

BELMONT MEMORIAL LIBRARY  
MEETING OF THE BOARD OF LIBRARY TRUSTEES

BELMONT, MASSACHUSETTS  
FEBRUARY 19, 2015

Chair Lowrie called the meeting to order at 7:30 p.m. in the Claflin Room of the Library. Also present were Trustees Elaine Alligood, Mark Carthy, Kathleen Keohane, and Sarah Phillips, and Acting Director Emily Reardon. Trustee Gail Mann was absent.

The minutes of the Trustees Meeting of January 15, 2015, were approved on a motion by Chair Lowrie, seconded by Trustee Alligood and voted unanimously. The minutes of the Trustees Meeting of January 29, 2015, were also approved on a motion by Chair Lowrie, seconded by Trustee Alligood and voted unanimously.

**Old Business**

*Search Committee* – Search Committee Chair Elaine Alligood reported that the Search Committee had selected the applicants to interview. Interviews will begin February 24<sup>th</sup>.

*FY16 Operating Budget and Capital Budgets* - Acting Director Reardon reviewed the final version of the Expenditure Report, reflecting organizational changes made to accommodate any future consolidation of facilities management. A new section, Library Plant Operations, was added for those line items to be consolidated with other Town facilities management.

Trustee Phillips and Acting Director Reardon reported on their meeting earlier today with Town Administrator David Kale and other officials, to review FY16 Capital Budget and its Projection. The feasibility study requested in FY16 will be expanded to include three possible scenarios: (1) new building on current site, (2) major renovations to existing building, and (3) minimal renovations to keep the existing building open, as well as plans and costs for operating during construction. Ms. Reardon will contact architect J. Stewart Roberts for a cost estimate of the expanded feasibility study. The Trustees reviewed again the question of renting or buying a storage shed for gas-powered equipment, and agreed that a purchased shed would be more economical than a long-term rental after only a few years. Acting Director Reardon updated Trustees on her research into the installation of a fire suppression system, included in the FY16 Capital Budget. The current estimate does not include extras such as a dedicated water main, building drawings, and electrical system tie-ins, making a retrofit to the current building considerably more complicated and expensive. Chair Lowrie moved to amend the FY16 Capital Budget by removing the request for a fire suppression system. The motion was seconded by Trustee Carthy and VOTED unanimously.

*Consolidation* – Trustee Phillips reported that Town Administrator Kale acknowledged receiving the letter on consolidation sent by Trustees Keohane and Mann. Although there are open issues to be discussed with the Board, the Town has not yet had time to address them fully.

### **New Business**

*Severe Weather Closing* – Heavy snowstorms have forced the Library and other Town buildings to close multiple times in recent weeks. The Library Trustees are statutorily responsible for the building and therefore must approve the Director's decision to close due to severe weather. Acting Director Reardon reported that Town Administrator Kale has suggested a change in this procedure by giving the Director the authority to make the decision to close the Library without prior Trustee approval should the Belmont Public Schools decide to close because of severe weather. While their approval in cases of a Town-wide parking ban would be automatic (and therefore not require prior approval), the decision to close in other situations would be less straightforward. For this reason, the Trustees agreed not to change the procedure, and to still require the prompt, prior approval of any one Trustee in cases where a parking ban is not also imposed. The Director may call any of the Trustees for approval, in the interest of reaching a decision in time for the open or closed status of the Library to be included in the Police Department's severe weather communications.

Trustee Carthy moved to adjourn the meeting at 9:00 p.m. because of Library staff transportation issues, seconded by Trustee Alligood, and voted unanimously.

