

BELMONT MEMORIAL LIBRARY  
MEETING OF THE BOARD OF TRUSTEES

BELMONT, MASSACHUSETTS  
June 5, 2012

The meeting was called to order at 7:35 p.m. by Chair Matt Lowrie in the Claflin Room. Present were Trustees Elaine Alligood, Mark Carthy, and Mary Keenan and Director Maureen Connors. Trustees Matt Sullivan and Sarah Philipps were absent.

**Discussion:**

Trustee Carthy asked if the memo relating to the library's concerns regarding the Facilities Coordination Committee had been sent. Yes – Director Connors has sent it to Selectman Paolillo and Adam Dash.

Director Connors reviewed the maintenance items underway. The front entrance painting work will go out for bid soon. The June Amnesty program has begun with boxes in the schools – a sandwich board will also be placed to advertise this.

The YA librarian Ellen Girouard opened the Assembly Room for high school students for two afternoons as students prepared for exams; snacks were provided.

**Old Business:**

Chair Lowrie reviewed the Field Meeting:

This committee is the C-MAG group – the Combined MegaAwesome Group.

Keep the softball field in same area as it is lighted. If a softball (spring) and practice (fall) fields could be kept, only one season would be lost. Set-back requirements for the field are in Stewart Roberts' drawing. If the trucks are moved to the Incinerator site, the field on Concord Avenue could slide over a bit and thus fit. Even with this, the softball field fence has to be removed. Lighting, used only for the Recreation League, would have to be removed each season. Perhaps a permanent type of lighting could be found. Softball field could go on Concord Avenue and Recreation field at the Incinerator site. Costs: 3 hours per day trailer and transportation. Selectman Paolillo feels costs are manageable. Could synthetic fields be installed at the Incinerator site?

Correction: Chair Lowrie did not say that the library would pay transportation costs to the Incinerator site, but rather than all operating costs for all aspects of this program must be approved at the same time.

**The next C-MAG meeting will be held on June 20<sup>th</sup> at 7 p.m.**

**Timing:**

There could be a Building committee appointed by the Moderator of Town Meeting in Nov 2012 and appropriate funds would accompany this. There could be a vote on land at the November town meeting should the School Committee sign off. There would be a debt exclusion in the spring of 2013 or the fall of 2013. Trustees should aim for a vote in November 2012 as a likely target.

The Belmont Library Foundation (BLF) is meeting on Monday, June 11, at Scott Ferson's house at #83 School Street at 7 p.m. Trustees have been invited; Chair Lowrie is doing an update at this meeting.

Minutes for the meeting of May 16, 2012 were unanimously approved on a motion by Trustee Alligood, seconded by Trustee Carthy.

**The next meeting of the Trustees will be on July 10<sup>th</sup> at 7p.m.**

Chair Lowrie called for an Executive session with the reason to discuss union negotiations; all subjects that will be discussed cannot be discussed outside of Executive Session. The regular meeting will not reconvene; adjournment will follow Executive Session. The roll call vote to move into executive session is as follows:

Trustee Carthy – Yes, Trustee Keenan – Yes, Trustee Alligood – Yes, Chair Lowrie – Yes. The meeting moved into Executive Session.

Respectfully submitted,  
Mary E. Keenan, secretary

Exhibits:

Agenda June 5, 2012

Minutes Board of Trustees Meeting May 16, 2012

Director's Report June 5, 2012

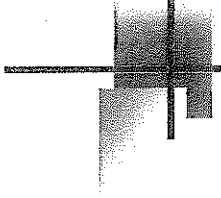
Belmont Public Library Expenditures June 2012

Belmont Memorial Library Site Plan

Belmont Memorial Library What's Up? The fields! Meeting of the Combined  
MegaAwesome Group (C-MAG) May 24, 2012

