

The meeting was called to order by Director Maureen Conners at 7:05 p.m. in the Claflin Room of the Library. Present were Trustees Elaine Alligood, Mary Keenan, Sarah Phillips, and Matt Sullivan. Trustees Mark Carthy and Matt Lowrie were absent.

The minutes of the September 23 meeting were unanimously approved on a motion by Trustee Phillips, seconded by Trustee Alligood.

### **Old Business**

#### ***Belmont Library Foundation (BLF)***

Director Conners reported on messages received from Scott Ferson and Marcie Hirsch. Trustees are invited to attend the November 21 (tentative date) BLF meeting. Trustee Phillips referenced the BLF Articles of Organization. It is important that the BLF be a viable organization. Trustees are to bring their questions about the future of the BLF.

#### ***Library Plans***

J. Stewart Roberts will provide a conceptual design and cost estimate for some work involving the Children's Room. Money is available in the Maintenance Budget. It is critical that the Library have work done (elevator, boiler, etc.) and that the figures be ready for the Capital Budget early in 2014.

### **New Business**

#### ***Trust Funds***

Trustee Phillips reported on FY2013 Trustee Funds Activity. The first five listed funds go into the "Special Fund 72" expenditure. Funds listed in italics are different in that they accumulate the income each year. Funds labeled "Cash Funds" are holding accounts. Opening balance includes the previous year's income which has not yet been spent. The prior year's interest income is what is spent in a given year. The opening balance for FY14 includes the income from the previous year. The prior year's income is always included in the current year's opening balance. The trustees were unanimous in their appreciation to Trustee Phillips on her work on clarifying the reporting of the trust funds.

Trustee Alligood made a motion to vote to transfer \$13,239.58 from the Special Trust Funds and \$3,290.32 from the Library Gift Funds to be expended in FY14. This motion, seconded by Trustee Phillips, passed unanimously.

Trustee Phillips also reported on the June 30, 2013 Town's Investment Report on the Library Trust Funds. The Library Funds are co-mingled with other funds in the town with the larger portion in conservative short term bonds and a smaller amount in blue chip stocks.

#### ***Long Range Action items***

Director Conners walked the Board through the Long-Range Action Items and clarified some items. The weeding of the collection continues; an archivist has advised on some of the holdings.

Trustee Alligood moved that FY15 Action Items for the Long Range Plan be accepted as amended; seconded by Trustee Sullivan, the motion passed unanimously.

### **Director's Report**

A 25 hour staff member has submitted her resignation. As the Warrant Committee had asked the trustees to think about the best solution to part-time employees eligible for benefits, this position was considered with extending this position to full-time with 10 hours assigned to the Children's Room, remaining as a 25 hour position with benefits in Circulation Department, or becoming a 15 hour position and a 10 hour position without benefits. The latter would be negotiated with the union. Director Connors and Lisa Cassidy, Supervisor of Circulation, will evaluate these options.

The new renewal policy has been appreciated by patrons. It was noted that the circulation within MinuteMan Network has dropped 4%.

Trustee Phillips reported on the Friends of the Belmont Library. The annual book sale is this weekend. It is also time to renew memberships; there are currently 386 members of Friends of the Library.

The date for the next meeting is on hold until Trustees Carthy and Lowrie are able to review the calendar. Suggested November dates are - in order of preference - Wednesday 13 or Wednesday 20 or Tuesday 19 or Thursday 7. It is imperative that the trustees meet before the BLF meeting on November 21.

A motion to adjourn was made at 9:03 p.m. by Trustee Alligood; seconded by Trustee Sullivan, it was voted unanimously.

Respectfully submitted,  
Mary E. Keenan, secretary

#### Exhibits:

Agenda October 16, 2013

Minutes September 23, 2013

Belmont Library Foundation Articles of Organization

Trust Funds: FY2013 Trustee Funds Activity, FY14 Trustee Funds to Spend, Recap  
of Library Funds for Fiscal Year 2013

Long Range Action Items New and Completed

Director's Report October 16, 2013

Letter of resignation - Megan Maulsby

Letter of appreciation - Julie Berry

Activity Report September 2013

Expenditures October 2013