**Next meeting will be held on Thursday, March 19, at 7:30 p.m.**

Respectfully submitted,  
Sarah Phillips, Secretary

### Exhibits:

Agenda February 19, 2015  
Minutes January 15, 2015  
Minutes January 29, 2015  
FY15/FY16 Expenditure Report  
FY16 – FY21 Capital Budget Projection draft  
FY16 Capital Budget Commentary draft  
Acting Director's Report, February 19, 2015  
MA Library Trustee Association Annual Meeting notice  
BPL Activity Report for January 2015  
BPL Expenditures for February 2015, dated Feb. 18, 2015

# Town of Belmont Expenditure Report

0100	General Fund	FY14 EXPENDED	FY15 TOWN FINAL VOTE	FY15 ADJUSTED BUDGET	FY15 TOWN EST EXP	FY16 PROPOSED BUDGET	FY16 TOWN FINAL VOTE	Chg Level Services FY16	% Chg Level Services FY16
	<u>Library Administration</u>								
16111	511000 Full Time Salaries	\$204,492	\$204,318	\$207,704	\$200,058	\$157,121	\$0	(\$50,583)	-24.35%
16111	511100 Part Time Salaries	\$9,028	\$10,436	\$10,645	\$9,775	\$0	\$0	(\$10,645)	-100.00%
16111	513000 Overtime	\$9,085	\$9,950	\$9,950	\$9,950	\$0	\$0	(\$9,950)	-100.00%
16111	514100 Specialty Pay/Stipend	\$0	\$260	\$260	\$260	\$0	\$0	(\$260)	-100.00%
16111	514800 Longevity	\$975	\$975	\$975	\$975	\$575	\$0	(\$400)	-41.03%
16111	517000 Health Insurance	\$22,295	\$22,295	\$22,295	\$22,295	\$16,285	\$0	(\$6,010)	-26.96%
16111	517200 Workers Compensation	\$511	\$0	\$0	\$0	\$0	\$0	\$0	#Num!
16111	517800 Medicare	\$3,249	\$3,288	\$3,340	\$3,217	\$2,287	\$0	(\$1,053)	-31.53%
16111	518000 Pension Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#Num!
16111	519900 Uniform Allowance	\$820	\$820	\$820	\$820	\$0	\$0	(\$820)	-100.00%
	<u>Personal Services</u>	\$250,454	\$252,342	\$255,989	\$247,350	\$176,268	\$0	(\$79,721)	-31.14%

# Town of Belmont Expenditure Report

		FY14 EXPENDED	FY15 TOWN FINAL VOTE	FY15 ADJUSTED BUDGET	FY15 TOWN EST EXP	FY16 PROPOSED BUDGET	FY16 TOWN FINAL VOTE	Chg Level Services FY16	% Chg Level Services FY16
16112	521100	Utilities ESCo Lease Payme	\$8,690	\$8,690	\$8,690	\$0	\$0	(\$8,690)	-100.00%
16112	522800	Natural Gas	\$18,907	\$16,500	\$18,500	\$0	\$0	(\$16,500)	-100.00%
16112	522900	Electricity	\$32,393	\$40,015	\$40,015	\$0	\$0	(\$40,015)	-100.00%
16112	523100	Water	\$3,465	\$5,000	\$4,500	\$0	\$0	(\$5,000)	-100.00%
16112	524300	Repair & Maint Bldg	\$121,136	\$134,235	\$130,000	\$0	\$0	(\$134,325)	-100.00%
16112	524500	Maint Office Equipment	\$4,195	\$5,515	\$5,515	\$5,625	\$0	\$110	1.99%
16112	530001	Prof Services-Medical Bills	\$326	\$299	\$326	\$326	\$0	\$27	9.03%
16112	531700	Prof Services-Emp Train Se	\$228	\$350	\$350	\$367	\$0	\$17	4.86%
16112	531900	Prof Services-Advertising	\$278	\$500	\$500	\$500	\$0	\$0	0.00%
16112	534500	Postage	\$1,592	\$2,800	\$2,800	\$2,800	\$0	\$0	0.00%
16112	534700	Printed Materials	\$1,401	\$1,500	\$1,500	\$1,575	\$0	\$75	5.00%
16112	542100	Office Supplies	\$725	\$945	\$945	\$975	\$0	\$30	3.17%
16112	545000	Custodial Supplies	\$10,686	\$12,257	\$12,257	\$0	\$0	(\$12,257)	-100.00%
16112	548900	Vehicle Fuel - Unleaded	\$347	\$398	\$398	\$0	\$0	(\$398)	-100.00%
16112	571000	In State Travel	\$574	\$375	\$375	\$390	\$0	\$15	4.00%
16112	573000	Dues and Membership	\$580	\$610	\$580	\$610	\$0	\$0	0.00%