E-mail from Steward Roberts regarding fields

Performance Evaluation and Planning Policy



# BELMONT MEMORIAL LIBRARY

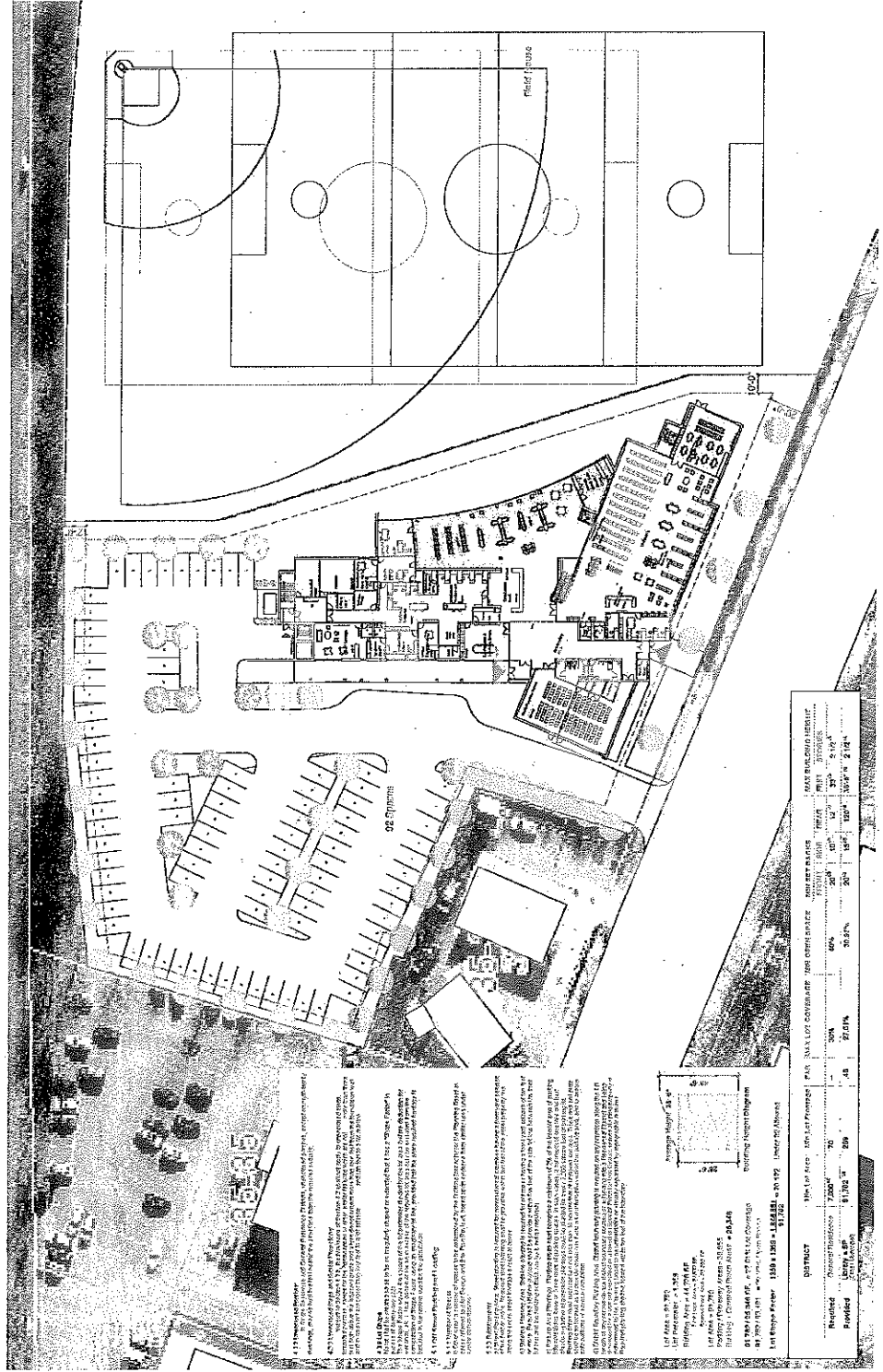
What's up?

The fields!

