

BELMONT MEMORIAL LIBRARY  
MEETING OF THE BOARD OF TRUSTEES

BELMONT, MASSACHUSETTS  
November 20, 2012

Chair Matt Lowrie called the meeting to order at 7:32 p.m. Present: Trustees Elaine Alligood, Mark Carthy, Mary Keenan, Sarah Phillips, Matt Sullivan, Director Maureen Connors, and Scott Ferson and Melissa Grant from the Belmont Library Foundation.

**Old Business**

**A. BELMONT LIBRARY FOUNDATION (BLF)**

Melissa Lynch reported on work preparatory to a capital campaign: fundraising, literature for the campaign, communication, web-site review with inclusion of Pay Pal and Constant Contact, updating of FAQ (Frequently Asked Questions). All copies of the brochure used at the grant celebration have been distributed; a revised brochure will include financial donation information. There has been outreach from a parent group asking for information on the new library. Chair Lowrie suggested a time prior to Town Meeting. Scott Ferson explained that an earlier meeting time would be helpful as a way to get volunteers. Melissa will pursue this opportunity for a time in early December.

Work is also underway on naming rights with reference to the work of J. Stewart Roberts, architect, as well as other groups. A report on naming rights will be ready for the next meeting of the trustees.

**Approval of minutes**

Approval of Minutes of Executive Session - Chair Lowrie made a motion to approve the minutes of the meeting of October 30<sup>th</sup>; seconded by Trustee Alligood, the motion passed unanimously.

Minutes of regular meeting of October 30<sup>th</sup> - Trustee Carthy moved to approve the minutes; seconded by Chair Lowrie, the motion passed unanimously.

**Old Business cont.**

B. FY14 Action Plan - Material in bold-face type represents new items. A question was raised - could weeding of the collection be done by volunteers? Director Connors recommends this be done by library staff. As the Director of Children's Services is interested in acquiring iPads for use in the Children's Room, having seen them used to great advantage elsewhere, *Director Connors will ask the community for iPads for use in the Children's Room.* Those individuals receiving new devices this holiday season may be happy to donate old iPads. Also, the library will have laptops for use in the library; these are especially helpful for students working in the library on early-release days. Director Connors noted the outreach by the Coordinator of Children's Services and by the Young Adult librarian to the Belmont Public Schools. The YA librarian even chaperoned a dance to better get to know her patrons.

Chair Lowrie moved to approve the FY14 Action Plan as presented; this motion was seconded by Trustee Alligood. It passed unanimously.

### **New Business**

A Chapter 150 E and negotiations - The question was raised at a Board of Selectmen's meeting why the trustees have the authority to vote a contract. Director Conners has sent relevant documents to Town Hall.

B Arlington library card challenge – The new director of the Arlington Library, Ryan Livergood, has proposed a library card sign-up challenge; the trustees support this idea.

### **Director's Report**

The digitization of our collection of local newspapers is on hold as permission has not been granted to digitize the collection. Gateway Media Company is concerned about Newsbank. Other libraries are facing a similar situation; resolution is expected in the future.

Ethics Question/Massachusetts Board of Library Commissioners The trustees can ask for money for a new building until the time it becomes a ballot question. *Director Conners will pursue this further with Town Counsel.*

A calendar for the library projects has been prepared by Town Administrator, David Kale. *Director Conners will check on the time line/extension dates – is it a six month or a nine month period?*

Director Conners explained to a patron the system used to count library visitors.

Budget for FY14 – Personnel Analysis sheets are due December 3<sup>rd</sup> and preliminary operational budget requests and narratives are due on January 7<sup>th</sup>. Director Conners and Trustee Keenan will meet to review the Personnel Analysis sheets.

Friends of the Belmont Library – Trustee Phillips reminded the Board that the Books in Bloom event will be held on March 1, 2012. The October book sales realized \$6284. To date, the Friends have given \$3045 to the library to pay the bills for this year's One Book, One Belmont which featured local author Tom Perrotta. Additional bills are outstanding.

The next meetings of the trustees will focus on the regular budget and the capital budget. Meetings are scheduled for DECEMBER 18 and JANUARY 8.

The meeting adjourned at 9 p.m. A motion to adjourn made by Chair Lowrie and seconded by Trustee Sullivan was voted unanimously.

