

BELMONT MEMORIAL LIBRARY
MEETING OF THE BOARD OF TRUSTEES

BELMONT, MASSACHUSETTS
December 17, 2012

Chair Matt Lowrie called the meeting to order at 7:38 p.m. Present were Trustees Mark Carthy, Mary Keenan, Sarah Phillips, Matt Sullivan and Director Maureen Conners. School Committee member Dan Scharfman attended the meeting. Trustee Elaine Alligood was absent.

After Chair Lowrie spoke of the news of the tragic death of Laurie Graham's husband, the trustees voted to send a contribution of \$100 to the Graham Family Benefit Fund. This motion, made by Trustee Carthy, seconded by Trustee Phillips, passed unanimously. Laurie's extensive support of the library and its programs was noted.

Minutes of the November 20th meeting were unanimously approved as amended on a motion by Chair Lowrie with a second by Trustee Carthy.

Old Business;

Belmont Library Foundation (BLF) update - Melissa Lynch was unable to attend this meeting due to the change in date. Work is continuing on naming opportunities and fund-raising opportunities. Chair Lowrie spoke of the opportunities of "crowd funding." Two of these are Kickstart and Indigogo. Trustee Phillips has been named an additional liaison to the BLF, joining Trustee Carthy.

New Business:

Budget for FY14 - Director Conners has spoken with the Chair of the Board of Selectmen, Mark Paolillo, who will attend the next trustee meeting on January 8th. Trustee Carthy raised the issue of repairs (especially the elevator and the boiler) needed if there is no new building; this must be communicated to Town Meeting members. This information will be included in the budget for FY14.

Director Conners met with Mr. Rathle who had questions about the method used to count visitors to the library. Also, there was a question from a Town Meeting member about the new library. Trustee Carthy emphasized the need for a Q&A on the library website.

Mr. Scharfman answered Chair Lowrie's question about the impact of the NEASC report on high school building plans. For the time being, Belmont High School is not in the queue for Massachusetts School Building funds. Mr. Scharfman also emphasized that the schools and the library support each other.

Director's Report

Friends of the Belmont Library - Trustee Phillips announced a gift from the Friends for Adobe software, Microsoft Office, and new laptop. Partners in Play is another parent group interested in supporting the library. As of the end of November, there

has been a 44% renewal rate in one month since Friends membership renewals have been sent.

Chair Lowrie called for an Executive Session with the reason to discuss legal matters; all subjects that will be discussed cannot be discussed outside of Executive Session. The regular meeting will not reconvene. The roll call vote to move into Executive Session is as follows: Carthy - aye; Keenan - aye; Sullivan - aye; Phillips - aye; Lowrie - aye.

The next meeting will be held on Tuesday, January 8, at 7:30 p.m. Selectman Mark Paolillo will attend.

Respectfully submitted,
Mary E. Keenan, recording secretary

Exhibits:

Agenda for meeting December 17, 2012

Minutes for meeting November 20, 2012

Director's Report

Copy of e-mail from Town Meeting member Alix van Geel with questions about the proposed library

Memorandum MBLC (Massachusetts Board of Library Commissioners) - receipt and approval of Action Plan for FY14

MBLC grant announcement of \$14,367.70

Belmont Public Library Expenditures December 2012

Belmont Public Library Activity Report November 2012

TRUSTEES MEETING
DIRECTOR'S REPORT
November 20, 2012
CLAFLIN ROOM
7:30 PM

Director's Report

BLF update

Melissa will not be able to attend the meeting, she has a conflict. Scott may be able to attend but not sure yet. Melissa gave me this brief update on the BLF:

- Working with Adine now to make brochure update & re-print
 - Emily Blair (parent) called back the other day apologizing for not being in touch sooner. She agreed to help with an informational session and suggested doing it immediately following a scheduled program/event. Her thinking is if there are parents already there for a program (she mentioned movement & music), they will stay for a brief project info session.
- She thinks doing it in January or February would be ideal when things slow down a bit from the holidays. She has agreed to promote through her Meet Up Group and through her own friends/neighbors. She is very committed to helping us. We discussed next step would be to secure a date and that I would work with her on the promotional wording to encourage folks to come.
- Marcie and I met with the Murphy's last night. They are going to help with communication activities and will try to get more volunteers to help our support. They are truly committed to helping. I prepared an initial communications plan for this meeting. There are key follow-up items from this that I will be working on with Marcie & Elaine.
 - Hal is setting up the Constant Contact button on BLF website. (now completed) He has completed the other updates that I compiled.
 - Jeff and I established the PayPal account. We are working on the set-up and getting on website as well
 - I need to revise FAQs based on your feedback, will do next week

MGL Chapter 150 E

The Town Attorney was asked by the Town to render a legal opinion on whether the Library Trustees were the "employer" for the purposes of collective bargaining with the library union. In their view, under Chapter 150E of Massachusetts General Laws and interpretive case law, the employer for the purpose of collective bargaining is not the Belmont Library Trustees, it is the Belmont Board of Selectmen. We will discuss this further at the meeting.

FY14 Budget

I have met with Mary a couple of times regarding the FY 14 capital budget and regular budget for FY14. The narrative is still a work in progress. Will report at the trustees meeting.


Request for Information

I met with Mr. Rathle a couple of weeks ago to review our procedure for counting the number of visits to the library. The meeting went very well and Mr. Rathle had all his questions answered. He has suggested that we take actual counts for a couple of weeks on certain days at certain times. I told him we would look into that.

You had a request from a TMM for information regarding the proposed new library. I told her that she could find a lot of information on the library website regarding the proposed new library and gave her the address, that the actual grant is on file in the reference room and I would be happy to set up a time to meet with her to answer her questions. I haven't heard back yet.



Message Status: Replied to Message

From: Alix van Geel <avangeel@gmail.com> 
MDaemon has confirmed that this message was sent by gmail.com
To: mconners@minlib.net
Date: 12/10/2012 11:25 AM
Subject: email for the library trustees

Ms. Conners - thanks so much for helping forward this on. The following is the text of the message that I think may have bounced.

Best,
Alix van Geel

Dear Trustees:

My name is Alix van Geel, and I am a Town Meeting Member from Precinct 7. I'd like to request more detailed information about the proposed new library construction project. I am interested in whatever reports, memoranda, analyses, etc. you might be able to provide that clearly set forth:

- 1--The specific physical challenges/inadequacies of the current library
- 2--Costs for addressing each of the above identified issues at current building (within its current footprint, recognizing that this cannot be expanded)
- 3--Costs involved in building a new library across the street on what are presently the high school's fields
- 4--Costs to build a new sports field in the spot presently occupied by the Underwood Pool
- 5--Costs associated with any subsequent necessary work on the original building to make it suitable for police department use (which I understand to be the most likely use if a new library is built)

I realize you may not have information on this last point, but I expect you likely have information on the former points.

I also am curious about a point made by another Town Meeting Member at the recent Selectmens' Special Precinct Meeting. This TMM asserted that a new library of the proposed size would be able to only house the current collection of works despite being larger, because of modern requirements appertaining to isle width, configuration, etc. These requirements would effectively not allow for much if any of an increase in the library's capacity. Can you explain whether or not this is true? If not true, can you provide me with information on the current vs. the new library's capacity for books and other media?

As specific information on all these points as you can provide, would be helpful.

Thank you very much; I appreciate your assistance!

Sincerely,
Alix van Geel



Belmont Public Library
336 Concord Ave.
Belmont, MA 02478-0904

MEMORANDUM

To: Maureen Conners, Director

From: April Mazza, Information Specialist, Library Advisory & Development

Date: December 7, 2012

Re: Action Plan

This letter acknowledges the receipt and approval of your Action Plan for FY 2014.

The current long range plan on file at the MBLC runs from 2010 to 2015.