Meeting of the  
Combined MegaAwesome Group  
(C-MAG)

May 24, 2012

# Location

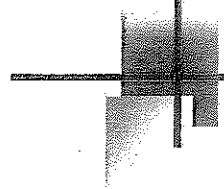


## Belmont Memorial Library

# Belmont High School Spring Sports 2002, I guess

- Baseball: Varsity\*, J. V.\*, Freshman
- Tennis (Boys): Varsity\*, J. V.\*
- Tennis (Girls): Varsity\*, J. V.\*
- Softball: Varsity\*, J. V.\*, Freshman
- Outdoor Track (Boys): Varsity\*
- Outdoor Track (Girls): Varsity
- Volleyball (Boys): J. V.
- Lacrosse (Boys): Varsity (2002), J. V. (2001)
- Lacrosse (Girls): Varsity (2002), J. V. (2001)

Totals: 2000's – 17 sports  
1970 – 9 sports



## **Fall Recreational Sports Programs (outdated – 2002ish range)**

- The Belmont Soccer Association &  
Belmont 2nd Soccer
- Belmont Community Soccer
- Adult Soccer
- Adult Slow Pitch
- Lacrosse (recreation)



# Field mis-nomenclature

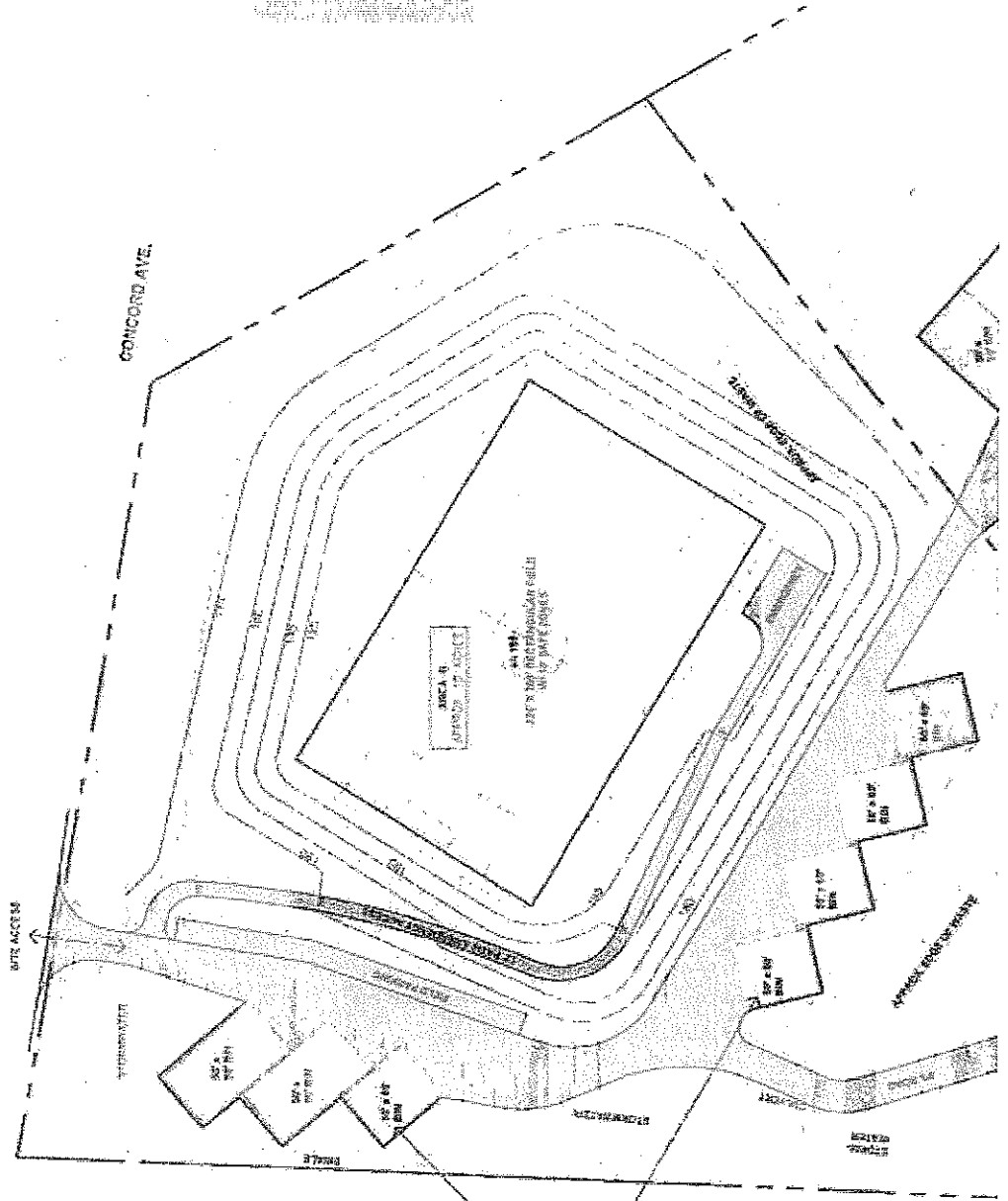
- HS Fields
  - Hittinger
  - Brendan Grant baseball; baseball practice
  - Astro turf (Harris)
  - Football/soccer practice ("EW practice")
  - JV practice field ("NS practice")
  - SB field