Respectfully submitted,  
Mary E. Keenan, secretary

Exhibits:  
Agenda for meeting November 20, 2012  
Minutes for meeting October 30, 2012

Minutes for Executive Session October 30, 2012

Draft Timeline for library and pool/park projects from David Kale

Long Range Action Plan FY14

Commonwealth of Massachusetts General Laws: Chapter 150E, Section 1

Director's Report November 20, 2012

Activity Report Belmont Public Library October 2012

Belmont Public Library Expenditures November 2012

Copies of thank you notes re. Book Clubbing Belmont program and Book Club Kit

Budget Timelines

**LONG RANGE ACTION PLAN  
FY14**

## Collection Development

**Goal I. Maintain a strong print collection at the same time as we provide new media and online resources to meet patrons' changing needs and interests.**  
(Current topics and Titles)

**Objective 1: Provide a collection with sufficient copies of titles in high demand and in formats and languages patrons want**

- Activity 1: Continue to increase Adult and Children's DVDs as space allows (on-going)
- Activity 2: Continue to monitor the use of the Overdrive Advantage program by checking circulation statistics
- Activity 3: Monitor the use of the Recorded Books in MP3 format to see if they are well received by patrons (on-going)
- Activity 4: Continue to **maintain a minimum collection of 650 current Foreign Films and, when space allows, increase the size of the collection (maintaining now)**
- Activity 5: Continue to **maintain a minimum collection of 170 current circulating games**
- Activity 6: Continue to add foreign language materials that reflect languages spoken in Belmont and taught in the schools - Children's will continue to emphasize Russian and Adult will emphasize Russian and Chinese.
- Activity 7: **Continue** to explore ways of rearranging areas of the library to better meet the competing needs for their use
- Activity 8: Apply for a Verizon Literacy Grant to help fund updating the non-print and print collection **when necessary**
- Activity 9: Complete a major review of the reference print standing orders by the end of FY13 and make recommendations to replace with online database(s), maintain print or discontinue
- Activity 10: **Continue to add Blue Ray DVDs increasing the adult collection to a minimum of 100 and increasing the children's collection to a minimum of 40**
- Activity 11: **Explore the best way to deliver Ebooks to patrons (i.e. federated searching)**

**Objective 2: Continue the weeding program to update the collection, create more open shelf space and prepare for the building project**

- Activity 1: Departments will **complete** the implementation of their systematic weeding **schedule by weeding the remaining 35% of the circulating collection in FY14**
- Activity 2: The reference collection will be reduced by 19% (500 titles) in FY13 **will complete by June 2013**
- Activity 3: **Engage a reference consultant to evaluate the materials in the locked stack (preservation consultant)**

**Activity 4: Begin to inventory and organize the Belmont Author collection**

**Services**

**Goal I. Provide information services and programs on a wide variety of topics that promote lifelong learning and personal growth for all ages. (Lifelong Learning/General Information)**

**Objective 1: Use new technologies to add value to all library services**

- Activity 1: Continue to provide Kindles for children, young adults and adults and monitor their use. *Still popular*
- Activity 2: Children's **will continue** to post new content to the blog hosted by the Belmont Patch
- Activity 3: **Monitor the use and effectiveness of social media (Facebook and Twitter)** to promote the library and library programs
- Activity 4: The Young Adult department will investigate and, if appropriate, will implement the use of **Facebook, Wordpress, blogs and texting with Teens**
- Activity 5: **Continue** the migration to Windows 7
- Activity 6: The Young Adult department's "Teen Techs" will **continue to offer** programs during the school year to help patrons learn how to download ebooks from Overdrive
- Activity 7: **All departments will continue to add QR codes to materials that can link to our electronic resources**
- Activity 8: **Continue to offer iPad stations in the children's room adding new content quarterly**
- Activity 9: **Evaluate the pilot program of loaning laptops for patron use within the library**
- Activity 10: **Investigate other vendors/services for public printing including wireless printing**

**Objective 2: Develop programs that respond to the changing needs and demographics of the community**

- Activity 1: Continue to offer computer classes for seniors **utilizing the elder bus to transport seniors to the library**
- Activity 2: Continue the book discussion group for teens
- Activity 3: **Begin planning for the fifth One Book, One Belmont** program in the spring or fall of FY14
- Activity 4: Continue to **utilize surveys for Teens** to gather their interest in using new technologies **and for programming ideas**
- Activity 5: **The Children's librarian will collaborate with the Recreation Department to begin offering story times at area parks, pools and camps during the summer**

**Activity 6: Redesign the game board for the pre-reading summer program for a new fresh look**

**Objective 3: Develop innovative ways to use the new website in order to enhance usability and interactive capability**

**Activity 1: Evaluate the usefulness of the Library Insight option for mailing lists for teens**

**Activity 2: Continue to encourage the cable company to tape the concert series and the OBOB and incorporate their link on the library website.**

**Activity 3: Continue to encourage patrons to subscribe to the library mailing list to receive email and to increase the electronic mailing list *on going***

**Activity 4: Hire a firm to implement changes that will update the look and feel of the website to improve usability and relevance in FY14**

**Activity 5: Create a maintenance plan for the website including migrating all software and database structure to the latest version available, and creating backups monthly or after any major changes**

**Activity 6: Continue the use of online sign-ups and evaluations for Adult and Young Adult programs and expanding their use to Children's programs**