# Town of Belmont

## Expenditure Report

		FY14 EXPENDED	FY15 TOWN FINAL VOTE	FY15 ADJUSTED BUDGET	FY15 TOWN EST EXP	FY16 PROPOSED BUDGET	FY16 TOWN FINAL VOTE	Chg Level Services FY16	% Chg Level Services FY16
<b><u>Library Plant Operations</u></b>									
16116	511000	\$0	\$0	\$0	\$0	\$54,219	\$0	\$54,219	#Div/0!
	Full Time Salaries								
16116	511100	\$0	\$0	\$0	\$0	\$8,146	\$0	\$8,146	#Div/0!
	Part Time Salaries								
16116	513000	\$0	\$0	\$0	\$0	\$10,149	\$0	\$10,149	#Div/0!
	Overtime								
16116	514100	\$0	\$0	\$0	\$0	\$260	\$0	\$260	#Div/0!
	Specialty Pay/Stipend								
16116	514800	\$0	\$0	\$0	\$0	\$400	\$0	\$400	#Div/0!
	Longevity								
16116	517000	\$0	\$0	\$0	\$0	\$6,010	\$0	\$6,010	#Div/0!
	Health Insurance								
16116	517200	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#Num!
	Workers Compensation								
16116	517800	\$0	\$0	\$0	\$0	\$1,073	\$0	\$1,073	#Div/0!
	Medicare								
16116	519900	\$0	\$0	\$0	\$0	\$820	\$0	\$820	#Div/0!
	Uniform Allowance								
<b><u>Personal Services</u></b>									
16117	521100	\$0	\$0	\$0	\$0	\$81,077	\$0	\$81,077	#Div/0!
	Utilities ESCo Lease Payme								
16117	522800	\$0	\$0	\$0	\$0	\$8,690	\$0	\$8,690	#Div/0!
	Natural Gas								
16117	522900	\$0	\$0	\$0	\$0	\$19,050	\$0	\$19,050	#Div/0!
	Electricity								
16117	523100	\$0	\$0	\$0	\$0	\$42,015	\$0	\$42,015	#Div/0!
	Water								
16117	524300	\$0	\$0	\$0	\$0	\$5,000	\$0	\$5,000	#Div/0!
	Repair & Maint Bldg								
16117	524400	\$0	\$0	\$0	\$0	\$133,390	\$0	\$133,390	#Div/0!
	Repair & Maint Vehicles								
16117	545000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#Num!
	Custodial Supplies								
16117	548900	\$0	\$0	\$0	\$0	\$12,625	\$0	\$12,625	#Div/0!
	Vehicle Fuel - Unleaded								
		\$0	\$0	\$0	\$0	\$398	\$0	\$398	#Div/0!
<b><u>Other Expenses</u></b>									
		\$0	\$0	\$0	\$0	\$221,168	\$0	\$221,168	#Div/0!
<b>Total Library Plant Operations</b>									
		\$0	\$0	\$0	\$0	\$302,245	\$0	\$302,245	#Div/0!