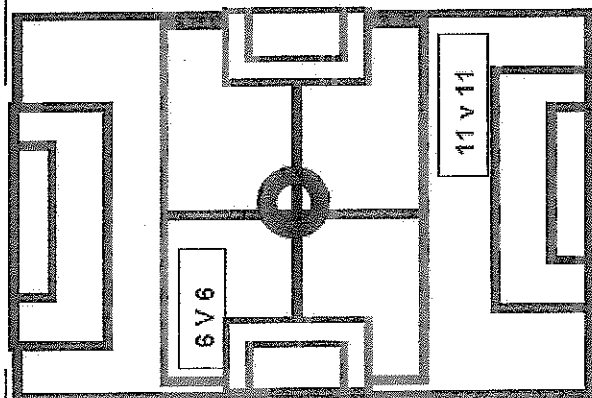
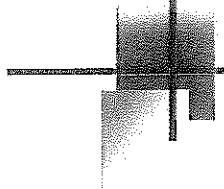
# Field usage for "affected" fields

- Spring (3d Mon. in March to mid-June):
  - SoftBall field: 100% girls SB
  - NS field: [frosh soccer – (what is EW used for?)] *LA Cross, soccer*
- Fall: *3rd Aug 3rd Nov*
  - SoftBall field: part of cross-country course
  - NS field: [practice?]
- Night-time use of SoftBall field



# The current opportunity [does a diamond fit?]

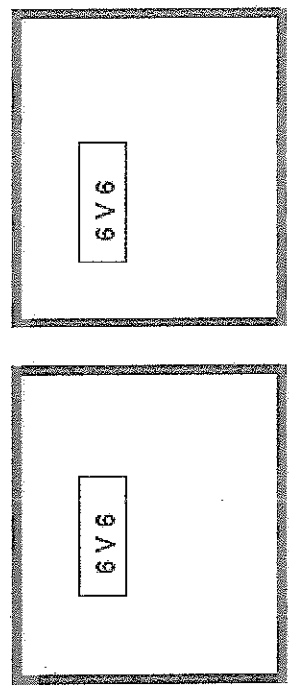


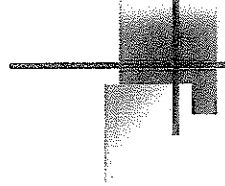


346' x 206' 63,036 sq. ft.  
115.33 x 68.66 yds.