**Activity 7: Evaluate the mobile application for the library website that is used with portable devices to ensure usability in FY14**

**Objective 4: Strengthen collaboration between the Children's Librarian and the Young Adult Librarian**

**Activity 1: Continue to offer programming for grades 5- 8. Continue to offer a chess club for grades 5-8 utilizing high school students as coaches if successful.**

**Activity 2: Teen volunteers will help with the children's summer reading program by keeping a database of the number of children participating, how often they come back, how much they are reading etc.**

**Activity 3: The young adult librarian and the children's librarians will continue to meet on a regular basis with school personnel - Chenery principal, English Department Director, Reading Specialist, Social Studies Director, School Librarians, and the PTOs during the school year to help meet the homework needs of students and to share information about library resources.**

**Objective 5: Continue collaborating with the public school system to help meet curriculum requirements**

- Activity 2: Continue to work on re-instating class visits **particularly with the 6<sup>th</sup> grade classes** or find another way to reach the students in order to provide bibliographic instruction.
- Activity 3: Offer half hour reference interviews for students during their major reports, i.e. social studies projects **as needed**

**Goal II. Provide access to print and online resources and guidance in how to use them.** (Formal learning support)

**Objective 1: Continue to provide instructional classes to the public on how to use the computers**

- Activity 1: **Continue to work** with the elementary schools to see if there is interest in offering instruction on databases for class assignments
- Activity 2: **Continue to offer** instructional classes for adults based on survey results
- Activity 3: Continue to offer **one-on-one instructional** classes on different portable devices (Kindle, Nook, iPad)

**Objective 2: Increase the number of databases available to the public**

- Activity 1: Continue to review online reference sources and integrate databases into the collection to enhance reference services (Ongoing)
- Activity 2: Continue progress in FY14 on developing templates for compiling statistics on the use of **our new online resources and a schedule for maintaining it**

**Goal III. Sustain the library's role as a focal point for community activities.** (Community/Commons)

**Objective 1: Use public relations to increase the community's awareness of programs and services**

- Activity 1: Continue to use community cable and other media outlets (Patch, Twitter and Facebook) to promote library services - (Ongoing)
- Activity 2: Continue to create lists monthly and continue to highlight more reader advisory information on the library's web - (Ongoing)
- Activity 3: Continue the use of area **community** bulletin boards (Ongoing)
- Activity 4: Continue to utilize the Friends of the Library volunteers to help with public relations (Ongoing)
- Activity 5: Continue to collaborate with civic groups to offer and or publicize programs (example – One Book One Belmont) (Ongoing)
- Activity 6: Continue to selectively utilize the QR code on library flyers**

**Objective 2: Continue to assess the library's hours in relation to public requests and Staffing**

Activity 1: Evaluate Staffing needs for additional hours and request appropriate funding

**Activity 2: Investigate the need and cost of opening the children's room one evening a week year round and request funding for FY14 if necessary**

**Staff Development**

**Goal I. Library Staff will have excellent customer-service skills and will deliver innovative library services and programs.**

**Objective 1: Enhance the Staff's ability to offer Reader Advisory services**

Activity 1: Public Service Staff **will continue** to attend reader advisory training programs and/or webinars when offered

Activity 2: **Continue** to evaluate the usability of the "Readers Corner" on the library website and make appropriate

**Objective 2: Implement more customer-focused services**

Activity 1: **Continue** a schedule of roving staff members and maintain a log

Activity 2: **Continue** to address changing service issues and customer service during the annual staff development day

Activity 3: **Continue** to find ways to reward the staff for providing good customer service

**Objective 3: Staff will stay up-to-date with current trends in electronic resources**

Activity 1: **Continue** to provide the staff with hands on training for new portable devices using the library's equipment and allow time to participate in at least one webinar per year on current trends in technology

Activity 2: Staff will continue to share new resources and skills with one another at department meetings when necessary *on going*

Activity 3: Staff will continue to take advantage of Webinars to keep abreast of new resources at least twice a year *on going*

**Objective 4: Increase Staffing to meet the increased demands of the public**

Activity 1: Develop a more formalized cross training program - (Ongoing)

Activity 2: Encourage more community involvement through volunteerism **by continuing to advertise** for specific and general skilled volunteer opportunities on the library's website and by utilizing local media.

