

BELMONT MEMORIAL LIBRARY  
MEETING OF THE BOARD OF TRUSTEES

BELMONT, MASSACHUSETTS  
MAY 16, 2012

Vice-Chair Mark Carthy called the meeting to order at 6:05 p.m. in the Belmont High School Auditorium prior to Town Meeting. Present were Trustees Elaine Alligood, Mary Keenan, Sarah Phillips, and Matt Sullivan and Director Maureen Conners. Trustee Chair Matt Lowrie was absent.

The minutes for the April 19 Annual Meeting and April 19 Meeting were approved unanimously on a motion by Trustee Alligood, seconded by Trustee Sullivan.

Old Business:

Budget: It was voted unanimously on a motion by Trustee Keenan and seconded by Trustee Phillips to turn back the \$11K for the digital microfilm reader printer and scanner as this is not the best use of funds given advances in technology.

BLF: The Belmont Library Foundation will nominate Sue Gladstone as fundraiser.

Field update: An open meeting with the School Committee will be held on May 24 to discuss the on-going question of a replacement field. Trustees Lowrie and Carthy and Director Conners will represent the library.

Town Meeting report: Director Conners sent an e-mail with Chair Lowrie's Town Meeting presentation. Please view same if you were not at Town Meeting and carefully note the timeline.

Union: Trustee Alligood reported on the finalization of the evaluation process with an annual and mid-year review. Each staff member will identify individual goals and department goals. This policy will be effective after the first year.

New Business:

Staff Day: This will be held on Friday June 22 from 9-1. On the agenda will be Team Building and Website update. It was asked that Customer Service also be reviewed. Trustee Alligood will forward some effective material on this to the Director.

*Facilities consolidation: Action Item: Director Conners will inform the Town that the several questions that the Library posed regarding the facilities consolidation have not been addressed. Pending resolution, the Library is not part of this consolidation. Copies of the library's concern will be sent to Mark Paolillo, Chair of the Board of Selectmen and to the interim Town Administrator.*

Amnesty: All library items will be included in the Amnesty – no fine – policy for the month of June. This policy is most helpful in having items returned; special publicity is given to the high school. This amnesty program for the month of June was voted unanimously on a motion by Trustee Alligood, seconded by Trustee Sullivan.

Other: The question was raised about the cut-off of donations to the Everyday Book Sale for the month of May. The two key individuals in this work are out-of-town at this time. It was suggested that a sale box of books be placed in the Children's Room. Strong arms and sturdy backs are needed for book sales!

Director's Report: The numbers for downloadable books continue to increase. Adult circulation is down but Children's circulation continues strong.

Friends' Report: Trustee Phillips, liaison to the Friends of the Library, reported that the Friends are willing to pay for painting the Assembly Room for a June 1 & 2 Garden Club event. However, as this work must be put out to bid, there is not time to do so. The room also needs much more attention than painting the walls.

The Friends will have a presence at Town Day.

The tablet chairs, gifted by the Friends, are in the West Wing.

Capital Expenditures – Revolving Fund: Director Connors explained that the Revolving Fund for the Copiers is now at \$34K; this is an accumulating fund for two new copiers and a new vend tower. The amount of \$22K must accumulate before purchase; \$12K is lost book money. Once these new items have been approved at Town Meeting, they will be purchased. The revolving Fund makes money on copiers and uses it for copier upkeep.

Next meeting Tuesday June 5<sup>th</sup> 7 p.m. NOTE CHANGE IN TIME TO 7 PM

The meeting was adjourned at 6:30 p.m. with a unanimous vote on the motion of Trustee Sullivan, seconded by Trustee Keenan.

Respectfully submitted,  
Mary E. Keenan, secretary