

Chair Lowrie called the meeting to order at 6:25 p.m. in the Claflin Room of the Library. Also present were Trustees Elaine Alligood, Kathleen Keohane, Gail Mann, and Sarah Phillips, and Director Maureen Connors. Trustee Mark Carthy was absent.

The minutes of the Trustees Meeting of September 18, 2014, were approved on a motion by Trustee Mann, seconded by Chair Lowrie and voted unanimously.

Old Business

Search Committee – Search Committee Chair Elaine Alligood and members Gail Mann and Sarah Phillips gave the Board a review of the Search Committee’s recruitment efforts. Out of thirty applications for new Library Director received in September, the Committee selected six candidates for a first interview. Three of these candidates withdrew from consideration before their interviews, leaving three candidates to meet with the Committee. After conducting these interviews and after extensive discussion, a majority of the Committee agreed to reopen the search in four to six months, as none of the individuals interviewed had all the qualities sought for a new director of Belmont Public Library.

Trustee Mann stressed the need for an interim plan, given this delay. Director Connors recommended that an interim director be hired by December, available for 15 – 20 hours per week. Library plans and tasks to be completed over the next six months were reviewed by the Board. *Action Item:* Search Committee Chair Alligood will draft a list of necessary steps in the next director search.

VOTED: Chair Lowrie moved to authorize Director Connors to make an inquiry of suitable candidates to serve as part time interim director, 15 – 20 hours per week. If a number of candidates are available, Director Connors is authorized to post the position. Seconded by Trustee Alligood, and voted unanimously.

Long Range Plan – Director Connors reviewed her list of Action Items for FY15 – FY 16, giving detail of new items added to ongoing ones. Highlights included: weeding the balcony “Special Collection”, an upgrade from netbooks to laptops for loan, extending the off-site offer of Children’s library services, continuing to pursue facilities consolidation with the Town, and developing a revised new building program.

VOTED: Trustee Alligood moved to approve the Action Items for FY 15 – FY 16, as amended, seconded by Trustee Mann, and voted unanimously.

CPA Grant – Director Connors reported that the Library’s initial application for funds to digitize its collection of old Belmont newspapers was approved. The full application is due in December. Director Connors received a quote of \$279,000 for digitization from NewsBank, which would include both material in the public domain and that still owned by Gateway Media. This price seemed extremely high to the Board. *Action Items:* Director Connors will clarify what “right of first refusal” means in the context of NewsBank’s price quote, and will request lower quotes. She

will also contact Town Treasurer Floyd Carman for guidelines of CPA funds availability, i.e., could the digitization project be spread over several years?

Consolidation of Library facilities maintenance – Director Connors answered questions raised at the September Trustee Meeting regarding Library budget line items and tasks performed by grounds crews (see Director’s Report). We are waiting to hear from Town Administrator David Kale on the specific line items to be moved to Town responsibility under Consolidation. Would Consolidation require that utilities be removed from the Library’s budget? How would a line item deficit affect budget flexibility? The Trustees wish to clarify outstanding issues and move forward with Consolidation.

Director’s Report - Repairs to Library building fascia boards have been completed, although additional work on insulation may be necessary. While not budgeted, work is needed on the gate in front of the Library and grouting on the front steps. New front door closers and automatic door openers have been approved and are on order.

Chair Lowrie moved to adjourn the meeting at 8:30 p.m., seconded by Trustee Alligood, and voted unanimously.

Next meeting will be held on Thursday, November 20, at 7:30 p.m.

Respectfully submitted,
Sarah Phillips, Secretary

Exhibits:

Agenda October 16, 2014

Minutes September 18, 2014

BPL Action Items FY15 – FY16

Director’s Report, October 16, 2014

BPL Expenditures for October 2014, dated Oct. 15, 2014