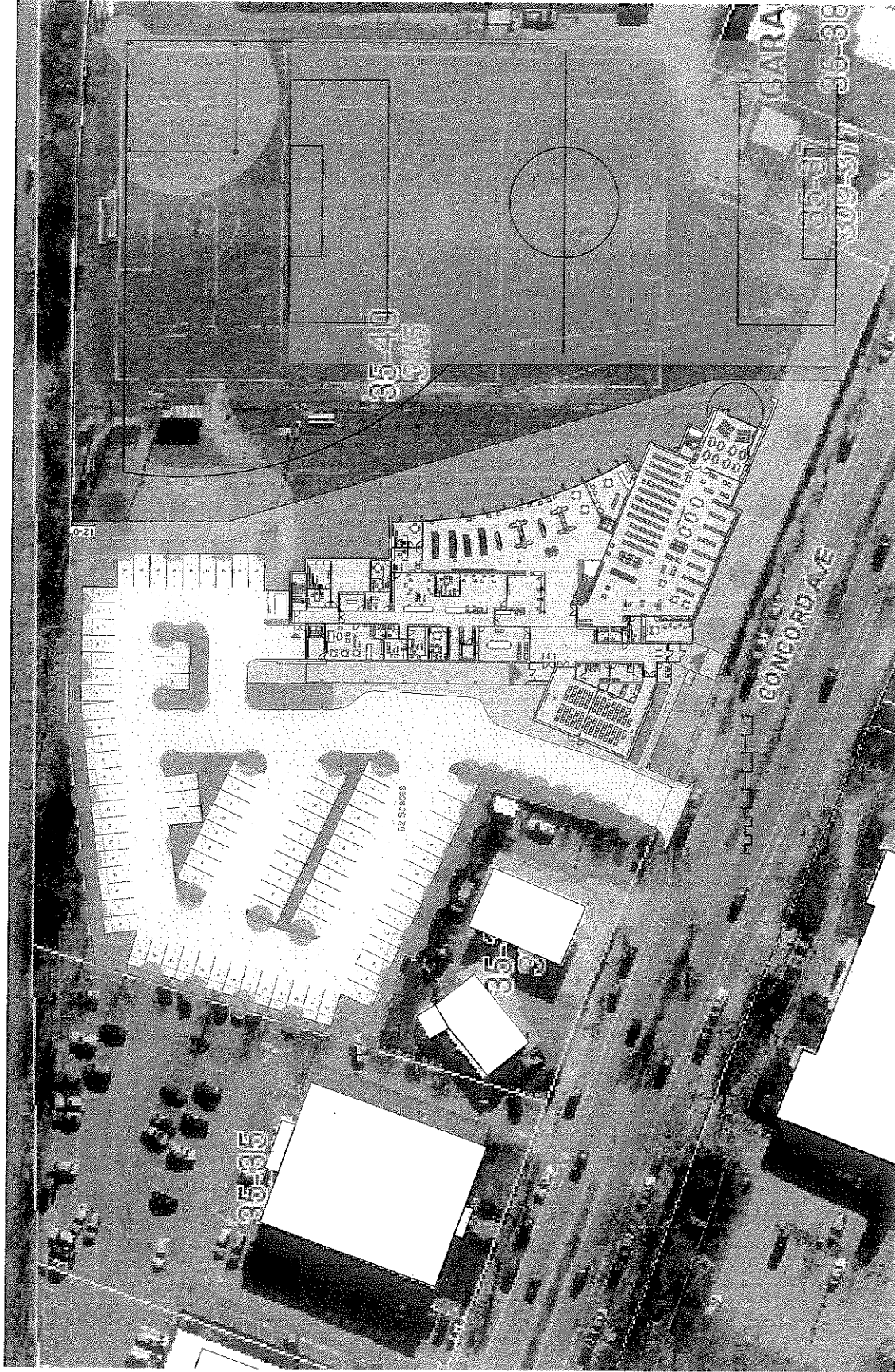
Add 120' x 208' space in back of net with mods

Winbrook Field (2) 6 v 6 approx.





# Moving the ball forward



# **Belmont Memorial Library** **Belmont, Massachusetts**

**Site Plan** Relocated Fields Study 5/2012

JOHNSON  
 ROBERTS  
 ASSOCIATES  
 ARCHITECTS  
 16 PROPER WAY  
 CONCORD, MA  
 02142-2228

Email from Stewart Roberts regarding fields

Revised #2

Maureen

Here is the revised layout with the new requirements.