# Town of Belmont Expenditure Report

	FY14 EXPENDED	FY15 TOWN FINAL VOTE	FY15 ADJUSTED BUDGET	FY15 TOWN EST EXP	FY16 PROPOSED BUDGET	FY16 TOWN FINAL VOTE	Chg Level Services FY16	% Chg Level Services FY16
<b><u>Library/Tech Services</u></b>								
16131 511000 Full Time Salaries	\$146,893	\$146,948	\$148,337	\$146,941	\$150,751	\$0	\$2,414	1.63%
16131 511100 Part Time Salaries	\$11,960	\$12,034	\$12,034	\$12,034	\$12,126	\$0	\$92	0.77%
16131 514800 Longevity	\$1,975	\$1,975	\$1,975	\$1,975	\$1,975	\$0	\$0	0.00%
16131 517000 Health Insurance	\$32,599	\$48,855	\$48,855	\$32,599	\$32,570	\$0	(\$16,285)	-33.33%
16131 517200 Workers Compensation	\$499	\$0	\$0	\$0	\$0	\$0	\$0	#Num!
16131 517800 Medicare	\$2,334	\$2,334	\$2,354	\$2,334	\$2,390	\$0	\$36	1.53%
16131 518000 Pension Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#Num!
<b><u>Personal Services</u></b>								
16132 530600 Computer Services	\$196,260	\$212,146	\$213,555	\$195,883	\$199,812	\$0	(\$13,743)	-6.44%
16132 542200 Computer/Processing Suppl	\$61,126	\$66,665	\$66,665	\$66,665	\$70,216	\$0	\$3,551	5.33%
	\$12,148	\$12,133	\$12,133	\$12,133	\$12,740	\$0	\$607	5.00%
<b><u>Other Expenses</u></b>								
16133 587100 Capital Outlay Repl Comput	\$73,274	\$78,798	\$78,798	\$78,798	\$82,956	\$0	\$4,158	5.28%
	\$11,341	\$12,000	\$12,000	\$12,000	\$12,000	\$0	\$0	0.00%
<b><u>Capital Outlay</u></b>								
	\$11,341	\$12,000	\$12,000	\$12,000	\$12,000	\$0	\$0	0.00%
<b>Total Library/Tech Services</b>								
	\$280,876	\$302,944	\$304,353	\$286,681	\$294,768	\$0	(\$9,585)	-3.15%
<b>Library Personal Services</b>								
	\$1,378,900	\$1,460,469	\$1,475,078	\$1,419,571	\$1,465,191	\$0	(\$9,887)	-0.67%
<b>Library Other Expenses</b>								
	\$575,931	\$612,602	\$612,692	\$609,864	\$637,272	\$0	\$24,580	4.01%
<b>Library Capital Outlay</b>								
	\$11,341	\$12,000	\$12,000	\$12,000	\$12,000	\$0	\$0	0.00%
<b>Total</b>	\$1,966,171	\$2,085,071	\$2,099,770	\$2,041,435	\$2,114,463	\$0	\$14,693	0.70%
<b>Total General Fund</b>								
	\$1,966,171	\$2,085,071	\$2,099,770	\$2,041,435	\$2,114,463	\$0	\$14,693	0.70%

# Town of Belmont Expenditure Report

FY14 EXPENDED	FY15 TOWN FINAL VOTE	FY15 ADJUSTED BUDGET	FY15 TOWN EST EXP	FY16 PROPOSED BUDGET	FY16 TOWN FINAL VOTE	Chg Level Services FY16	% Chg Level Services FY16
\$1,966,171	\$2,085,071	\$2,099,770	\$2,041,435	\$2,114,463	\$0	\$14,693	0.70%