If you have any questions on the planning process, our review of your action plan, or the dates above please contact me at 1-800-952-7403 extension 232 or email april.mazza@state.ma.us



Commonwealth of Massachusetts Board of Library Commissioners

98 North Washington Street • Suite 401 • Boston, Massachusetts 02114-1933
(800) 952-7403 in state • (617) 725-1860 • (617) 725-0140 fax

December 12, 2012

Mr. Matthew Lowrie, Trustee Chair
74 Shaw Rd.
Belmont, MA 02478

re: Belmont Public Library

Dear Mr. Lowrie:

On December 6, 2012, the Board of Library Commissioners certified the Town of Belmont to participate in the FY2013 State Aid to Public Libraries Program. In doing so, the Board reviewed the library's FY2012 compliance with Minimum Standards for Free Public Library Service and the municipality's FY2013 compliance with the Municipal Appropriation Requirement.

For FY2013, there will be two State Aid to Public Libraries award payments. Each payment will represent approximately half of the total annual award, depending on budget conditions.

In the next few weeks, the State Treasurer's office will issue the first State Aid to Public Libraries award payment to the Town of Belmont in the following amounts as an electronic transfer:

FY2013 Library Incentive Grant (LIG)	\$ 5,883.24
FY2013 Municipal Equalization Grant (MEG)	\$ 2,305.84
FY2013 Nonresident Circulation Offset (NRC)	\$ 6,178.62
Total	\$ 14,367.70

The second payment will be sent to the Town of Belmont by the last quarter of FY2013.

Multiple payments are necessary due to the state's incremental allotment of State Aid to Public Library funds for distribution to cities and towns throughout the year.

State Aid to Public library may not be used toward meeting the Municipal Appropriation Requirement, as stated in Chapter 139, Acts of 2012 of the Massachusetts Legislature.

Sincerely,

Robert C. Maier
Director

Enclosures: Ch. 139, Acts of 2012, FY2013 State Aid to Public Libraries Fact Sheet
cc: Ms. Maureen Connors, Director
Belmont Public Library, Belmont
Treasurer, the Town of Belmont

Belmont Public Library
Activity Report For The Month
of November 2012

Days open 2011: 27
Days open 2012: 26

Agency	November 2012	Increase Over November 2011	Cumulated 2012	Cumulated Increase Over 2011
Adult	21,870	(905)	252,134	(4,118)
Juvenile	21,712	(52)	243,943	6,461
Total	43,582	(957)	496,077	2,343

Average Daily Circulation

	2012	2011
Adult	841	844
Juvenile	835	806

Non-Book (included in above figures)

Adult	9,960	(328)	108,434	(1,655)
Juvenile	4,241	(91)	47,742	(1,569)
Total	14,201	(419)	156,176	(3,224)

DVD

Adult	7,133	191	76,206	1,568
Juvenile	3,020	(184)	34,877	(874)
Total	10,153	7	111,083	694

Downloadable Audiobooks

Checkouts	879	10,447
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Internet Use

Internet	2,002	24,512
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Interlibrary Loan:

Borrowed	36	385
Loaned	58	526
Faxed	6	14

Young Adult Circulation

1,596	(42)
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ACTIVITY REPORT FOR THE MONTH OF NOVEMBER 2012

Reference and Information

	November 2012	Increase Over November 2011	Cumulated 2012	Cumulated Increase Over 2011
Adult	3,120	(174)	34,832	(892)
Email	11	1	64	(10)
Total	<u>3,131</u>	<u>(173)</u>	<u>34,896</u>	<u>(902)</u>

Book Processing

Added:	907
Withdrawn:	1,470
Repaired:	75

Meeting Room Use

Room	Times Used	Attendance	Cumulated Times Used	Cumulated Attendance
Assembly	17	644	199	8,342
Flett	27	574	256	5,624
Misc.	<u>13</u>	<u>241</u>	<u>137</u>	<u>2,772</u>
Total	57	1,459	592	16,738

Library Sponsored Programs (included in above figures)

Adult	7	144	58	1,724
Juvenile	24	821	258	9,802
Young Adult	<u>4</u>	<u>62</u>	<u>43</u>	<u>488</u>
Total	35	1,027	359	12,014

Circulating Passes:

		Pass Cumulated
Aquarium	19	204
Audubon	4	91
Boston By Foot	- (pass not available in Nov.)	26
Children's	18	224
DeCordova	6	133
Discovery	9	101
Essex/Peabody	8	124
Fine Arts	28	324
Gardner	13	166
Harvard Art	3	33
Harvard Natural History	4	117
Institute of Contemp. A	7	106
Kennedy Library	3	47
Mass Parks Pass	-	35
Plimoth Plantation	15	64
Science	32	379
Zoos	<u>8</u>	<u>175</u>
Total	177	2,349

BELMONT PUBLIC LIBRARY EXPENDITURES									
DECEMBER 2012									
	ORIG./ADJ. APPROPRTNS.	TRANSFER	ADJUSTED BUDGET	SPENT DEC	SPENT JULY - DEC	BALANCE	PROJECTED 6 MONTHS	% EXP	
LIBRARY ADMINISTRATION									
16111									
511000	SALARIES, FULL TIME	196,524.47	196,524.47	12,773.02	93,499.10	103,025.37	98,262.24	47.6%	
511100	SALARIES, PART TIME	9,084.00	9,084.00	1,057.11	3,708.25	5,375.75	4,542.00	40.8%	
513000	OVERTIME	8,000.00	8,000.00	359.03	4,936.99	3,063.01	4,000.00	61.7%	
514800	LONGEVITY	900.00	900.00	925.00	925.00	(25.00)	450.00	102.8%	
517000	HEALTH INSURANCE	22,413.00	22,413.00	0.00	0.00	22,413.00	11,206.50	0.0%	
517200	WORKER'S COMPENSATION	409.00	409.00	0.00	0.00	409.00	204.50	0.0%	
517800	MEDICARE	3,091.00	3,091.00	0.00	0.00	3,091.00	1,545.50	0.0%	
519900	UNIFORM	725.00	725.00	95.00	820.00	(95.00)	362.50	113.1%	
16112									
521100	EBSCO	8,690.00	8,690.00	0.00	4,345.00	4,345.00	4,345.00	50.0%	
522800	GAS	22,811.00	22,811.00	0.00	1,159.43	21,651.57	11,405.50	5.1%	
522900	ELECTRICITY	37,181.00	37,181.00	0.00	14,257.18	22,923.82	18,590.50	38.3%	
523100	WATER	5,000.00	5,000.00	0.00	1,012.08	3,987.92	2,500.00	20.2%	
524300	MAINTENANCE BUILDING	80,398.00	80,398.00	2,988.62	32,954.93	47,443.07	40,199.00	41.0%	
	MAINTENANCE GROUNDS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	
524400	REPAIRS & MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	
524500	MAINTENANCE OFFICE EQUIP	5,032.00	5,032.00	0.00	1,164.88	3,867.12	2,516.00	23.1%	
	MAINTENANCE LIBRARY EQUIP	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	
530001	MEDICAL REPORTS & BILLS	285.00	285.00	0.00	155.00	130.00	142.50	54.4%	
531700	EMPLOYEE TRAINING	300.00	300.00	0.00	0.00	300.00	150.00	0.0%	
531900	ADVERTISING & PUBLIC RELA	250.00	250.00	0.00	0.00	250.00	125.00	0.0%	
534500	POSTAGE	4,750.00	4,750.00	0.00	1,363.97	3,386.03	2,375.00	28.7%	
534700	PRINTING	1,076.00	1,076.00	0.00	0.00	1,076.00	538.00	0.0%	
542100	OFFICE SUPPLIES	857.00	857.00	0.00	0.00	857.00	428.50	0.0%	
545000	CUSTODIAL SUPPLIES	9,682.00	9,682.00	0.00	4,796.35	4,885.65	4,841.00	49.5%	
548900	GASOLINE	600.00	600.00	62.21	466.98	133.02	300.00	77.8%	
571000	IN-STATE TRAVEL	330.00	330.00	0.00	0.00	330.00	165.00	0.0%	
573000	DUES & MEMBERSHIP	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	
TOTAL LIBRARY ADMIN		418,388.47	418,388.47	18,259.99	165,565.14	252,823.33	209,194.24	39.6%	