## **Administration**

**Goal 1: Operate a facility that is fiscally responsible and follows procedures and policies that meet Town requirements, the regulations of the Massachusetts Board of Library Commissioners, and the needs of the community and staff.**

**Objective 1: Foster a strong relationship with Town officials, committees and Town Meeting representatives to encourage community and financial support for the library**

Activity 1: Work with the Board of Library Trustees and department heads to develop a budget that continues to address community needs and requirements for certification - Ongoing

Activity 2: Continue to work with the sub committee of the Board of Library Trustees and Staff to review and update policies **on a regular basis**

Activity 3: **Continue** to evaluate all permanent Staff on an annual basis

Activity 4: Continue to work with the Board of Library Trustees, Town officials, the Belmont Library Foundation and the Friends of the Library to obtain support for the library - (Ongoing)

Activity 5: Continue to develop a library mailing list to help identify new potential library supporters and enlist their involvement

**Objective 2: Increase contributions to the library**

Activity 1: Revise the current memorial and gift program brochure **now that** the new branding/logo is in place

Activity 2: Investigate the development of a planned giving campaign

Activity 3: Continue to identify giving opportunities and post them on the library web page

## **Facilities**

**Goal 1: Provide inviting, comfortable, safe and accessible library that encourages learning and leisure reading, and provides access to up-to-date electronic resources. (Community/Commons, Services, Current Topics, General, Lifelong Learning)**

**Objective 1: The Library Director and the Board of Library Trustees will work with Town officials, the Belmont Library Foundation and the Friends of the Library to raise awareness and support for a new building**

Activity 1: Continue working with Town officials and the School Committee to find a suitable playing field

Activity 2: Continue assisting the Belmont Library Foundation and Friends in their multi-year public relations/fundraising building campaign

**Activity 3: Continue to update library staff regarding the building plans and timeline so they will feel comfortable answering questions regarding the new building**

**Activity 4: Continue to update the new building FAQ sheet for library staff**

**Alternate**

**Objective 1: Re-assess existing space to meet the current needs of the community for materials, services and programs**

Activity 1: Prioritize identified needs

Activity 2: Work with the Permanent Building Committee to explore options for identified needs

Activity 3: Working with appropriate Town committees, develop a two to three year building improvement plan

Activity 4: Request Capital funding for the building improvement plan

*Approved 11/20/2012*



THE 187<sup>TH</sup> GENERAL COURT OF  
THE COMMONWEALTH OF MASSACHUSETTS

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Massachusetts Laws	Bills	State Budget	People	Committees	Educate & Engage	Events	Redistricting
Massachusetts Laws		Budget Process					
Massachusetts Constitution		Budget Breakdown					
General Laws	General Laws	Senate Budget					
Session Laws		House Budget					
Rules		Current / Prior Budgets					

[Print Page](#)

<b>PART I</b>	<b>ADMINISTRATION OF THE GOVERNMENT</b> (Chapters 1 through 182)	
<b>TITLE XXI</b>	<b>LABOR AND INDUSTRIES</b>	<a href="#">PREV</a> <a href="#">NEXT</a>
<b>CHAPTER 150E</b>	<b>LABOR RELATIONS: PUBLIC EMPLOYEES</b>	<a href="#">PREV</a> <a href="#">NEXT</a>
<b>Section 1</b>	<b>Definitions</b>	<a href="#">PREV</a> <a href="#">NEXT</a>

Section 1. The following words and phrases as used in this chapter shall have the following meaning unless the context clearly requires otherwise:--

"Board", the board of conciliation and arbitration established under section seven of chapter twenty-three.

"Commission", the labor relations commission established under section nine O of chapter twenty-three.

"Cost items", the provisions of a collective bargaining agreement which require an appropriation by a legislative body.

"Employee" or "public employee", any person in the executive or judicial branch of a government unit employed by a public employer except elected officials, appointed officials, members of any board or commission, representatives of any public employer, including the heads, directors and executive and administrative officers of departments and agencies of any public employer, and other managerial employees or confidential employees, and members of the militia or national guard and employees of the commission, and officers and employees within the departments of the state secretary, state treasurer, state auditor and attorney general. Employees shall be designated as managerial employees only if they (a) participate to a substantial degree in formulating or determining policy, or (b) assist to a substantial degree in the preparation for or the conduct of collective bargaining on behalf of a public employer, or (c) have a substantial responsibility involving the exercise of independent judgment of an appellate responsibility not initially in effect in the administration of a collective bargaining agreement or in personnel administration. Employees shall be designated as confidential employees only if they directly assist and act in a confidential capacity to a person or persons otherwise excluded from coverage under this chapter. In the case of employees of the alcoholic beverage control commission, "employer" shall mean the state

treasurer or his designee.

"Employee organization", any lawful association, organization, federation, council, or labor union, the membership of which includes public employees, and assists its members to improve their wages, hours, and conditions of employment.

