# BELMONT MEMORIAL LIBRARY MASSACHUSETTS MEETING OF THE BOARD OF TRUSTEES

BELMONT,

April 16, 2013

Secretary Mary Keenan called the meeting to order at 7:32 p.m. Present were Trustees Elaine Alligood, Mary Keenan, Sarah Phillips, Matt Sullivan, and Director Maureen Conners. Chair Matt Lowrie and Trustee Mark Carthy were absent. Belmont Library Foundation Chair Marcie Schorr Hirsch attended the meeting, as well as Cathy Keohane and Franklin Tucker.

The minutes for the meeting of March 26, 2013, were unanimously approved on a motion by Trustee Sullivan, seconded by Trustee Alligood.

Belmont Library Foundation Update: Director Conners outlined plans for presentations prior to Town Meeting, May 29. These included two public meetings to be held at the library. Trustee Alligood will work on an informational handout. BLF Chair Hirsch described the difficulty of forming partnerships in Belmont supportive of the library without a confirmed site for the replacement practice field. The selection of the "pool-only" option for the Underwood Pool and Park leaves the incinerator site as the only remaining site for the practice field. Trustee Keenan outlined the problems with this site, including time delays, cost and environmental issues. BLF Chair Hirsch suggested that finding an alternative field is an issue for all town leaders and not solely that of the library, if a new library is indeed a town priority. A general discussion about town priorities and the need for a coordinated town plan followed.

#### **New Business**

Director Conners will contact Chair Lowrie to update him and to discuss a possible meeting with town Selectmen. She will contact MBLC Acting Director Dianne Carty regarding the likelihood of a second extension of time on the state grant.

ITAC Representative – Trustees are still looking for a candidate for this opening and they are waiting to hear back from a suggested individual.

Financial Report – Director Conners reviewed expenditures through April 11, 2013. The budget is on track and there are no overages.

Friends Report – Trustee Phillips reported on topics discussed at the April meeting of the Friends, including a review of the Books in Bloom event, Town Day participation, and the Chenery Book Awards.

The meeting was adjourned at 8:55 p.m. with a unanimous vote on a motion by Trustee Alligood, seconded by Trustee Sullivan.

Respectfully submitted, Sarah Phillips, Trustee

#### Exhibits:

Agenda for meeting April 16, 2013
Minutes for meeting March 26, 2013
Director's Report
Activity Report March 2013
Belmont Public Library Expenditures, April 2013

## TRUSTEES MEETING DIRECTOR'S REPORT April 16, 2013

## CLAFLIN ROOM 7:30 PM

#### **Building and Grounds**

The contractual cleaning contract expires in May. I put it out to bid. We had fifteen company's request the RFP and four company's that actually submitted a bid. The bids were opened and read by Mary Keenan in the Claflin Room. Only one company attended. The bids are as follows:

ABM Janitorial Services Northeast	Somerville	\$34,508.04
MP Building Services	Methuen	\$36,329.80
Jani-King	Burlington	\$36,452.00
TNT Cleaning Services, Inc	Framingham	\$42,413.28

I will go through each bid, making sure all documentation requested is enclosed, checking the math and their bid bond, references etc.

#### Director's Report

Melissa Lynch will give an update on the activities they would like to schedule before the Special Town Meeting in May.

Matt L. spoke to Myron Kassaraba regarding the ITAC position. He was not interested but they did come up with another individual, Melissa Shaffer. Melissa is interested and I did ask if she could attend our meeting. I have not heard back.

The rest of the meeting will be summarizing the meetings we have attended, conversations we have had and discussing what should happen next. Talking to the MBLC is probably the first step.

