

BELMONT MEMORIAL LIBRARY  
MEETING OF THE BOARD OF TRUSTEES

BELMONT, MASSACHUSETTS  
March 29, 2012

Chair Matt Lowrie called the meeting to order at 7:35 p.m. Present were Trustees Elaine Alligood, Mark Carthy, Mary Keenan, Sarah Phillips, Matt Sullivan, and Director Maureen Connors.

The minutes for the February 21, 2012, meeting were accepted unanimously on a motion by Trustee Carthy, seconded by Trustee Phillips.

**Old Business:**

FY13 Budget – Director Connors reported on the meeting with the Board of Selectmen and Interim Administrator Kelly Hebert which she and Trustee Keenan attended on March 15 to explain the requests for additional funding.

Belmont Library Foundation (BLF) – Director Connors told the trustees of individuals who have expressed interest in the library and the BLF. Scott and Marcie have set up times to meet with them.

There was discussion about hiring of the fund-raiser; more than one person should be interviewed. Trustees Alligood, Phillips, and Sullivan will be on the interview sub-committee.

*Action item: Director Connors will inform the BLF of this interview/meeting.*

The fund-raiser will report to the BLF which will be in contact with the library trustees.

Field update: The girls JV softball team may use the Hittinger Field. This raises an issue with the library's plan to create a field there.

*Action item: Director Connors will collect information on the scheduling of this field, the required size for a field, the needed parking, etc. Jim Davis of the School Department and Ernie Dagnelli of the Recreation Department have this information.*

Chair Lowrie summed up the three options: 1. Use the present field on the north side of Concord Avenue for the library. 2. Develop a field at the incinerator site; this would involve busing. 3. Develop the Hittinger Field site. A lighted field should be replaced with a lighted field. Closure on option #3 is needed.

**New Business:**

Town Meeting: A proclamation honoring Edward Dressler's twenty-four years of service as trustee will be read at Town Meeting by Trustee Keenan if Town Moderator Widmer approves. Director Connors reported on the generous donations in Mr. Dressler's memory to the Dressler Fund (biographies). Town Meeting dates are April 23, 25, 26, and May 14 and 16. Former Trustee Heli Tomford has sent a donation in memory of Ken Fish in the Trustees' name. Children's books will be purchased from a trust fund to honor him.

*Action item: Director Connors will send thanks to Heli.*

The Friends of the Belmont Library are holding an event, "Library After Hours" on Friday, March 30<sup>th</sup>. The Friends have worked long and hard on this and deserve our appreciation.

**Ideas:** April Library Workers' Day is April 10. A pizza lunch will be provided by the trustees with needed funds from the trustees' Sunshine Fund.

**Director's Report:** Circulation is up, with the Children's Room especially busy.

*Action item: Figures for February will be rechecked.*

Trustee Sarah Phillips explained that the Friends of the Belmont Library now have a Facebook page, connected to the Friends page. Be sure to check it out and "friend" them.

**Next meeting : Thursday April 19 at 7:30 p.m.**

Trustee Carthy moved to adjourn the meeting at 8:40 p.m. With a second by Trustee Sullivan, the motion passed unanimously.

Respectfully submitted

Mary E. Keenan, secretary

List of exhibits:

Agenda for March 29, 2012 meeting

Minutes for February 21, 2012 meeting

Director's Report March 29, 2012

Belmont Public Library Expenditures March 2012

Belmont Public Library Activity Report for the month of February 2012

## DIRECTOR'S REPORT

March 29, 2012

### Building and Grounds

We will be adding more electrical outlets in the reference room, west and east wings for laptop users. The money will come out of the electricity line item. More and more patrons are bringing their laptops and running extension cords to the outlets creating tripping hazards. (by the way-the tablet chairs have arrived)

The trees will be sprayed for winter moths. Last year all the leaves on all the trees on the library property were eaten by the winter moth larvae.

### Director's report

Budget - Liz Allison is still working on her report regarding the library budget. She will send it along to me and Mary to check for any inaccuracies before distributing to the full warrant committee.

At the May TM, there will be an article requesting a \$22,000 - \$24,000 transferred from the revolving account so the library can purchase two new multi-purpose copiers to replace the two old copiers in the reference department, renew the maintenance contracts on the 5 other copiers, renew Equitrac maintenance contract (vend towers) and purchase paper/supplies. The copiers are on the state bid list.

Mary and I met with the selectman last week regarding the requests above the level service budget. Kellie Hebert mentioned the possibility of an additional \$15,000. Discussion focused around the increased hours for YA and the Tuesday evening openings for the children's department. Some discussion took place regarding the ebooks and online databases. This discussion took us to questions regarding the MAR. Two of the selectmen thought the MAR did not work for libraries because it forces the town to spend more money on the library appropriation - so it is a disincentive to give the library any additional money.

BLF - I invited Marcie and Scott to attend the trustees meeting and also had asked if they had their attorney look over the Gladstone proposal. This led to some questions on behalf of the BLF. One was to whom will the fundraiser be reporting? A clear reporting relationship will be needed. It was suggested that we need to articulate the responsibilities for the trustees and the BLF. Neither Marcie nor Scott can attend the meeting. We should still discuss this at our meeting.

