

BELMONT MEMORIAL LIBRARY
MEETING OF THE BOARD OF TRUSTEES

BELMONT, MASSACHUSETTS
January 15, 2013

Chair Matt Lowrie called the meeting to order at 7:33 p.m. Present were Trustees Elaine Alligood, Mark Carthy, Mary Keenan, Sarah Phillips, Matt Sullivan, and Director Maureen Connors.

The minutes for the meeting of December 17, 2012, were unanimously approved on a motion by Trustee Sullivan, seconded by Chair Lowrie.

Update on Pool/Library - Selectman Paolillo was unable to attend this meeting. Trustee Carthy spoke with Mr. Paolillo who emphasized the need to communicate all the library does for the schools. *Chair Lowrie will follow-up with Mr. Paolillo.*

Old Business:

BLF and Library Video update - A question was raised about the cost of a new library per household. *There is a need to check on this figure.* The question of the site is not part of the video. The number of visits a day - 1000 - will be included in the video. Other suggested information to include: library data bases which are available from home computers; the library as the only place to learn information literacy skills; tutoring at the library; and sight lines for safety.

Director Connors reviewed the report from BLF coordinator Melissa Lynch. Chair Lowrie suggested that a large portion of the cost of a library building committee be privately funded. This idea should be field-tested. The issue of a warrant article was raised with the April Town Meeting as a target. A parent, Emily Blair, is interested in a parent information session; a weekend is probably the optimal time for this. *Director Connors will select some dates for this.*

FY14 Budget - Director Connors reviewed the budget, noting that the only major increase is Maintenance of Buildings as the entire building needs painting and the asbestos tiles in the lower corridor need replacement. Re-design of the web-site is also included. Most of the budget increases are 5% or contractual increases. Note was made of the section "Opportunities." Trustee Keenan added that Johnson Roberts Architects cost estimates for repairs are also included to convey the plight of the aging library. Trustee Carthy suggested a comparison with library budgets from other towns. Libraries need to consider the ROI in the public library - the return on investment. The Capital Budget has the new building as a request.

Chair Lowrie moved that the FY2014 Budget be approved as presented; seconded by Trustee Carthy, this passed unanimously.

Chair Lowrie moved that the FY2014 Capital Budget be approved as presented; Trustee Phillips seconded this motion which passed unanimously.

Chair Lowrie moved to authorize the executive director to amend the capital budget for the amount for the projected cost of the new building. Seconded by Trustee

Sullivan, this motion passed unanimously. Director Connors and Trustee Keenan were thanked for their work on the budget.

New Business -

Trust Fund review – Director Connors explained that 80% of the income earned is allocated to be spent. Trustee Phillips was thanked for her work on the trust fund report. Regarding the expenditures for the FY 13 Trustee Funds, Chair Lowrie moved that the trustees vote to authorize expenditures not to exceed \$11,711.39 from Special Funds and to authorize expenditures not to exceed \$2,849.77 from Library Gift Funds. Seconded by Trustee Sullivan, this motion passed unanimously.

Director's Report

Director Connors displayed Carla O'Brien's framed photo collage, "Belmont's Response to 9-11." In accordance with the Gift Policy, Trustee Carthy moved that this gift be accepted. Seconded by Trustee Phillips, this motion passed unanimously.

Another gift to the library is from the Belmont Cub Scouts who gave the library a mounted flag presented to them on the occasion of their visit to the U. S. S. Constitution. This flag, which will be displayed in the Children's Room, was unanimously accepted on a motion by Chair Lowrie, seconded by Trustee Carthy.

Friends of the Belmont Library report -

Books in Bloom will be held on Friday March 1 from 6:30 to 8:30. Tickets are now on sale at the Circulation Desk for \$15 per person.

Activity Report

The circulation has increased, but the total for circulation does not include downloadable e-books and audio books. The figures will be reworked to show these increases.

The next meeting will be on Tuesday February 19, 2013 at 7:30 p.m.

The meeting was adjourned at 9:10 p.m. by unanimous vote on a motion by Trustee Carthy, seconded by Trustee Phillips.

Respectfully submitted,
Mary E. Keenan, secretary

Exhibits:

Agenda for meeting January 15, 2013

Minutes for meeting December 17, 2012

BLF (Belmont Library Foundation) Update

Minutes for Executive Session December 17, 2012

Case law backup and analysis to the December email

Video for new library script outline

Thank you note from the Park family
Director's Report
Activity Report December 2012
Belmont Public Library Expenditures January 2013
Recap of Library Funds for Fiscal Year 2012
FY12 Trustee Funds Activity
FY13 Trustee Funds Spend
FY14 Budget
Fy14 Capital Budget