#DIV/0!	0.00	0.00	0.00	0.00	0.00		0.00	DOES & MEMBERSHIT	373000
50.6%	275.00	163.03	166.97	0.00	330.00		330.00	DIES & MEMBERSHIP	573000
103.0%	500.00	(17.96)	617.96	5.00	600.00		600.00	GASOLINE	040900
78.2%	8,068.33	2,109.50	7,572.50	0.00	9,682.00		9,682.00	CASSI INIT	040000
0.0%	714.17	857.00	0.00	0.00	857.00		857.00	OFFICE SUPPLIES	545000
7.0%	896.67	1,001.00	75.00	0.00	1,076.00		1,076.00	TRICING	534/00
29.3%	3,958.33	3,356.40	1,393.60	0.00	4,750.00		4,750.00	POSTAGE	534500
0.0%	208.33	250.00	0.00	0.00	250.00		250.00	ADVERTISING & PUBLIC RELA	23.1900
0.0%	250.00	300.00	0.00	0.00	300.00		300.00	EMPLOYEE IRAINING	531700
54.4%	237.50	130.00	155.00	0.00	285.00		285.00	MEDICAL REPORTS & BILLS	10000
#DIV/0!	0.00	0.00	0.00	0.00	0.00		0.00	MAIN LENANCE LIBRARY EQUI	3000
82.3%	4,193.33	892.12	4,139.88	0.00	5,032.00		5,032.00	MAIN ENANCE OFFICE EQUIP	524500
#DIV/0!	0.00	0.00	0.00	0.00	0.00		0.00	KETAIKS & MAINTENANCE	524400
#DIV/0!	0.00	0.00	0.00	0.00	0.00		0.00	MAIN LENANCE GROUNDS	
64.6%	66,998.33	28,474.89	51,923.11	8.00	80,398.00		80,398.00	MAINTENANCE BUILDING	524300
37.4%	4.166.67	3,130.79	1,869.21	0.00	5,000.00		5,000.00	WATER	523100
57.1%	30,984.17	15,944.21	21,236.79	0.00	37,181.00		37,181.00	ELECTRICITY	006779
38.1%	19,009.17	14,130.31	8,680.69	0.00	22,811.00		22,811.00	GAS	522800
100.0%	7,241.67	0.00	8,690.00	0.00	8,690.00		8,690.00	EBSCO	527700
									16112
100.0%	683.33	0.00	820.00	0.00	820.00		820.00	UNIFORM	519900
100 0%	2 575 83	0.00	3,091.00	0.00	3,091.00		3,091.00	MEDICARE	517800
100.0%	340.83	0.00	409.00	0.00	409.00		409.00	WORKER'S COMPENSATION	517200
100.0%	18,677.50	0.00	22,413.00	0.00	22,413.00		22,413.00	HEALIH INSURANCE	000/10
100.0%	770.83	0.00	925.00	0.00	925.00		925.00	LONGEVITY	514800
83.1%	7,674.17	1,559.27	7,649.73	513.21	9,209.00		9,209.00	CVEXEME	513000
72.1%	8,120.83	2,715.35	7,029.65	505.08	9,745.00		9,745.00	SALARIES, PART TIME	001110
78.8%	167,918.73	42,629.17	158,873.30	11,536.62	201,502.47		201,502.47	SALARIES, FULL TIME	511000
									16111
								LIBRARY ADMINISTRATION	
EXP	10 MONTHS	BALANCE	JULY - APRIL	APRIL	BUDGET	KANSHER	AFFROFRING.		
%	PROJECTED		SPENT	SPENT	ADJUSTED		ORIG./ADJ.		
	- N								
	11-Apr-13				2013	APRIL			
				TURES	BELMONT PUBLIC LIBRARY EXPENDITURES	BLIC LIBRA	BELMONT PU		

