

Chair Lowrie called the meeting to order at 7:35 p.m. in the Claflin Room of the Library. Also present were Trustees Elaine Alligood, Mark Carthy, Gail Mann, and Interim Director Emily Reardon.

The minutes of the Trustees Meeting of October 16, 2014 were approved on a motion by Chair Lowrie, seconded by Trustee Carthy and voted unanimously. The minutes of the Trustees Meeting of November 13, 2014 were approved on a motion by Chair Lowrie, seconded by Trustee Alligood and voted unanimously.

### **Miscellaneous Business**

Ms. Reardon discussed an issue involving two patrons, both Belmont residents, who had failed to return or replace a significant number of video games with a value in excess of \$5,000. She referenced the policy approved by the Trustees in September 2014 to limit the number of video games that may be checked out, but noted that the current situation pre-dates the new policy. Ms. Reardon reported that the Assistant Town Manager had suggested the possibility of a small claims court action. The Trustees concurred with sending the patrons a final letter requesting return of or reimbursement for the video games and noting that the Library would consider taking civil action to recover the value of the video games.

It was noted that the policy sub-committee should consider whether to impose circulation limits on other items.

### **Director Search**

Trustee Alligood, the chair of the search committee appointed in September, noted that the Library Director search would be reopened in January 2015 and that the committee would expedite the process to the extent feasible. Trustee Mann noted that she would no longer be able to serve on the search committee because she would be out of the country for most of the month of February. Chair Lowrie moved to have the search committee remain as presently constituted but with only two Trustees – (Trustee Alligood and Trustee Phillips), unless Trustee Keohane is available to serve. The motion was seconded by Trustee Carthy and voted unanimously.

Chair Lowrie moved to adjourn the meeting at p.m., seconded by Trustee Carthy, and voted unanimously.

### **Old Business**

Ms. Reardon reported that Ms. Connors had submitted the final application for a CPA grant for digitizing Belmont newspapers (1890-1923). Two vendors will provide the

service to digitize the newspapers, including searchability functionality. For documents that are not presently in the public domain, the vendor (Newsbank) was not willing to reduce its significant estimate for these services.

### **New Business**

Ms. Reardon reported on the Town attorney's view on whether the Library could co-sponsor the "Path Appears" campaign. While the Library may not donate to another non-profit, co-sponsorship of the campaign to encourage readership of the book along with other Belmont non-profit and religious organization, was acceptable. Trustee Carthy moved to authorize co-sponsorship of the "Path Appears" campaign subject to the Belmont Public Library not contributing financially to the campaign. The motion was seconded by Trustee Mann and voted unanimously.

Ms. Reardon advised that the Library had received an unrestricted bequest gift of \$5,000. She recommended that the gift be used to partially defray the costs of upgrading the Library's website, including necessary security enhancements. Analysis of the cost of necessary enhancements is ongoing.

Ms. Reardon reported that the Belmont Art Association would like to exhibit art from local artists at the Library, and would be exhibiting off the second floor railing for security reasons, which was acceptable to the Trustees.

Ms. Reardon reported that the Library was storing much old furniture in needed space and would like to determine how best to use, sell or dispose of the furniture to free up the space. In particular, the Fire Department has said that in the boiler room it is necessary to create more clearance around the boiler. The Trustees suggested that the staff inventory and value the furniture, determine what they would like to keep for Library use, and report back to the Trustees.

Chair Lowrie called for an Executive Session to consider the Belmont librarian's union contract noting that an Executive Session was necessary to preserve the Library's interests. The regular meeting will not reconvene. The roll call vote to move into Executive Session was as follows: Alligood-aye; Carthy-aye; Lowrie-aye; Mann-aye. Emily Reardon left the meeting prior to the commencement of the Executive Session.

**Next meeting will be held on Thursday, January 15, at 7:30 p.m.**

Respectfully submitted,  
Gail S. Mann, Secretary pro tem

Exhibits:  
Agenda December 18, 2014  
Minutes November 13, 2014

Director's Report, December 18, 2014

Activity Report for the months of September, October and November 2014

Library Expenditures, December 2014

Library FY15-21 Capital Budget-Projection

E-mail to George A. Hall, Jr. and reply regarding co-sponsorship of a community campaign to encourage readership of "A Path Appears: Transforming Lives, Creating Opportunity" by Nicholas Kristof and Sheryl WuDunn

Final application to Community Preservation Committee dated November 13, 2014 for digitization of Belmont newspapers (1890-1923)

Letter to Chair Lowrie dated December 10, 2014 from the Massachusetts Board of Library Commissioners regarding Belmont's participation in FY 2015 State Aid to Public Libraries Program

Memorandum dated November 7, 2014 to Maureen Connors regarding salary and non-salary custodian, and facilities and custodial expenses

[Draft letter to Town Administrator re: consolidation of custodial and facilities services]