This layout shows the current Soccer field size which is 100 yards by 60 yards with a ten foot soccer clearance all around. (Not the 15 yard clearance for lacross)

The dirt area of the softball field is as requested, but because it gets a little larger it overlaps with the soccer field.

As you can see it is not possible to keep the fields from overlapping with the required clearances that were provided. It is close but given dimensional requirements provided I do not think it is possible to keep the dirt area out of the soccer field.

You will also note that the ten foot clearance required for soccer does not quite fit with the property lines we established in the schematic design when we slide the fields to the south. The property lines could be adjusted if necessary to meet the clearance requirements of the field

I have also shown a new drop-off area. It is about two thirds the size of the current one.

## PERFORMANCE EVALUATION AND PLANNING POLICY

The purpose of the performance evaluation and planning process is:

- to recognize significant accomplishments
- to assist the employee in formulating his/her goals for the upcoming year
- to assist the employee in professional growth and development
- to assist the departments in formulating goals for the upcoming year

The performance evaluation consists of the Individual Employee Goals and the Self Evaluation worksheets. Evaluations will be completed annually on or near the employee's anniversary date. The employee will be given the worksheets to complete four weeks prior to meeting with his/her supervisor. The supervisor will meet with the employee to discuss the performance evaluation and mutually determine the goals for the year and the actions necessary to achieve them. The Director will review employees' evaluations and goals with the department supervisors. The supervisor will make every reasonable effort to meet with the employee mid-year for an informal discussion to review progress toward achieving the goals. At year's end, the supervisor and the employee will meet to review the employee's achievements and overall performance and establish goals for the coming year. This policy, the performance evaluation worksheets and the procedures will be implemented according to the library's implementation plan and reviewed for possible revisions each year.

## **Procedures**

The performance evaluation consists of the Individual Employee Goals and the Self Evaluation worksheets.

Annual reviews will take place within two weeks of the employee's anniversary date of employment if at all possible. The supervisor will give the employee the self evaluation and individual goals worksheets four weeks before they meet. The employee will fill out these worksheets in preparation for the meeting. The completed worksheets should be submitted to the supervisor one week prior to the meeting. The supervisor may consult with the director if necessary.

Employee and supervisor will meet to discuss the previous year's goals and the self evaluation. They will mutually determine goals for the coming year using the long range plan, the employee's job description and any criteria in which the employee's performance has been noted as needing improvement in current or previous evaluations. They also will determine the actions necessary to achieve the goals, and how achievement will be measured.

The director will review the employee's evaluation and goals with the department supervisor after the employee and supervisor meet.

All parties must sign the completed performance evaluation worksheets, which may include comments from the supervisor and director. The supervisor will keep one copy, the employee will receive a copy and one copy will go in the employee's personnel folder.

The supervisor will make every reasonable effort to meet with each department employee mid-year to informally review progress made toward the goals.

The process repeats itself the following year. The supervisor will make an appointment with the employee within two weeks of the employee's anniversary date to review the employee's achievements and overall performance of the prior year, and establish goals for the coming year.

## Implementation Plan

Goal setting for BLA staff will take place from June through August. First evaluations, based on the Individual Employee Goals and the Self Evaluation worksheets, will take place within 6 to 8 months of goal setting, as outlined below. From the second year on, evaluations will take place within two weeks of employee's anniversary date, or at another date agreed upon by the employee and the supervisor.