*[ Definition of "Employer" or "public employer" effective until July 1, 2012. For text effective July 1, 2012, see below.]*

"Employer" or "public employer", the commonwealth acting through the commissioner of administration, or any county, city, town, district, or other political subdivision acting through its chief executive officer, and any individual who is designated to represent one of these employers and act in its interest in dealing with public employees, but excluding authorities created pursuant to chapter one hundred and sixty-one A and those authorities included under the provisions of chapter seven hundred and sixty of the acts of nineteen hundred and sixty-two. In the case of school employees, the municipal employer shall be represented by the school committee or its designated representative or representatives. For this purpose, the chief executive officer of a city or town or his designee shall participate and vote as a member of the city or town school committee; provided, however, that if there is no town manager or town administrator in a town, the chairman of the board of selectmen or his designee shall so participate and vote. In the case of a regional school district, said chief executive officers or chairmen of boards of selectmen, as the case may be, of the member cities and towns shall, in accordance with regulations to be promulgated by the board of education, elect one of their number to represent them pursuant to the requirements of this section. In the case of employees of the system of public institutions of higher education, the employer shall mean the board of higher education or any individual who is designated to represent it and act in its interest in dealing with employees, except that the employer of employees of the University of Massachusetts shall be the board of trustees of the university or any individual who is designated to represent it and act in its interest in dealing with employees. In the case of judicial employees, the employer shall be the chief administrative justice of the trial court or any individual who is designated by him to represent him or act in his interest in dealing with judicial employees. In the case of employees of the state lottery commission, employer shall mean the state lottery commission or its designee. In the case of employees of the Massachusetts Water Resources Authority, the employer shall mean the Massachusetts Water Resources Authority. In the case of employees of the Suffolk county sheriff's department, employer shall mean the sheriff of Suffolk county or any individual who is designated by him to represent him or act in his interest in dealing with such employees. In the case of personal care attendants as defined in section 28 of chapter 118G, the employer shall mean the PCA quality home care workforce council or its designee as defined in section 29 of said chapter 118G. In the case of employees of the Massachusetts Department of Transportation, "employer" shall mean the Massachusetts Department of Transportation or any individual designated by the board of that department to represent it or act in its interest in dealing with employees.

*[ Definition of "Employer" or "public employer" as amended by 2011, 93, Sec. 23 effective July 1, 2012. See 2011, 93, Sec. 137. For text effective until July 1, 2012, see above.]*

\* ( "Employer" or "public employer", the commonwealth acting through the commissioner of administration, or any county, city, town, district, or other political subdivision acting through its chief executive officer, and any individual who is designated to represent one of these employers and act in its interest in dealing with public employees, but excluding authorities created pursuant to chapter one hundred and sixty-one A and those authorities included under the provisions of chapter seven hundred and sixty of the acts of nineteen hundred and sixty-two. In the case of school employees, the municipal employer shall be represented by the school committee or its designated representative or representatives. For this purpose, the chief executive officer of a city or town or his designee shall participate and vote as a member of the city or town school committee; provided, however, that if there is no town manager or town administrator in a town, the chairman of the board of selectmen or his designee shall so participate and vote. In the case of a regional school district, said chief executive officers or chairmen of boards of selectmen, as the case may be, of the member cities and towns shall, in accordance with regulations to be promulgated by the board of education, elect one of their number to represent them pursuant to the requirements of this section. In the case of employees of the system of public institutions of higher education, the employer shall mean the board of higher education or any individual who is designated to represent it and act in its interest in dealing with employees, except that the employer of employees of the University of Massachusetts shall be the board of trustees of the university or any individual who is designated to represent it and act in its interest in dealing with employees. In the case of judicial employees, the employer shall be the court administrator of the trial court or any individual who is designated by him to represent him or act in his interest in dealing with judicial employees. In the case of employees of the state lottery commission, employer shall mean the state lottery commission or its designee. In the case of employees of the Massachusetts Water Resources Authority, the employer shall mean the Massachusetts Water Resources Authority. In the case of employees of the Suffolk county sheriff's department, employer shall mean the sheriff of Suffolk county or any individual who is designated by him to represent him or act in his interest in dealing with such employees. In the case of personal care attendants as defined in section 28 of chapter 118G, the employer shall mean the PCA quality home care workforce council or its designee as defined in section 29 of said chapter 118G. In the case of employees of the Massachusetts Department of Transportation, "employer" shall mean the Massachusetts Department of Transportation or any individual designated by the board of that department to represent it or act in its interest in dealing with employees.

"Incremental cost items", the provisions of a collective bargaining agreement that require, in respect of any fiscal year, an appropriation by a legislative body that is greater than the appropriation so required in the preceding fiscal year; provided, however, that in respect of the first fiscal year or portion thereof during which an agreement has effect, "incremental cost items" shall mean the provisions of a collective agreement that require an appropriation by a legislative body of monies that are newly required by the employer to discharge the obligations arising under the terms of such agreement.

"Legislative body", the general court in the case of the commonwealth or a county, the city council or town meeting in the case of a city, town or district, or any body which has the power of appropriation with respect to an employer as defined in this chapter.

