

BELMONT MEMORIAL LIBRARY
MEETING OF THE BOARD OF TRUSTEES

BELMONT, MASSACHUSETTS
February 19, 2013

Chair Matt Lowrie called the meeting to order at 7:50 p.m. Present were Trustees Elaine Alligood, Mark Carthy, Mary Keenan, Sarah Phillips and Director Maureen Connors. Belmont Library Foundation (BLF) was represented by Marcie Schorr Hirsch and Melissa Lynch. Trustee Matt Sullivan was absent.

The minutes for the meeting of January 15, 2012, were unanimously approved on a motion by Trustee Alligood, seconded by Trustee Phillips.

Old Business

Belmont Library Foundation Update - Ms. Hirsch explained the two committee structure: the Leadership Gifts Committee and the Communication and Outreach Committee. There will be neighborhood coffees; the second video is ready for Town Meeting. Background is needed on naming the library building that is presently the "Memorial" library and for parts of the library already named.

Update on Pool/Library & Capital Committee Meeting

Chair of the Board of Selectmen Mark Paolillo said that an information sheet about the library is needed before Town Meeting. He noted the merits of the CPOC report. The library should be on the agenda of precinct meetings. Costs of various projects must be analyzed and compared with retiring debts. Representative Rogers is filing legislation for the town to gain title to the incinerator site. Mr. Paolillo said both options for recreational fields - the pool site and the incinerator site - must be considered on parallel paths. *The library will request a place on the School Committee agenda.* Trustee Carthy asked if the Selectmen would discuss and vote on the post-closure use of the incinerator site. Mr. Paolillo asked if part of the new library could be physically segregated for study hall; Dr. Kingston has said that the school would staff this. The trustees are confident that a sharing of the new library with students can be worked out. Mr. Paolillo's gracious offer to help the Library Foundation was met with appreciation from Ms. Hirsch.

Old Business (continued)

Library Video Update The video has been completed.

Trust Fund update Trustee Phillips is continuing her work on this.

New Business

As National Library Week is the week of April 18th, Chair Lowrie made a motion to have amnesty for overdue books during that week. Seconded by Trustee Carthy, the motion passed unanimously.

The Library Card Challenge is on-going for the month of February.

The Garden Club has expressed an interest in a monetary gift to the library. Trustee Keenan will report the trustees' appreciation and suggest what the gift could be used for.

Concern was expressed over proposed legislation for Town Administrator as it differs from long-standing practices and procedures of the elected trustees in fulfilling their duties.

Trustee Carthy made a motion to adjourn the meeting at 9:17 p.m. Seconded by Trustee Alligood, the motion passed unanimously.

Next meetings: March 26 and April 16

Exhibits

Agenda February 19, 2013

Minutes for the meeting of January 15, 2013

Director's Report

Activity Report January 2013

Expenditures February 2013

Minutes Executive Session December 17, 2012

Case law backup and analysis re. collective bargaining

BLF update

An Act establishing the position of Town Administrator in the Town of Belmont

APPROVED

TRUSTEES MEETING

February 19, 2013

CLAFLIN ROOM

7:30 PM

Building and Grounds

John did a great job getting us cleared out. We haven't had any leaks yet from flat roof. We did lose a couple of slates from the roof before the blizzard - no leaks(yet.).

Director's Report

Mark Paolillo is attending the meeting. We should discuss whether or not the SC will have an article to transfer the land (providing the feasibility study is favorable) on the TM Warrant. I do know it is listed on the draft warrant submitted by David Kale - not the SC. I think we should also ask him to give us a report on the Capital Budget Committee meeting (if he attended - if not I'm sure he heard about it) that was on wickedlocal. I found this article very upsetting. Has nothing change in 13 years?

Mary and I will meet with the Town Administrator to review the Capital Budget - will report at our meeting on Tuesday.

Sarah and I met regarding the changes she would like to see for the trust funds. We made a lot of progress. The last step is writing up the process. Sarah is not sure if it will be ready for the meeting but she will give you an update.

I attended the Pool Feasibility Study meeting. There were about 65 people there (according to my count). The only questions about the library were the cost of the new library and perhaps the Pure Coat site could be looked at again for use as a field or for school use.

The video is taking a little bit longer than expected. Anne sounds very frustrated. She hopes to have a copy by next week. We were going with \$90 per year \$7.25 a month. We ended up using a range of \$6 to \$9 (average). Anne seemed a little disappointed with the videography. She definitely said that this is it-she is done. She is way too busy now so the video "it is what it is!" according to Anne.

I met with Marcie last week to catch up. They will be extending Melissa's contract. Melissa will be attending our meeting. She will update you on their meeting (BLF) which was held on February 13.

I submitted 2 warrant items for the TM. 1) appointment of a Building Committee and 2) Revolving fund for copiers and lost book - expenditure for FY14.