I was surprised about the new information Glenn Clancy found out about the Hittenger field. Mark Paolillo needs to schedule a meeting of the group.

It was suggested that a proclamation be done for Ed Dressler. He was a trustee for 24 years. Mary took it upon herself to actually write the proclamation. She went through

old town reports reading about the library during his tenure as trustee. If we are all in agreement, Mike Widmer must be notified. I believe Matt is going to give an update about the grant at TM as well.

Ken Fish - Heli Tomford, on behalf of the trustees, made a donation to one of the Fish's charities. The library will purchase some children's book from the miscellaneous trust fund in his memory. Heli suggested that we send a letter to his wife.

Prior to Ken's passing, the library sent an annual report to Ken and Ken Grinnell to keep them informed about what was happening in the children's department and what programs were being funded by the Dustan fund. Ken Grinnell no longer works for Foley and Hoag. He is now a partner of Day Pitney.

Library After Hours - Everyone is invited to attend "Library After Hours" this Friday from 6-8 PM. It is free. The Friends are hoping to raise awareness of what they do for the library and hope to entice more folks to become members. There will be a cash bar.

National Library Workers Day is April 10<sup>th</sup>. I thought it might be a nice idea if we asked the Friends to sponsor a pizza lunch or something simple (not overly expensive) for the staff to celebrate the day. It would be a nice way to show the staff that we do appreciate all they do for the library.

BELMONT PUBLIC LIBRARY EXPENDITURES											
MARCH 2012											
	ORIG./ADJ. APPROPRTNS.	TRANSFER	ADJUSTED BUDGET	SPENT MARCH	SPENT JULY - MAR	BALANCE	PROJECTED 9 MONTHS	% EXP			
<b>LIBRARY ADMINISTRATION</b>											
<b>16111</b>											
511000	193,610.00		193,610.00	14,995.38	143,202.43	50,407.57	145,207.50	74.0%			
511100	6,944.00		6,944.00	688.36	5,224.27	1,719.73	5,208.00	75.2%			
513000	8,000.00		8,000.00	587.07	6,706.83	1,293.17	6,000.00	83.8%			
514800	750.00		750.00	0.00	950.00	(200.00)	562.50	126.7%			
517000	22,413.00		22,413.00	0.00	22,413.00	0.00	16,809.75	100.0%			
517200	356.00		356.00	0.00	356.00	0.00	267.00	100.0%			
517800	2,923.00		2,923.00	0.00	2,923.00	0.00	2,192.25	100.0%			
519900	675.00		675.00	0.00	725.00	(50.00)	506.25	107.4%			
<b>16112</b>											
521000	8,690.00		8,690.00	0.00	8,690.00	0.00	6,517.50	100.0%			
522800	22,147.00		22,147.00	1,872.19	7,708.74	14,438.26	16,610.25	34.8%			
522900	37,181.00		37,181.00	0.00	18,965.83	18,215.17	27,885.75	51.0%			
523100	5,000.00		5,000.00	0.00	2,017.53	2,982.47	3,750.00	40.4%			
524300	68,060.00		68,060.00	6,554.74	53,445.46	14,614.54	51,045.00	78.5%			
	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	309.00	0.0%			
524500	4,909.00		4,909.00	0.00	3,900.00	1,009.00	3,681.75	79.4%			
	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)	90.00	362.5%			
531700	300.00		300.00	58.10	172.61	127.39	226.00	57.5%			
531900	250.00		250.00	0.00	0.00	250.00	187.50	0.0%			
534500	4,670.00		4,670.00	1,428.64	2,757.97	1,912.03	3,502.50	59.1%			
534700	1,050.00		1,050.00	0.00	45.05	1,004.95	787.50	4.3%			
542100	840.00		840.00	0.00	523.00	317.00	630.00	62.3%			
545000	9,446.00		9,446.00	0.00	7,602.09	1,843.91	7,084.50	80.5%			
548900	950.00		950.00	0.00	99.84	850.16	712.50	10.5%			
571000	250.00		250.00	0.00	250.05	(0.05)	187.50	100.0%			
573000	620.00		620.00	0.00	460.00	160.00	465.00	74.2%			
<b>TOTAL LIBRARY ADMIN</b>	<b>400,566.00</b>	<b>0.00</b>	<b>400,566.00</b>	<b>26,194.48</b>	<b>289,573.70</b>	<b>110,992.30</b>	<b>300,424.50</b>	<b>72.3%</b>			