"Professional employee", any employee engaged in work (i) predominantly intellectual and varied in character as opposed to routine mental, manual, mechanical, or physical work, (ii) involving the consistent exercise of discretion and judgment in its performance, (iii) of such a character that the output produced or the result accomplished cannot be standardized in relation to a given period of time, and (iv) requiring knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction and study in an institution of higher learning or a hospital, as distinguished from a general academic education or from an apprenticeship or from training in the performance of routine mental, manual or physical processes. Professional employee shall include a detective, member of a detective bureau or police officer who is primarily engaged in investigative work in any city or town police department which employs more than four hundred people.

"Strike", a public employee's refusal, in concerted action with others, to report for duty, or his wilful absence from his position, or his stoppage of work, or his abstinence in whole or in part from the performance of the duties of employment as established by an existing collective bargaining agreement or in a collective bargaining agreement expiring immediately preceding the alleged strike, or in the absence of any such agreement, by written personnel policies in effect at least one year prior to the alleged strike; provided that nothing herein shall limit or impair the right of any public employee to express or communicate a complaint or opinion on any matter related to conditions of employment.

"Written majority authorization", writings signed and dated by employees in the form of authorization cards, petitions, or such other written evidence that the commission finds suitable, in which a majority of employees in an appropriate bargaining unit designates an employee organization as its representative for the purpose of collective bargaining and certifies the designation to be its free act and deed and given without consideration. Employee signatures shall be dated within the 12 months preceding the date on which the writings are proffered to establish majority and exclusive representative status within the meaning of section 4.

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

Building and Grounds

The painting of the front entry and the power washing of the steps has been completed. The gutters have also been cleaned out.

Director's Report

The BLF will attend the meeting to give us an update on things. I know they will discuss the parent "Meet Up" group who would like to have an informational session about the new library. We should probably decide when to have such a forum. Do we want to ask the BLF if they are planning any fundraising events? I know we had mentioned some type of Gala in the winter. I assume we will not discuss fundraising amounts at this time??

The Action Plan for FY 14 is in your packet - please review. A vote is required.

MGL Chapter 150 E section 1- definitions. This section is in your packet. Please read the definition of employer. According to David Kale and Diane Crimmins, HR Director, they were asked by one of the selectmen while in executive session - why were the trustees able to negotiate and vote the librarians contract? Was there a vote taken to authorize the Library Trustees to vote and sign labor contracts? So, Diane asked me if I knew of any vote- I said I would see if there was anything in the trustee minutes and get back to her. The Town Clerk was also asked to research this. I could only find minutes where the trustees voted the contract and Town Counsel approved as to form. The wording on the first contract, back in 1973, read as all the contracts do "the inhabitants of Belmont acting by its trustees of the public library." I found no vote but I would assume the vote would have been taken at a Selectmen's meeting. I sent an email asking what section of the MGL 150 E were they referring to and that as far as we were concerned - the Trustees and the librarian's union have settled. I also told him that I assumed the librarians would be expecting their retro pay soon. David Kale called when he received this email to let me know that no one is trying to be an obstructionist. It was a "trivia question" and we did not have the answer so we are looking into it.

The director of the Arlington Library, Ryan Livergood, has extended to Belmont, Cambridge, Somerville, Lexington and Winchester libraries an invitation to participate in the library card sign-up challenge. The month for the challenge will be February 2013. The "winner" of the challenge will be the library that has the greatest percentage increase in new library card registrations in Feb. 2013 versus Feb. 2012. To help promote the challenge, Ryan plans on holding a press conference at the Robbins Library Reading Room on January 31, to announce the challenge with his Town Manager along with all of the fellow director's and their Town Administrators. The "losers" might have to dress up in costume for a library event at the "winners" library, or read at a story time - something

on that idea. He thinks it will be a fun way to get more people signing up for library cards. Winchester has officially dropped out of the challenge. Right now Lexington, and Somerville are definitely in - do we want to participate? It might be good PR for the library.

We will be discussing the FY 14 budget at the next Town department heads meeting which is scheduled for Nov 20. I will report at the meeting. The warrant sub-committee for the library is **Culture and Recreation** - Elizabeth Grob, Chair, Liz Allison, Anne Helgen, and Bob McLaughlin.

I am still having problems getting permission to digitize the local newspapers. The Lexington library is also having the same problem. The Gateway Media Company is concerned about Newsbank-the newspaper database. Newsbank's database contains digitized newspapers. They have not done anything regarding digitizing older copies of local town's newspapers but Gateway is now talking with Newsbank. I'll keep you posted but we definitely will not be able to accept Liz Allison's offer to fund the project this year (her deadline was Nov.) but I'm sure she will still be interested next year. Hopefully will have all this worked out by then.

Waiting to hear from MBLC regarding the clarification on whether or not the trustees can do any fundraising.