## Reference

Staff	Anniversary Date	Goalsetting	1 <sup>st</sup> Evaluation	2 <sup>nd</sup> Evaluation – within 14 days of:
Girouard, Ellen	09/06	June, 2012	January 2013	9/06/13
Odell, Charles	10/03	June, 2012	January 2013	10/03/13
Reardon, Emily	10/13	June, 2012	February 2013	10/13/13
Smith, Emily	12/01	July, 2012	February, 2013	12/01/13
MacNair, Miriam	12/07	July, 2012	March, 2013	12/07/13
Baer, Carol	02/18	July, 2012	March, 2013	02/18/14
Chan, Corinne	04/09	Aug. 2012	April, 2013	04/09/14

## Children's

Staff	Anniversary Date	Goalsetting	1 <sup>st</sup> Evaluation	2 <sup>nd</sup> Evaluation – within 14 days of:
Shaver, Denise	09/19	June, 2012	February 2013	9/19/13
Borusk, Deborah	09/02	June, 2012	February 2013	09/02/13

## Technical Services

Staff	Anniversary Date	Goalsetting	1 <sup>st</sup> Evaluation	2 <sup>nd</sup> Evaluation – within 14 days of:
Dooe, Fred	06/11	July, 2012	March, 2013	6/19/14
Baer, Carol	02/18	July, 2012	March, 2013	02/18/14



## INDIVIDUAL EMPLOYEE GOALS

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

POSITION: \_\_\_\_\_ EVALUATION PERIOD: \_\_\_\_\_

These should be set by the employee and his/her immediate supervisor, directly related to the employee's duties and job description, the library's long range plan and to any criteria in which the employee's performance has been rated as needing improvement in current or previous evaluations.

Goals should be:

- Realistic
- Measurable
- Consistent with both Town and Library goals
- Related to the employee's job description and to the employee's responsibilities and tasks
- Built upon the performance improvements identified in the current as well as the previous evaluations
- Related to professional and personal growth in the job
- Related to opportunities, needs, and tools to learn the job better
- Supportive of the efforts to promote teamwork

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

POSITION: \_\_\_\_\_ EVALUATION PERIOD: \_\_\_\_\_

**Goal #1**

Date Goals Set: \_\_\_\_\_

Goal :	Expected date for accomplishing this goal:
How is this going to be achieved?	How and when will progress be measured?

Date of Midpoint Check: \_\_\_\_\_ Initials: Employee \_\_\_\_\_ Supervisor \_\_\_\_\_

What progress has been made?
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Date of Review: \_\_\_\_\_

<input type="checkbox"/> Achieved <input type="checkbox"/> Partially Achieved <input type="checkbox"/> Not Achieved	Was the goal completed to your satisfaction?
Are there suggestions for future improvement?	

## SELF EVALUATION

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

POSITION: \_\_\_\_\_ EVALUATION PERIOD: \_\_\_\_\_

This self evaluation form gives you an opportunity to describe and evaluate your accomplishments during the review period, particularly those not covered in your review of last year's goals. The process should be used to inform your goal-setting for the year ahead. You may use these questions as a guideline. Please type your comments with as much detail as you wish, using additional sheets of paper if necessary.

1. What were your most significant work-related accomplishments and/or contributions this past year? How did these accomplishments relate to your goals and/or objectives and those of your department?
2. Please list committee assignments, professional development classes attended, conferences attended, and other projects completed during this evaluation period.
3. Describe how you might improve your work performance and your department's performance during the coming year. Please consider the following:
  - customer service skills
  - reference skills (searching, collection development, readers advisory, etc.)
  - technology skills
  - oral and written communication with the public and other staff members
  - approach to teamwork
  - approach to work (attendance, amount of work performed, initiative, adaptability)
  - for department heads: leadership and management skills
4. Please note any additional training and/or job skills you think would help your job performance.
5. How do library work environment factors aid or impede your ability to achieve your goals? Suggest ways that the library's administration could help you and your department work more effectively.
6. Other comments?
7. Please fill out a new Individual Employee Goals worksheet outlining your personal and departmental goals for next year.

My signature indicates that I have participated in this evaluation, not necessarily that I agree with all of the comments.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

TRUSTEES MEETING  
AGENDA  
June 5, 2012

CLAFLIN ROOM  
7:00 PM

Building and Grounds

I'm sure you have all noticed the big oak tree has been removed. In the process of the removal, the fence and the sidewalk were damaged. The town has repaired both.

