

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

**New Business:**

Chair Lowrie updated the library grant process. Trustee Carthy stated that the trustees wish to move ahead; Selectman Paolillo asked him why the library is dragging its feet on fund-raising as the site replacement will be the incinerator site. Action is still needed by the School Committee on this. Trustee Allgood explained Patience Jackson's view that Purecoat could donate its site as a tax write-off.

Ms. Gladstone asked about

- the existence of a data base (the Belmont Library Foundation has one),
- the timeline for a new library.

The step that needs to happen is to secure the site; this requires School Committee's sign-off on the site.

You need to have a story, a packet of conversation - site, grant. You cannot ask for money until you have a site, but it is possible to do the preparatory work - the conversation, review of list of major donors, decisions on naming rights, etc.

You need a long time to raise the money, a tax issue - the best time to raise the money is September 2012 to December 2012 or this time frame the following year.

Scenario: get the major donor list ready, prepare literature based on J. Steward Roberts materials, secure the site, talk about it in a quiet phase.

The amount of the gap between the grant and total cost is \$12M. What should be the target amount for fund raising? The number should be as big as possible - look at statistics: population, income level. Then use a variety of ways to get people to commit. Naming opportunities is a way to encourage people - \$50,000 to \$1M. You can do a lot with very little information, but it must be true. Everyone in the inner circles must be excited, then the campaign moves out - trustees, Belmont Library Foundation, etc.

The library is an easy sell; it is multi-generational and free. Bequests could be encouraged.

Ms. Gladstone stated it is important to do things as inexpensively as possible with materials that are well-designed. She will write a proposal with a budget/hourly rate and a timeline. An hourly rate has the benefit of her working as needed. It is important to note that this must be a team effort. Talking to major donors is a process with a person who knows the individual making the ask.

What is the next step? Do trustees have the right to be on the Board of the Belmont Library Foundation (BLF)? Who pays the fundraiser? Who has the responsibility for hiring the fundraiser? This seems to be the responsibility of the BLF. The trustees must abide by the ruling of State Ethics Commission and not be involved at this time.

### MBLC Grant Reviewers Meeting

Director Connors who attended the Massachusetts Board of Library Commissioners Review on library grants held on January 25, 2012, with Trustees Alligood and Phillips informed the trustees that Belmont is now number two on the grant list. Trustee Phillips urged the trustees to take some action on Hittinger Field as a replacement site. Chair Lowrie stated that investigation of placement of a junior varsity softball team at Hittinger must begin. Director Connors said that Community Development would have the answer to these questions. At the review, it was stated that the conveyer belt must be near the Circulation Desk. Also the ADA turnaround is now 60 inches from 48 inches, hence some shelving space for print books must be cut.

The minutes for the meeting of December 15 were accepted unanimously on a motion by Trustee Alligood, seconded by Trustee Sullivan.

### Old Business:

Budget update: Director Connors said that the Board of Selectmen will review the budget for FY13, then Warrant sub-committees will meet with their departments.

### Director's Report:

As the Clarke House is being moved to Concord Avenue opposite the library, present plans include that the locust trees framing the front of the library be severely trimmed as the house moves in the east bound lanes of Concord Avenue. Director Connors raised the possibility of moving the house on the westbound side of Concord Avenue. This would necessitate the removal of two Calley pear trees. Trustee Sullivan will contact Ruth Foster. The trustees decided that the library's trees should be left alone.

*Action item: Director Connors will convey the trustee decision to appropriate authorities.*

Activity report: There has been an increase in circulation, especially in the Children's Department which has increased the number of its programs.

### Other business:

Trustee Sullivan, who was elected as a candidate opposed to the new library, clarified his stand on his vote for proceeding with a library grant. This grant does not commit the Town to construction; it provides an opportunity for discussion, that is all.

Trustee Phillips reported on a conversation with Gene Boyland, of Milton of the necessity for a fundraiser.

Trustee Keenan noted that the memorandum for Facilities Consolidation has no provision for a library representative on its board (town and school each have representation). Stronger language is needed to insure a dedicated custodian for the library. The entire memorandum needs legal review. Trustee Keenan also asked about the Director's evaluation and the status of candidates for re-election.

Trustee Sullivan asked if a fundraiser could be held with the Friends of the Library.

Trustee Lowrie wondered about a joint event with the Belmont Education Foundation and the feasibility of addressing the special February Town Meeting with an update on the library.