TRUSTEES MEETING  
DIRECTOR'S REPORT  
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The BLF will attend the meeting to give us an update on things. I know they will discuss the parent "Meet Up" group who would like to have an informational session about the new library. We should probably decide when to have such a forum. Do we want to ask the BLF if they are planning any fundraising events? I know we had mentioned some type of Gala in the winter. I assume we will not discuss fundraising amounts at this time??

The Action Plan for FY 14 is in your packet - please review. A vote is required.

MGL Chapter 150 E section 1- definitions. This section is in your packet. Please read the definition of employer. According to David Kale and Diane Crimmins, HR Director, they were asked by one of the selectmen while in executive session - why were the trustees able to negotiate and vote the librarians contract? Was there a vote taken to authorize the Library Trustees to vote and sign labor contracts? So, Diane asked me if I knew of any vote- I said I would see if there was anything in the trustee minutes and get back to her. The Town Clerk was also asked to research this. I could only find minutes where the trustees voted the contract and Town Counsel approved as to form. The wording on the first contract, back in 1973, read as all the contracts do "the inhabitants of Belmont acting by its trustees of the public library." I found no vote but I would assume the vote would have been taken at a Selectmen's meeting. I sent an email asking what section of the MGL 150 E were they referring to and that as far as we were concerned - the Trustees and the librarian's union have settled. I also told him that I assumed the librarians would be expecting their retro pay soon. David Kale called when he received this email to let me know that no one is trying to be an obstructionist. It was a "trivia question" and we did not have the answer so we are looking into it.

The director of the Arlington Library, Ryan Livergood, has extended to Belmont, Cambridge, Somerville, Lexington and Winchester libraries an invitation to participate in the library card sign-up challenge. The month for the challenge will be February 2013. The "winner" of the challenge will be the library that has the greatest percentage increase in new library card registrations in Feb. 2013 versus Feb. 2012. To help promote the challenge, Ryan plans on holding a press conference at the Robbins Library Reading Room on January 31, to announce the challenge with his Town Manager along with all of the fellow director's and their Town Administrators. The "losers" might have to dress up in costume for a library event at the "winners" library, or read at a story time - something

on that idea. He thinks it will be a fun way to get more people signing up for library cards. Winchester has officially dropped out of the challenge. Right now Lexington, and Somerville are definitely in - do we want to participate? It might be good PR for the library.

We will be discussing the FY 14 budget at the next Town department heads meeting which is scheduled for Nov 20. I will report at the meeting. The warrant sub-committee for the library is **Culture and Recreation** - Elizabeth Grob, Chair, Liz Allison, Anne Helgen, and Bob McLaughlin.

I am still having problems getting permission to digitize the local newspapers. The Lexington library is also having the same problem. The Gateway Media Company is concerned about Newsbank-the newspaper database. Newsbank's database contains digitized newspapers. They have not done anything regarding digitizing older copies of local town's newspapers but Gateway is now talking with Newsbank. I'll keep you posted but we definitely will not be able to accept Liz Allison's offer to fund the project this year (her deadline was Nov.) but I'm sure she will still be interested next year. Hopefully will have all this worked out by then.

Waiting to hear from MBLC regarding the clarification on whether or not the trustees can do any fundraising.

11/13/12  
Dear Belmont Club,

Thank you so much

for The Book Club.

We all loved it & were  
every appreciative of  
the effort put forth in  
doing this -

Joan Garner

Dear Emily & Colleagues - November 2012

I am writing to again express my  
appreciation for your wonderfully well-  
planned & implemented evening devoted to  
Belmont's Book Clubs. It was delightful to  
discover the number & diversity of local groups  
& to experience the general enthusiasm of the  
many individuals your event drew.

Thank you for including The Thorsby  
Club (and 3 of its members on your panel).

I appreciate as well your thoughtfulness  
in presenting each of us with so  
lovely a collection of treats!

Continuing warm good wishes, Deborah

Belmont Public Library  
Activity Report For The Month  
of October 2012

Days open 2011: 28  
Days open 2012: 28

Agency	October <u>2012</u>	Increase Over <u>October 2011</u>	Cumulated <u>2012</u>	Cumulated Increase <u>Over 2011</u>
Adult	21,333	(1,275)	230,264	(3,213)
Juvenile	<u>21,670</u>	<u>421</u>	<u>222,231</u>	<u>6,513</u>
Total	43,003	(854)	452,495	3,300

Average Daily Circulation

	<u>2012</u>	<u>2011</u>
Adult	762	807
Juvenile	774	759

Non-Book (included in above figures)

Adult	8,910	(892)	98,474	(1,327)
Juvenile	<u>3,976</u>	<u>(165)</u>	<u>43,501</u>	<u>(1,478)</u>
Total	12,886	(1,057)	141,975	(2,805)

DVD

Adult	6,262	(427)	69,073	1,377
Juvenile	<u>2,884</u>	<u>(136)</u>	<u>31,857</u>	<u>(690)</u>
Total	9,146	(563)	100,930	687

