100.0%

### Expense Analysis

One line item increased by more than 5% and more than \$5,000:

Line Item	FY2014	Prior Year	% incr.	Explanation
Building Systems Maintenance	\$126,180	\$78,725	60.3%	Includes window repair and painting



One line item decreased by more than 5% and more than \$5,000:

<i>Line Item</i>	<i>FY2014</i>	<i>Prior Year</i>	<i>% incr.</i>	<i>Explanation</i>
Maintenance	\$78,725	\$68,060	15.7%	Window repair and painting
Book/Periodical/Film/CD/Record	\$279,305	\$306,005	-8.8%	Reflects absence of a one-time allocation of \$40,000 in FY 2013

#### **Special Analysis /Observations**

Last year's warrant committee report identified four recommendations for the library. They are *listed here*, with observations on the past year's experience.

*Explore IT investments for back office operations.* There are incremental gains, but there is not a current initiative to dramatically re-engineer the back office operations prior to any major decisions about the long-term plan for the facility.

*Revisit the use of benefited part-time positions.* The staff structure has stayed essentially the same.

*Digital expansion.* The yearly total of circulated e-books rose from less than 3,000 to more than 10,000.

*Evaluate the increase in the Young Adult Reference librarian (+5 hours) and the increased part-time budget; pursue evaluation (jointly with School Department).* The increase did allow for increased program and interaction with the schools; no separate joint evaluation was provided.

#### **FY 2014 Recommendation**

The warrant committee renews its call for greater integration and coordination of the library operations with that of other town departments. Specific examples are resuming the library's outreach to the newly consolidated building services department now that a new director is scheduled to come on board; formal joint evaluation with the school department of programs developed for students; and allowing a more structured role for the town administrator to facilitate inter-department collaboration.



		ORIG./ADJ. APPROPTNS.	TRANSFER	ADJUSTED BUDGET	SPENT MAY	SPENT JULY - MAY	BALANCE	PROJECTED 11 MONTHS	% EXP
	<b>LIBRARY PUBLIC SERVICE</b>								
<b>16121</b>									
511000	WAGES, FULL TIME	641,179.37		641,179.37	49277.92	566,961.26	74,218.11	587,747.76	88.4%
511100	WAGES, PART TIME	201,442.87		201,442.87	15384.63	160,389.95	41,052.92	184,655.96	79.6%
513000	OVERTIME	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
514800	LONGEVITY	5,986.00		5,986.00	0.00	3,660.71	2,325.29	5,487.17	61.2%
517000	HEALTH INSURANCE	138,767.00		138,767.00	0.00	138,767.00	0.00	127,203.08	100.0%
517200	WORKER'S COMPENSATION	1,455.00		1,455.00	0.00	1,455.00	0.00	1,333.75	100.0%
517800	MEDICARE	11,950.00		11,950.00	0.00	11,950.00	0.00	10,954.17	100.0%
517900	LIFE INSURANCE	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
<b>16122</b>									
530000	PROFESSIONAL SERVICES	810.00		810.00	0.00	565.00	245.00	742.50	69.8%
534100	TELEPHONE	7,852.00		7,852.00	0.00	5,532.52	2,319.48	7,197.67	70.5%
552900	BOOKS/PER/FILM/CD/REC	306,005.00		306,005.00	12,210.23	269,804.33	36,200.67	280,504.58	88.2%
573000	DUES	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
	<b>TOTAL LIB PUBLIC SVC</b>	<b>1,315,447.24</b>	<b>0.00</b>	<b>1,315,447.24</b>	<b>76,872.78</b>	<b>1,159,085.77</b>	<b>156,361.47</b>	<b>1,205,826.64</b>	<b>88.11%</b>
	<b>LIBRARY TECH SERVICE</b>								
<b>16131</b>									
511000	SALARIES, FULL TIME	143,091.39		143,091.39	11,061.33	128,260.09	14,831.30	131,167.11	89.6%
511100	SALARIES, PART TIME	12,312.00		12,312.00	907.52	10,597.65	1,714.35	11,286.00	86.1%
514800	LONGEVITY	1,925.00		1,925.00	0.00	1,487.50	437.50	1,764.58	77.3%
517000	HEALTH INSURANCE	16,404.00		16,404.00	0.00	16,404.00	0.00	15,037.00	100.0%
517200	WORKER'S COMPENSATION	399.00		399.00	0.00	399.00	0.00	365.75	100.0%
517800	MEDICARE	2,216.00		2,216.00	0.00	2,216.00	0.00	2,031.33	100.0%
<b>16132</b>									
530600	COMPUTER SERVICE	75,469.00		75,469.00	1,863.71	63,297.65	12,171.35	69,179.92	83.9%
542200	PROCESSING SUPPLIES	11,000.00		11,000.00	247.20	9,271.76	1,728.24	10,083.33	84.3%
573000	DUES	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
	<b>TOTAL LIBRARY TECH SERV</b>	<b>262,816.39</b>	<b>0.00</b>	<b>262,816.39</b>	<b>14,079.76</b>	<b>231,933.65</b>	<b>30,882.74</b>	<b>240,915.02</b>	<b>88.25%</b>
	<b>TOTAL LIBRARY DEPARTMT</b>	<b>2,003,620.10</b>	<b>0.00</b>	<b>2,003,620.10</b>	<b>110,905.30</b>	<b>1,730,504.87</b>	<b>273,115.23</b>	<b>1,836,651.76</b>	<b>86.37%</b>

