

Chair Matt Lowrie called the meeting to order at 7:32 p.m. Present: Trustees Elaine Alligood, Mark Carthy, Mary Keenan, Sarah Phillips, Matt Sullivan, Director Maureen Conners, and Scott Ferson and Melissa Grant from the Belmont Library Foundation.

Old Business

A. BELMONT LIBRARY FOUNDATION (BLF)

Melissa Lynch reported on work preparatory to a capital campaign: fundraising, literature for the campaign, communication, web-site review with inclusion of Pay Pal and Constant Contact, updating of FAQ (Frequently Asked Questions). All copies of the brochure used at the grant celebration have been distributed; a revised brochure will include financial donation information. There has been outreach from a parent group asking for information on the new library. Chair Lowrie suggested a time prior to Town Meeting. Scott Ferson explained that an earlier meeting time would be helpful as a way to get volunteers. Melissa will pursue this opportunity for a time in early December.

Work is also underway on naming rights with reference to the work of J. Stewart Roberts, architect, as well as other groups. A report on naming rights will be ready for the next meeting of the trustees.

Approval of minutes

Approval of Minutes of Executive Session - Chair Lowrie made a motion to approve the minutes of the meeting of October 30th; seconded by Trustee Alligood, the motion passed unanimously.

Minutes of regular meeting of October 30th - Trustee Carthy moved to approve the minutes; seconded by Chair Lowrie, the motion passed unanimously.

Old Business cont.

B. FY14 Action Plan – Material in bold-face type represents new items. A question was raised - could weeding of the collection be done by volunteers? Director Conners recommends this be done by library staff. As the Director of Children's Services is interested in acquiring iPads for use in the Children's Room, having seen them used to great advantage elsewhere, *Director Conners will ask the community for iPads for use in the Children's Room.* Those individuals receiving new devices this holiday season may be happy to donate old iPads. Also, the library will have laptops for use in the library; these are especially helpful for students working in the library on early-release days. Director Conners noted the outreach by the Coordinator of Children's Services and by the Young Adult librarian to the Belmont Public Schools. The YA librarian even chaperoned a dance to better get to know her patrons.

Chair Lowrie moved to approve the FY14 Action Plan as presented; this motion was seconded by Trustee Alligood. It passed unanimously.

New Business

A Chapter 150 E and negotiations - The question was raised at a Board of Selectmen's meeting why the trustees have the authority to vote a contract. Director Connors has sent relevant documents to Town Hall; she has been assured this query will not impact negotiated salaries. Personnel Director Diane Crimmins will ask Town Counsel to review this.

B Arlington library card challenge – The new director of the Arlington Library, Ryan Livergood, has proposed a library card sign-up challenge; the trustees support this idea.

Director's Report

The digitization of our collection of local newspapers is on hold as permission has not been granted to digitize the collection. Gateway Media Company is concerned about Newsbank. Other libraries are facing a similar situation; resolution is expected in the future.

Ethics Question/Massachusetts Board of Library Commissioners The trustees can ask for money for a new building until the time it becomes a ballot question. *Director Connors will pursue this further with Town Counsel.*

A calendar for the library projects has been prepared by Town Administrator, David Kale. *Director Connors will check on the time line/extension dates – is it a six month or a nine month period?*

Director Connors explained to a patron the system used to count library visitors.

Budget for FY14 – Personnel Analysis sheets are due December 3rd and preliminary operational budget requests and narratives are due on January 7th. Director Connors and Trustee Keenan will meet to review the Personnel Analysis sheets.

Friends of the Belmont Library – Trustee Phillips reminded the Board that the Books in Bloom event will be held on March 1, 2012. The October book sales realized \$6284. To date, the Friends have given \$3045 to the library to pay the bills for this year's One Book, One Belmont which featured local author Tom Perrotta. Additional bills are outstanding.

The next meetings of the trustees will focus on the regular budget and the capital budget. Meetings are scheduled for DECEMBER 18 and JANUARY 8.

The meeting adjourned at 9 p.m. A motion to adjourn made by Chair Lowrie and seconded by Trustee Sullivan was voted unanimously.

Respectfully submitted,
Mary E. Keenan, secretary

Exhibits:

Agenda for meeting November 20, 2012
Minutes for meeting October 30, 2012
Minutes for Executive Session October 30, 2012
Draft Timeline for library and pool/park projects from David Kale
Long Range Action Plan FY14
Commonwealth of Massachusetts General Laws: Chapter 150E, Section 1
Director's Report November 20, 2012
Activity Report Belmont Public Library October 2012
Belmont Public Library Expenditures November 2012
Copies of thank you notes re. Book Clubbing Belmont program and Book Club Kit
Budget Timelines