The laptop policy is still in draft mode. The question is what type of computers we want to use - laptop - expensive - notebook - I like - inexpensive - netbook chrome -so we are not sure so the policy is on hold for a bit until we do more research.

The Garden Club will be giving the library a donation. Mary will talk about this at the meeting.

We are trying to keep the Library in the news so people feel positive about the library. February is all about the Library Challenge. I'll update you at the meeting. March will be Books in Bloom. April will be "50 Shades of Chocolate." The plan is to have lots of activities around - chocolate. Right now staff is in the process of arranging for a cooking demonstration, a baking contest, Children's is working with Chocolate Dream to do a program, YA will have a brownie contest, hot chocolate for the public and for staff - chocolate fondue in the staff room with a variety of things to dip-fruit, marshmallows etc. As part of this - the staff would like to make National library week (April 15 - 20) a fine free week. This will need to be a vote. We probably would still try to do an Amnesty for a few weeks before school gets out.

We will be short staffed in Feb and March. A couple of staff members will be out for 2 weeks and 4 to 6 weeks.

We are also having a wedding in April and a baby in June.

BELMONT PUBLIC LIBRARY EXPENDITURES

15-Feb-13
8:37 AM

FEBRUARY 2013

	ORIG./ADJ. APPROPRPTS.	TRANSFER	ADJUSTED BUDGET	SPENT FEB	SPENT JULY - FEB	BALANCE	PROJECTED 8 MONTHS	% EXP
LIBRARY ADMINISTRATION								
16111								
511000	200,007.47		200,007.47	11,536.63	128,108.97	71,898.50	133,338.31	64.1%
511100	9,084.00		9,084.00	590.53	5,472.36	3,611.64	6,056.00	60.2%
513000	8,000.00		8,000.00	623.20	6,183.40	1,816.60	5,333.33	77.3%
514800	900.00		900.00	0.00	925.00	(25.00)	600.00	102.8%
517000	22,413.00		22,413.00	0.00	0.00	22,413.00	14,942.00	0.0%
517200	409.00		409.00	0.00	0.00	409.00	272.67	0.0%
517800	3,091.00		3,091.00	0.00	0.00	3,091.00	2,060.67	0.0%
519900	725.00		725.00	0.00	820.00	(95.00)	483.33	113.1%
16112								
521100	8,690.00		8,690.00	0.00	4,345.00	4,345.00	5,793.33	50.0%
522800	22,811.00		22,811.00	0.00	4,805.66	18,005.34	15,207.33	21.1%
522900	37,181.00		37,181.00	0.00	17,658.12	19,522.88	24,787.33	47.5%
523100	5,000.00		5,000.00	0.00	1,869.21	3,130.79	3,333.33	37.4%
524300	80,398.00		80,398.00	5,335.22	44,540.25	35,857.75	53,598.67	55.4%
524400	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
524500	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
	5,032.00		5,032.00	0.00	1,164.88	3,867.12	3,354.67	23.1%
	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
530001	285.00		285.00	0.00	155.00	130.00	190.00	54.4%
531700	300.00		300.00	0.00	0.00	300.00	200.00	0.0%
531900	250.00		250.00	0.00	0.00	250.00	166.67	0.0%
534500	4,750.00		4,750.00	0.00	1,386.42	3,363.58	3,166.67	29.2%
534700	1,076.00		1,076.00	0.00	0.00	1,076.00	717.33	0.0%
542100	857.00		857.00	0.00	0.00	857.00	571.33	0.0%
545000	9,682.00		9,682.00	0.00	7,572.50	2,109.50	6,454.67	78.2%
548900	600.00		600.00	0.00	595.23	4.77	400.00	99.2%
571000	330.00		330.00	48.03	68.14	261.86	220.00	20.6%
573000	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
TOTAL LIBRARY ADMIN	421,871.47	0.00	421,871.47	18,133.61	225,670.14	196,201.33	281,247.65	53.5%