Downloadable Audiobooks

Checkouts	810	9,568
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Internet Use

Internet	1,810	22,510
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Interlibrary Loan:

Borrowed		317
Loaned		413
Faxed	2	8

Young Adult Circulation

1,753	8
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# ACTIVITY REPORT FOR THE MONTH OF OCTOBER 2012

## Reference and Information

	October <u>2012</u>	Increase Over <u>October 2011</u>	Cumulated <u>2012</u>	Cumulated Increase <u>Over 2011</u>
Adult	2,755	11	31,712	(718)
Email	9	5	53	(11)
Total	<u>2,764</u>	<u>16</u>	<u>31,765</u>	<u>(729)</u>

## Book Processing

Added:	975
Withdrawn:	1,755
Repaired:	62

## Meeting Room Use

Room	<u>Times Used</u>	<u>Attendance</u>	<u>Cumulated Times Used</u>	<u>Cumulated Attendance</u>
Assembly	14	712	168	6,902
Flett	28	768	221	5,253
Misc.	<u>13</u>	<u>424</u>	<u>117</u>	<u>2,623</u>
Total	55	1,904	506	14,778

## Library Sponsored Programs (included in above figures)

Adult	5	302	51	1,580
Juvenile	31	1,132	222	8,802
Young Adult	<u>1</u>	<u>17</u>	<u>33</u>	<u>388</u>
Total	37	1,451	306	10,770

## Circulating Passes:

		<u>Pass Cumulated</u>
Aquarium	19	185
Audubon	8	87
Boston By Foot	3	26
Children's	16	206
DeCordova	12	127
Discovery	6	92
Essex/Peabody	14	116
Fine Arts	26	296
Gardner	14	153
Harvard Art	2	30
Harvard Natural History	13	113
Institute of Contemp. A	7	99
Kennedy Library	2	44
Mass Parks Pass	2	35
Plimoth Plantation	8	49
Science	17	347
Zoos	<u>13</u>	<u>167</u>
Total	182	2,172

BELMONT PUBLIC LIBRARY EXPENDITURES									
NOVEMBER 2012									
	ORIG./ADJ. APPROPRTNS.	TRANSFER	ADJUSTED BUDGET	SPENT NOV	SPENT JULY-NOV	BALANCE	PROJECTED 5 MONTHS	% EXP	
<b>LIBRARY ADMINISTRATION</b>									
<b>16111</b>									
511000			196,524.47	11,450.35	76,909.29	119,615.18	81,885.20	39.1%	
511100			9,084.00	403.10	2,470.44	6,613.56	3,785.00	27.2%	
513000			8,000.00	486.26	4,400.06	3,599.94	3,333.33	55.0%	
514800			900.00	0.00	0.00	900.00	375.00	0.0%	
517000			22,413.00	0.00	0.00	22,413.00	9,338.75	0.0%	
517200			409.00	0.00	0.00	409.00	170.42	0.0%	
517800			3,091.00	0.00	0.00	3,091.00	1,287.92	0.0%	
519900			725.00	0.00	725.00	0.00	302.08	100.0%	
<b>16112</b>									
521100			8,690.00	0.00	4,345.00	4,345.00	3,620.83	50.0%	
522800			22,811.00	0.00	620.28	22,190.72	9,504.58	2.7%	
522900			37,181.00	1,300.60	12,575.02	24,605.98	15,492.08	33.8%	
523100			5,000.00	0.00	1,012.08	3,987.92	2,083.33	20.2%	
524300			80,398.00	975.00	17,317.08	63,080.92	33,499.17	21.5%	
			0.00	0.00	0.00	0.00	0.00	#DIV/0!	
524400			0.00	0.00	0.00	0.00	0.00	#DIV/0!	
524500			5,032.00	0.00	239.88	4,792.12	2,096.67	4.8%	
			0.00	0.00	0.00	0.00	0.00	#DIV/0!	
530001			285.00	0.00	0.00	285.00	118.75	0.0%	
531700			300.00	0.00	0.00	300.00	125.00	0.0%	
531900			250.00	0.00	0.00	250.00	104.17	0.0%	
534500			4,750.00	0.00	1,342.77	3,407.23	1,979.17	28.3%	
534700			1,076.00	0.00	0.00	1,076.00	448.33	0.0%	
542100			857.00	0.00	0.00	857.00	357.08	0.0%	
545000			9,682.00	0.00	4,796.35	4,885.65	4,034.17	49.5%	
548900			600.00	95.24	365.50	234.50	250.00	60.9%	
571000			330.00	0.00	0.00	330.00	137.50	0.0%	
573000			0.00	0.00	0.00	0.00	0.00	#DIV/0!	
<b>TOTAL LIBRARY ADMIN</b>		0.00	418,388.47	14,710.55	127,118.75	291,269.72	174,328.53	30.7%	