Belmont Public Library  
Activity Report For The Month  
of April 2013

Days open 2012: 28  
Days open 2013: 28

Agency	<u>April 2013</u>	<u>Increase Over Apr 2012</u>	<u>Cumulated 2013</u>	<u>Cumulated Increase Over 2012</u>
Adult	21,650	(797)	93,666	105
Juvenile	21,594	(120)	86,494	(3,934)
Total	<u>43,244</u>	<u>(917)</u>	<u>180,160</u>	<u>(3,829)</u>

Downloadable Audiobooks & eBooks (included in above figures)  
Checkouts 812 3,907

Average Daily Circulation

	<u>2013</u>	<u>2012</u>
Adult	773	802
Juvenile	771	776

Non-Book (included in above figures)

Adult	9,594	(152)	41,172	436
Juvenile	4,084	(427)	16,689	(1,162)
Total	<u>13,678</u>	<u>(579)</u>	<u>57,861</u>	<u>(726)</u>

DVD

Adult	6,850	(80)	29,556	418
Juvenile	2,961	(347)	12,423	(765)
Total	<u>9,811</u>	<u>(427)</u>	<u>41,979</u>	<u>(347)</u>

Internet Use

Internet	1,972	7,679
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Interlibrary Loan:

Borrowed	22	117
Loaned	23	151
Faxed	-	2

Young Adult Circulation

1,522	(314)
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# ACTIVITY REPORT FOR THE MONTH OF APRIL 2013

## Reference and Information

	April <u>2013</u>	Increase Over <u>Apr 2012</u>	Cumulated <u>2013</u>	Cumulated Increase <u>Over 2012</u>
Adult	3,741	465	14,487	954
Email	<u>5</u>	<u>2</u>	<u>34</u>	<u>24</u>
Total	3,746	467	14,521	978

## Book Processing

Added:	1,276
Withdrawn:	945
Repaired:	25

## Meeting Room Use

<u>Room</u>	<u>Times Used</u>	<u>Attendance</u>	<u>Cumulated Times Used</u>	<u>Cumulated Attendance</u>
Assembly	29	916	107	4,358
Flett	33	768	124	2,925
Misc.	<u>10</u>	<u>196</u>	<u>35</u>	<u>658</u>
Total	72	1,880	266	7,941

## Library Sponsored Programs (included in above figures)

Adult	6	177	17	552
Juvenile	36	1,247	128	4,409
Young Adult	<u>2</u>	<u>39</u>	<u>15</u>	<u>217</u>
Total	44	1,463	160	5,178

## Circulating Passes:

		<u>Pass Cumulated</u>
Aquarium	14	71
Audubon	11	20
Boston By Foot	-	-
Children's	16	72
DeCordova	9	28
Discovery	6	36
Essex/Peabody	9	39
Fine Arts	29	121
Gardner	15	50
Harvard Art	3	11
Harvard Natural History	6	40
Institute of Contemp. A	9	35
Kennedy Library	4	9
Mass Parks Pass	-	-
Plimoth Plantation	7	10
Science	35	133
Zoos	<u>18</u>	<u>40</u>
Total	191	715