**The next meeting will be held on Tuesday, February 21<sup>st</sup>.**

The meeting was adjourned at 9:20 p.m.; the motion by Trustee Sullivan and seconded by Trustee Carthy passed unanimously.

Respectfully submitted,  
Mary E. Keenan, secretary

List of exhibits:

Agenda for meeting January 26, 2012

Minutes for meeting December 15, 2011

Belmont Public Library Expenditures February 2012

Activity Report December 2011

BELMONT PUBLIC LIBRARY EXPENDITURES										
FEBRUARY 2012										
	ORIG./ADJ.	TRANSFER	ADJUSTED BUDGET	SPENT FEB	SPENT JULY - FEB	BALANCE	PROJECTED 8 MONTHS	%		
	APPROPRPTS.							EXP		
<b>LIBRARY ADMINISTRATION</b>										
16111										
511000	193,610.00		193,610.00	3,748.84	113,211.65	80,398.35	129,073.33	58.5%		
511100	6,944.00		6,944.00	174.59	3,827.55	3,116.45	4,629.33	55.1%		
513000	8,000.00		8,000.00	284.64	5,728.38	2,271.62	5,333.33	71.6%		
514800	750.00		750.00	0.00	950.00	(200.00)	500.00	126.7%		
517000	22,413.00		22,413.00	0.00	22,413.00	0.00	14,942.00	100.0%		
517200	356.00		356.00	0.00	356.00	0.00	237.33	100.0%		
517800	2,923.00		2,923.00	0.00	2,923.00	0.00	1,948.67	100.0%		
519900	675.00		675.00	0.00	725.00	(50.00)	450.00	107.4%		
16112										
521100	8,690.00		8,690.00	0.00	8,690.00	0.00	5,793.33	100.0%		
522800	22,147.00		22,147.00	0.00	3,898.64	18,248.36	14,764.67	17.6%		
522900	37,181.00		37,181.00	0.00	17,128.17	20,051.83	24,787.33	46.1%		
523100	5,000.00		5,000.00	0.00	2,017.53	2,982.47	3,333.33	40.4%		
524300	68,060.00		68,060.00	0.00	41,446.68	26,613.32	45,373.33	60.9%		
524400	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!		
524400	412.00		412.00	0.00	0.00	412.00	274.67	0.0%		
524500	4,909.00		4,909.00	0.00	925.00	3,984.00	3,272.67	18.8%		
530001	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!		
530001	120.00		120.00	0.00	435.00	(315.00)	80.00	362.5%		
531700	300.00		300.00	0.00	58.92	241.08	200.00	19.6%		
531900	250.00		250.00	0.00	0.00	250.00	166.67	0.0%		
534500	4,670.00		4,670.00	0.00	1,321.22	3,348.78	3,113.33	28.3%		
534700	1,050.00		1,050.00	0.00	45.05	1,004.95	700.00	4.3%		
542100	840.00		840.00	0.00	395.00	445.00	560.00	47.0%		
545000	9,446.00		9,446.00	0.00	7,602.09	1,843.91	6,297.33	80.5%		
548900	950.00		950.00	0.00	99.84	850.16	633.33	10.5%		
571000	250.00		250.00	0.00	250.00	-0.05	166.67	100.0%		
573000	620.00		620.00	0.00	460.00	160.00	413.33	74.2%		
<b>TOTAL LIBRARY ADMIN</b>			400,566.00	4,208.07	234,908.77	165,657.23	267,044.00	58.6%		