The flower beds in front of the library will be weeded again and fresh mulch put down on Friday, June 1st. I was hoping to have it done before the Garden Club show but....at least it will be done for the Saturday show.

Director's Report

The union information is in the packet. The plan may not be perfect but it will get them started immediately and that is the goal. We will review the policy, procedures and forms annually. Approval is need from the Board.

The May 24<sup>th</sup> meeting to discuss the fields was very positive. If we can fit the girl's varsity softball field and the practice field then the HS boys and girls lacrosse will be moved to the incinerator site - at least that was the discussion. Stewart is working on the plan, Peter Castanino and Glenn Clancy will work with the designer to include shelter and bathroom facilities up at the incinerator and the school will look into the cost for busing to and from the incinerator site and if they would need additional sport trainers incase of an injury. Matt will go over the details at the meeting. Matt's presentation to the group is in the packet.

BLF - made and offer to Melissa Lynch and she has accepted. They are working on the contract.

[illegible]



Belmont Public Library  
Activity Report For The Month  
of April 2012

Days open 2011: 27  
Days open 2012: 28

Agency	<u>April 2012</u>	<u>Increase Over Apr 2011</u>	<u>Cumulated 2012</u>	<u>Cumulated Increase Over 2011</u>
Adult	22,447	(392)	93,561	(1,197)
Juvenile	<u>21,714</u>	<u>380</u>	<u>90,428</u>	<u>4,657</u>
Total	44,161	(12)	183,989	3,460

Average Daily Circulation

	<u>2012</u>	<u>2011</u>
Adult	802	846
Juvenile	776	790

Non-Book (included in above figures)

Adult	9,746	(4)	40,736	(769)
Juvenile	<u>4,511</u>	<u>(59)</u>	<u>17,851</u>	<u>(657)</u>
Total	14,257	(63)	58,587	(1,426)

DVD

Adult	6,930	350	29,138	663
Juvenile	<u>3,308</u>	<u>397</u>	<u>13,188</u>	<u>(369)</u>
Total	10,238	747	42,326	294

Downloadable Audiobooks

Checkouts	915	3,617
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Internet Use

Internet	2,178	10,229
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Interlibrary Loan:

Borrowed	38	168
Loaned	39	198
Faxed	-	1

Young Adult Circulation

1,836	285
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# ACTIVITY REPORT FOR THE MONTH OF APRIL 2012

## Reference and Information

	<u>April 2012</u>	<u>Increase Over Apr 2011</u>	<u>Cumulated 2012</u>	<u>Cumulated Increase Over 2011</u>
Adult	3,276	(72)	13,533	364
Email	3	(2)	10	(24)
Total	<u>3,279</u>	<u>(74)</u>	<u>13,543</u>	<u>340</u>

## Book Processing

Added:	1,052
Withdrawn:	1,270
Repaired:	48

## Meeting Room Use

<u>Room</u>	<u>Times Used</u>	<u>Attendance</u>	<u>Cumulated Times Used</u>	<u>Cumulated Attendance</u>
Assembly	14	490	81	2,915
Flett	28	794	117	2,804
Misc.	10	548	50	1,315
Total	<u>52</u>	<u>1,832</u>	<u>248</u>	<u>7,034</u>

## Library Sponsored Programs (included in above figures)

Adult	4	98	28	763
Juvenile	23	1,428	111	4,550
Young Adult	4	49	13	142
Total	<u>31</u>	<u>1,575</u>	<u>152</u>	<u>5,455</u>

## Circulating Passes:

		<u>Pass Cumulated</u>
Aquarium	27	98
Audubon	14	21
Boston By Foot	- (Pass not available in May)	-
Children's	17	79
DeCordova	17	44
Discovery	14	48
Essex/Peabody	13	40
Fine Arts	29	124
Gardner	20	61
Harvard Art	2	10
Harvard Natural History	8	43
Institute of Contemp. A	5	40
Kennedy Library	3	17
Mass Parks Pass	3	5
Plimoth Plantation	7	8
Science	33	161
Zoos	16	46
Total	<u>228</u>	<u>845</u>