ORIG./ADJ.		APPROPRPTS.	TRANSFER	ADJUSTED BUDGET	SPENT FEB	SPENT JULY - FEB	BALANCE	PROJECTED 8 MONTHS	% EXP
LIBRARY PUBLIC SERVICE									
16121									
511000	WAGES, FULL TIME	575,539.04		575,539.04	41764.44	407,623.18	167,915.86	383,692.69	70.8%
511100	WAGES, PART TIME	248,461.42		248,461.42	9743.27	110,792.96	137,668.46	165,640.95	44.6%
513000	OVERTIME	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
514800	LONGEVITY	5,986.00		5,986.00	0.00	3,660.71	2,325.29	3,990.67	61.2%
517000	HEALTH INSURANCE	138,767.00		138,767.00	0.00	0.00	138,767.00	92,511.33	0.0%
517200	WORKER'S COMPENSATION	1,455.00		1,455.00	0.00	0.00	1,455.00	970.00	0.0%
517800	MEDICARE	11,950.00		11,950.00	0.00	0.00	11,950.00	7,966.67	0.0%
517900	LIFE INSURANCE	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
16122									
530000	PROFESSIONAL SERVICES	810.00		810.00	0.00	565.00	245.00	540.00	69.8%
534100	TELEPHONE	7,852.00		7,852.00	240.38	4,782.28	3,069.72	5,234.67	60.9%
552900	BOOKS/PER/FILM/CD/REC	306,005.00		306,005.00	9,387.10	186,117.80	119,887.20	204,003.33	60.8%
573000	DUES	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
	TOTAL LIB PUBLIC SERV	1,296,825.46	0.00	1,296,825.46	61,135.19	713,541.93	583,283.53	864,550.31	55.02%
LIBRARY TECH SERVICE									
16131									
511000	SALARIES, FULL TIME	142,080.02		142,080.02	8,898.94	92,310.73	49,769.29	94,720.01	65.0%
511100	SALARIES, PART TIME	12,020.00		12,020.00	680.64	7,648.21	4,371.79	8,013.33	63.6%
514800	LONGEVITY	1,925.00		1,925.00	0.00	1,487.50	437.50	1,283.33	77.3%
517000	HEALTH INSURANCE	16,404.00		16,404.00	0.00	0.00	16,404.00	10,936.00	0.0%
517200	WORKER'S COMPENSATION	399.00		399.00	0.00	0.00	399.00	266.00	0.0%
517800	MEDICARE	2,216.00		2,216.00	0.00	0.00	2,216.00	1,477.33	0.0%
16132									
530600	COMPUTER SERVICE	75,469.00		75,469.00	114.79	55,845.61	19,623.39	50,312.67	74.0%
542200	PROCESSING SUPPLIES	11,000.00		11,000.00	315.57	6,723.02	4,276.98	7,333.33	61.1%
573000	DUES	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
	TOTAL LIBRARY TECH SERV	261,513.02	0.00	261,513.02	10,009.94	164,015.07	97,497.95	174,342.01	62.72%
	TOTAL LIBRARY DEPARTMT	1,980,209.95	0.00	1,980,209.95	89,278.74	1,103,227.14	876,982.81	1,320,139.97	55.71%

Belmont Public Library
Activity Report For The Month
of January 2013

Days open 2012: 28
Days open 2013: 29

Agency	January <u>2013</u>	Increase Over <u>Jan 2012</u>	Cumulated <u>2013</u>	Cumulated Increase <u>Over 2012</u>
Adult	24,844	1,809	24,844	1,809
Juvenile	<u>20,908</u>	<u>(603)</u>	<u>20,908</u>	<u>(603)</u>
Total	45,752	1,206	45,752	1,206

Downloadable Audiobooks (included in above figures)

Checkouts	1207	1,207
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Average Daily Circulation

	<u>2013</u>	<u>2012</u>
Adult	857	823
Juvenile	721	768

Non-Book (included in above figures)

Adult	10,687	740	10,687	740
Juvenile	<u>4,005</u>	<u>(273)</u>	<u>4,005</u>	<u>(273)</u>
Total	14,692	467	14,692	467

DVD

Adult	7,517	411	7,517	411
Juvenile	<u>2,934</u>	<u>(310)</u>	<u>2,934</u>	<u>(310)</u>
Total	10,451	101	10,451	101

Internet Use

Internet	2,010	2,010
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Interlibrary Loan:

Borrowed	28	28
Loaned	43	43
Faxed	1	1

Young Adult Circulation

1,583	(5)
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ACTIVITY REPORT FOR THE MONTH OF JANUARY 2013

Reference and Information

	January 2013	Increase Over Jan 2012	Cumulated 2013	Cumulated Increase Over 2012
Adult	3,480	288	3,480	288
Email	14	13	14	13
Total	3,494	301	3,494	301

Book Processing

Added:	1,276
Withdrawn:	1,187
Repaired:	40

Meeting Room Use

Room	Times Used	Attendance	Cumulated Times Used	Cumulated Attendance
Assembly	24	1,076	24	1,076
Flett	32	746	32	746
Misc.	8	132	8	132
Total	64	1,954	64	1,954

Library Sponsored Programs (included in above figures)

Adult	6	154	6	154
Juvenile	30	953	30	953
Young Adult	6	82	6	85
Total	42	1,189	42	1,192

Circulating Passes:

		Pass Cumulated
Aquarium	16	16
Audubon	1	1
Boston By Foot	- (Pass not available in Jan.)	-
Children's	17	17
DeCordova	4	4
Discovery	8	8
Essex/Peabody	12	12
Fine Arts	32	32
Gardner	15	15
Harvard Art	2	2
Harvard Natural History	12	12
Institute of Contemp. A	7	7
Kennedy Library	2	2
Mass Parks Pass	-	-
Plimoth Plantation	- (Pass not available in Jan.)	-
Science	31	31
Zoos	4	4
Total	163	163