77.70%	446,813.29 1,669,683.42 77.70%	446,813.29	1,556,806.81	69,101.29	2,003,620.10	0.00	2,003,620.10	TOTAL LIBRARY DEPARTMT	
80.86%	219,013.66	50,296.20	212,520.19	8,976.66	262,816.39	0.00	262,816.39	TOTAL LIBRARY TECH SERV	
#DIV/0!	0.00	0.00	0.00	0.00	0.00		0.00	C	0.000
70.4%	9,166.67	3,257.76	7,742.24	0.00	11,000.00		11,000.00	DI IES	573000
80.0%	62,890.83	15,094.23	60,374.77	0.00	75,469.00		75,469.00	COMPUTER SERVICE	530600
100.0%	1,846.67	0.00	2,216.00	0.00	2,216.00		2,210.00		16132
100.0%	332.50	0.00	399.00	0.00	000000		2 246 00	MEDICARE	517800
100.0%	13,670.00	0.00	16,404.00	0.00	399.00		399.00	WORKER'S COMPENSATION	517200
77.3%	1,604.17	437.50	1,487.50	0.00	1,925.00		16,404,00	HEALTH INSTIRANCE	517000
76.9%	10,260.00	2,848.75	9,463.25	680.64	12,312.00		1 025 00	IONGEVITY	514800
80.0%	119,242.83	28,657.96	114,433.43	8,296.02	143,091.39		143,091.39	SALARIES, FULL TIME	511000
									16131
								LIBRARY TECH SERVICE	
78.80%	1,096,206.03	278,892.01	1,036,555.23	47,556.72	1,315,447.24	0.00	1,315,447.24	TOTAL LIB PUBLIC SERVC	
#DIV/0!	0.00	0.00	0.00	0.00	0.00		0.00	טכבט	0,000
74.6%	255,004.17	77,831.14	228,173.86	90.50	306,005.00		306,005.00	DIJES	572000
66.3%	6,543.33	2,649.38	5,202.62	0.00	7,852.00		7,852.00	BOOKS/BEB/EI M/OD/DEO	555000
69.8%	675.00	245.00	565.00	0.00	810.00		810.00	PROFESSIONAL SERVICES	530000
#DIV/0!	0.00	0.00	0.00	0.00	0.00				16122
100.0%	9,900.33	0.00	0.00	0.00	0.00		0.00	LIFE INSURANCE	517900
100.0%	7,272.50	0.00	11,455.00	0.00	11 950 00		11.950.00	MEDICARE	517800
100.0%	110,009.17	0.00	4 455 00	0.00	1 455 00		1 455 00	WORKER'S COMPENSATION	517200
61.2%	4,988.33	2,325.29	138 767 00	0.00	138 767 00		138.767.00	HEALTH INSURANCE	517000
#DIV/0!	0.00	0.00	3 660 71	0.00	5 086 00		5 986 00	LONGEVITY	514800
70.2%	167,869.06	60,083.44	141,359.43	10952.58	201,442.87		0.00	OVERTIME	513000
78.8%	534,316.14	135,757.76	505,421.61	36513.64	641,179.37		641,179.37	WAGES, FULL TIME	511000
									16121
								LIBRARY PUBLIC SERVICE	
EXP	10 MONTHS	BALANCE	JULY - APRIL	APRIL	BUDGET	TRANSFER	APPROPRTNS.		
9	PROJECTED		SPENT	SPENT	ADJUSTED		ORIG./ADJ.		

# Belmont Public Library Activity Report For The Month of March 2013

			011	viaicii 2015	
Days open Days open		31 30			
Agency	March 2013		Increase Over <u>Mar 2012</u>	Cumulated <u>2013</u>	Cumulated Increase Over 2012
Adult Juvenile _ Total	24,203 23,270 47,473	_	(581) (921) (1,502)	72,016 64,900 136,916	902 (3,814) (2,912)
Downloada	hle Audioha	noks (include	ed in above figure	2)	
Checkouts	901	ono (mondo	od in above figure.	3,095	
Average Da	ily Circulati	on			
Adult Juvenile	2013 807 776	<u>2012</u> 799 780		•	
Non-Book (	included in	above figure	es)		
Adult Juvenile_ Total	10,662 4,424 15,086	_	(86) (30) (116)	31,578 12,605 44,183	588 (735) (147)
DVD Adult Juvenile Total	7,635 3,331 10,966	-	15 92 107	22,706 9,462 32,168	498 (418) 80
Internet Use	2,048			5,707	
Interlibrary L	oan: 34			95	
Loaned Faxed	40			128 2	

(138)

Young Adult Circulation 1,843

Reference a	and Info	ormation
-------------	----------	----------

	March	Increase Over	Cumulated	Cumulated Increase
	<u>2013</u>	Mar 2012	<u>2013</u>	Over 2012
Adult	3,810	245	10,746	489
Email	10	7	29	22
Total	3,820	252	10,775	511

## **Book Processing**

Added: 1,573 Withdrawn: 1,295

Vithdrawn: 1,295 Repaired: 63

Meeting Room Us	<u>e</u>		Cumulated	Cumulated
Room	Times Used	<u>Attendance</u>	Times Used	<u>Attendance</u>
Assembly	33	1,555	78	3,442
Flett	31	734	91	2,157
Misc.	8	165	25	462
Total	72	2,454	194	6,061
Library Sponsored	Programs (included	in above figures)		
Adult	3	145	11	375
Juvenile	35	1,306	92	3,162
Young Adult	4	60	13	178
Total	42	1,511	116	3,715

Circulating Passes:			Pass Cumulated
Aquarium	24		57
Audubon	7		9
Boston By Foot	_	(Pass not available in Mar.)	-
Children's	18		56
DeCordova	10		19
Discovery	13		30
Essex/Peabody	10		30
Fine Arts	37		92
Gardner	12		35
Harvard Art	4		8
Harvard Natural History	10		34
Institute of Contemp. A	11		26
Kennedy Library	_	(4)	5
Mass Parks Pass	-		-
Plimoth Plantation	3		3
Science	36		98
Zoos	11		22
Total	206		524