	LIBRARY PUBLIC SERVICE	LIBRARY TECH SERVICE	TOTAL LIBRARY PUBLIC SERV	TOTAL LIBRARY DEPARTMT				
	ORIG./ADJ. APPROPRTNS.	TRANSFER	ADJUSTED BUDGET	SPENT MARCH	SPENT JULY - MAR	BALANCE	PROJECTED 9 MONTHS	% EXP
16121								
511000	560,768.00		560,768.00	42946.46	398,271.72	162,496.28	420,576.00	71.0%
511100	231,936.00		231,936.00	17293.45	150,772.02	81,163.98	173,952.00	65.0%
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	4,612.50	65.9%
517000	138,767.00		138,767.00	0.00	138,767.00	0.00	104,075.25	100.0%
517200	1,266.00		1,266.00	0.00	1,266.00	0.00	949.50	100.0%
517800	10,501.00		10,501.00	0.00	10,501.00	0.00	7,875.75	100.0%
517900	227.00		227.00	0.00	227.00	0.00	170.25	100.0%
16122								
530000	790.00		790.00	0.00	461.50	328.50	592.50	58.4%
534100	7,660.00		7,660.00	223.09	5,265.71	2,394.29	5,745.00	68.7%
552900	257,960.00		257,960.00	11,123.92	198,392.65	61,567.35	193,470.00	76.1%
573000	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
	1,216,025.00	0.00	1,216,025.00	71,586.92	905,978.17	310,046.83	912,018.75	74.50%
16131								
511000	138,915.00		138,915.00	10,655.74	101,513.45	37,401.55	104,186.25	73.1%
511100	19,001.00		19,001.00	1,106.40	9,372.96	9,628.04	14,250.75	49.3%
514800	875.00		875.00	0.00	1,487.50	(612.50)	656.25	170.0%
517000	16,404.00		16,404.00	0.00	16,404.00	0.00	12,303.00	100.0%
517200	347.00		347.00	0.00	347.00	0.00	260.25	100.0%
517800	2,231.00		2,231.00	0.00	2,231.00	0.00	1,673.25	100.0%
16132								
530600	74,000.00		74,000.00	0.00	62,741.06	11,258.94	55,500.00	84.8%
542200	11,000.00		11,000.00	189.22	8,928.97	2,071.03	8,250.00	81.2%
573000	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
	262,773.00	0.00	262,773.00	11,951.36	203,025.94	59,747.06	197,079.75	77.26%
	1,879,364.00	0.00	1,879,364.00	109,732.76	1,398,577.81	480,786.19	1,409,523.00	74.42%

Belmont Public Library  
Activity Report For The Month  
of February 2012

Days open 2011: 25  
Days open 2012: 28

Agency	February <u>2012</u>	Increase Over <u>Feb 2011</u>	Cumulated <u>2012</u>	Cumulated Increase <u>Over 2011</u>
Adult	23,295	1,642	46,330	75
Juvenile	<u>23,012</u>	<u>2,754</u>	<u>44,523</u>	<u>3,911</u>
Total	46,307	4,396	90,853	3,986

Average Daily Circulation

	<u>2012</u>	<u>2011</u>
Adult	832	866
Juvenile	822	810

Non-Book (included in above figures)

Adult	10,295	624	20,242	(386)
Juvenile	<u>4,608</u>	<u>87</u>	<u>8,886</u>	<u>(149)</u>
Total	14,903	711	29,128	(535)

DVD

Adult	7,482	837	14,588	344
Juvenile	<u>3,397</u>	<u>(79)</u>	<u>6,641</u>	<u>(249)</u>
Total	10,879	758	21,229	95

Downloadable Audiobooks

Checkouts	962	1,759
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Internet Use

Internet	2,195	4,399
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Interlibrary Loan:

Borrowed	41	89
Loaned	48	104
Faxed	-	1

Young Adult Circulation

1,766	527
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ACTIVITY REPORT FOR THE MONTH OF FEBRUARY 2012

Reference and Information

	<u>February 2012</u>	<u>Increase Over Feb 2011</u>	<u>Cumulated 2012</u>	<u>Cumulated Increase Over 2011</u>
Adult	3,500	375	6,692	467
Email	3	(3)	4	(5)
Total	<u>3,503</u>	<u>372</u>	<u>6,696</u>	<u>462</u>

Book Processing

Added:	985
Withdrawn:	578
Repaired:	51

Meeting Room Use

<u>Room</u>	<u>Times Used</u>	<u>Attendance</u>	<u>Cumulated Times Used</u>	<u>Cumulated Attendance</u>
Assembly	23	1,075	46	1,903
Flett	26	623	57	1,363
Misc.	<u>14</u>	<u>259</u>	<u>26</u>	<u>419</u>
Total	63	1,957	129	3,685

Library Sponsored Programs (included in above figures)

Adult	8	182	16	363
Juvenile	27	1,183	55	2,116
Young Adult	<u>2</u>	<u>2</u>	<u>6</u>	<u>31</u>
Total	37	1,367	77	2,510

Circulating Passes:

		<u>Pass Cumulated</u>
Aquarium	24	45
Audubon	3	4
Boston By Foot	- (Pass not available in Feb.)	-
Children's	20	43
DeCordova	12	15
Discovery	12	22
Essex/Peabody	11	16
Fine Arts	35	68
Gardner	18	24
Harvard Art	3	4
Harvard Natural History	12	23
Institute of Contemp. A	14	23
Kennedy Library	7	13
Mass Parks Pass	1	1
Plimoth Plantation	- (Pass not available in Feb.)	-
Science	42	91
Zoos	<u>7</u>	<u>14</u>
Total	221	406