	ORIG/ADJ. APPROPRNTS.	TRANSFER	ADJUSTED BUDGET	SPENT FEB	SPENT JULY - FEB	BALANCE	PROJECTED 8 MONTHS	% EXP
	<b>LIBRARY PUBLIC SERVICE</b>							
<b>16121</b>								
511000	560,768.00		560,768.00	10645.09	312,770.66	247,997.34	373,845.33	55.8%
511100	231,936.00		231,936.00	4132.39	116,464.65	115,471.35	154,624.00	50.2%
513000	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
514800	6,150.00		6,150.00	0.00	4,053.57	2,096.43	4,100.00	65.9%
517000	138,767.00		138,767.00	0.00	138,767.00	0.00	92,511.33	100.0%
517200	1,266.00		1,266.00	0.00	1,266.00	0.00	84.00	100.0%
517800	10,501.00		10,501.00	0.00	10,501.00	0.00	7,000.67	100.0%
517900	227.00		227.00	0.00	227.00	0.00	151.33	100.0%
<b>16122</b>								
530000	790.00		790.00	0.00	110.00	680.00	526.67	13.9%
534100	7,660.00		7,660.00	0.00	2,773.27	4,886.73	5,106.67	36.2%
552900	257,960.00		257,960.00	0.00	169,123.58	88,836.42	171,973.33	65.6%
573000	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
	<b>TOTAL LIB PUBLIC SERV</b>	0.00	1,216,025.00	14,777.48	756,056.73	459,968.27	810,683.33	62.17%
	<b>LIBRARY TECH SERVICE</b>							
<b>16131</b>								
511000	138,915.00		138,915.00	2,663.94	80,201.95	58,713.05	92,610.00	57.7%
511100	19,001.00		19,001.00	221.28	7,141.72	11,859.28	12,667.33	37.6%
514800	875.00		875.00	0.00	1,487.50	(612.50)	583.33	170.0%
517000	16,404.00		16,404.00	0.00	16,404.00	0.00	10,936.00	100.0%
517200	347.00		347.00	0.00	347.00	0.00	231.33	100.0%
517800	2,231.00		2,231.00	0.00	2,231.00	0.00	1,487.33	100.0%
<b>16132</b>								
530600	74,000.00		74,000.00	0.00	62,022.08	11,977.92	49,333.33	83.8%
542200	11,000.00		11,000.00	0.00	8,341.86	2,658.14	7,333.33	75.8%
573000	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
	<b>TOTAL LIBRARY TECH SERV</b>	0.00	262,773.00	2,885.22	178,177.11	84,595.89	175,182.00	67.81%

Belmont Public Library  
Activity Report For The Month  
of December 2011

Days open 2010: 23  
Days open 2011: 25

Agency	<u>December 2011</u>	<u>Increase Over Dec. 2010</u>	<u>Cumulated 2011</u>	<u>Cumulated Increase Over 2010</u>
Adult	23,154	439	279,406	(1,297)
Juvenile	<u>20,182</u>	<u>1,768</u>	<u>257,664</u>	<u>6,721</u>
Total	43,336	2,207	537,070	5,424

Average Daily Circulation

	<u>2011</u>	<u>2010</u>
Adult	926	988
Juvenile	807	801

Non-Book (included in above figures)

Adult	10,636	84	120,725	(563)
Juvenile	<u>4,377</u>	<u>330</u>	<u>53,688</u>	<u>(1,809)</u>
Total	15,013	414	174,413	(2,372)

DVD

Adult	7,380	284	82,018	725
Juvenile	<u>3,288</u>	<u>221</u>	<u>39,039</u>	<u>(815)</u>
Total	10,668	505	121,057	(90)

Downloadable Audiobooks

Checkouts 622 3,081

Internet Use

Internet 2,080 28,298

Interlibrary Loan:

Borrowed	32	369
Loaned	39	461
Faxed	-	16

Young Adult Circulation

1,624 187

ACTIVITY REPORT FOR THE MONTH OF DECEMBER 2011

Reference and Information

	December 2011	Increase Over December 2010	Cumulated 2011	Cumulated Increase Over 2010
Adult	2,916	593	38,640	(1,119)
Email	13	12	87	27
Total	<u>2,929</u>	<u>605</u>	<u>38,727</u>	<u>(1,092)</u>

Book Processing

Added:	1,034
Withdrawn:	282
Repaired:	94

Meeting Room Use

Room	Times Used	Attendance	Cumulated Times Used	Cumulated Attendance
Assembly	14	254	224	9,079
Flett	24	608	292	5,824
Misc.	10	178	149	3,223
Total	<u>48</u>	<u>1,040</u>	<u>665</u>	<u>18,126</u>

Library Sponsored Programs (included in above figures)

Adult	5	79	60	2,535
Juvenile	22	641	255	9,197
Young Adult	4	30	41	418
Total	<u>31</u>	<u>750</u>	<u>356</u>	<u>12,150</u>

Circulating Passes:

		<u>Pass Cumulated</u>
Aquarium	19	203
Audubon	1	67
Boston By Foot	- (pass not available in Dec.)	39
Children's	20	247
DeCordova	6	107
Discovery	7	131
Essex/Peabody	7	144
Fine Arts	35	452
Gardner	- (pass not available in Dec.)	76
Harvard Art	2	21
Harvard Natural History	7	116
Institute of Contemp. A	7	99
Kennedy Library	7	75
Mass Parks Pass	1	31
Plimoth Plantation	- (pass not available in Dec.)	64
Science	42	418
Zoos	7	161
Total	<u>168</u>	<u>2,451</u>