Grand Totals

BELMONT MEMORIAL LIBRARY  
FY16 - FY21 CAPITAL BUDGET - PROJECTION

Load Factor	Unit cost	2016	2017	2018	2019	2020	2021
		1.1811072	1.22835149	1.27748555	1.32858497	1.38172837	1.4369975
<b>Mechanical/Electrical*</b>							
Boiler (HVAC system) Replacement or Repair	\$879,000		\$1,079,721				
Fire Suppression System	\$163,075	\$192,609					
Automatic door openers	Complete						
Elevator Functional Repair	In process						
<b>subtotal</b>		\$192,609	\$1,079,721	\$0	\$0	\$0	\$0
<b>Structural</b>							
Repair Roof Structure	\$100,000				\$132,858		
Replace Roof	\$120,000				\$159,430		
<b>subtotal</b>		\$0	\$0	\$0	\$292,289	\$0	\$0
<b>Public Safety*</b>							
Walkways and Sidewalk	Complete						
Generator							
New Lighting	\$263,700					\$364,362	
New Power	\$410,200					\$566,785	
Parking lot Repairs & Curbing-Asphalt	Complete						
Parking lot lighting	\$60,000						
<b>subtotal</b>		\$0	\$0	\$0	\$0	\$931,147	\$0
<b>Other</b>							
Carpet throughout building	\$160,667			\$205,250			
Storm Windows - Replace	\$45,000			\$57,487			
Radio-frequency identification (RFID)	\$11,159			\$14,255			
Feasibility Study	\$75,000						
Storage shed for gas-powered equipment	\$10,000						
<b>subtotal</b>		\$85,000	\$0	\$276,992	\$0	\$0	\$0
<b>Total</b>							
Total with 15% Contractor's Overhead		\$277,609	\$1,079,721	\$276,992	\$292,289	\$931,147	\$0
& 10% Contin. (excluding Feasibility Study & Shed)		\$328,650	\$1,365,847	\$350,395	\$369,745	\$1,177,901	\$0
*All are original to the 1965 building and may need to be repaired on an emergency basis							
*Capital improvements for a running 3 year period are considered in assessing ADA triggers and require compliance							

**BELMONT PUBLIC LIBRARY  
CAPITAL BUDGET  
FY16**

## **FY16 Capital Budget**

The current Library building reaches its 50-year milestone in 2015. Much of the core infrastructure is original to the building and has long exceeded its expected service life. While there are many capital investments that are needed, it must first be understood what the Town's long term strategy for the building is so that prudent investment decisions can be made. The Financial Task force has been evaluating the capital needs of the Town including those of the Library.

Included specifically for consideration in this FY16 capital budget allocation are the following requests:

- Feasibility Study support to assess, analyze and recommend space and building needs to support existing Library services and programs. This study would examine the requirements and provide guidance on the feasibility of renovation/addition of the existing building or make recommendations on the needs for a new facility
- Installation of a free standing structure to hold all gas powered equipment with required electrical supply access
- Installation of a fire suppression system, which the building lacks

Included in the five-year capital plan are more significant capital requests, notably replacement of the H/VAC system. These projects should be done for safety reasons, to comply with ADA regulations, or because the item is original to the building and beyond its life expectancy. These projects already have been delayed while the Library was on the state wait-list for a new building and should be addressed. The Trustees, however, are concerned about mounting costs and whether they would trigger ADA compliance. Therefore the Trustees would like to work with the Capital Budget Committee on a definitive plan for the Library's future. The results of the Feasibility Study will provide critical information to help inform this path.

See attached the Five Year Timeline for Capital Projects and Estimate of Repairs to Existing Library. Target projects and target timelines should be reassessed pending the results of the Feasibility study which is being requested for funding this year.

## **CAPITAL PROJECTS FY16**

### **I. Project**

**New Feasibility Study** – We expect the State to announce another round of grants for new library building construction or major building renovations in 2016 or 2017. These grant applications will need to include a feasibility study for the specific site and a conceptual design for an addition/renovation and/or a new building on that site.

### **2. Reason for request**

A feasibility study for library construction or major renovation is necessary for any State funding. The last feasibility study was done in 2010 for a new building across Concord Avenue on school property. It was based on a building program from 2005, which was revived again in 2010. With all the changes that have occurred in the library world over those years, it is essential that a new feasibility study include the new technologies, programs and materials that are now standard library operations. The new feasibility study would consider both renovation and new construction on the current library site.

### **3. Cost**

- a. The cost is based on an estimate of \$60,000 to \$75,000 from J. Stewart Roberts of Johnson Roberts Associates.
- b. The estimate from J. Stewart Roberts was provided in January, 2015.
- c. There should be no effect on current operation budget.

### **4. Timing of Project**

- a. The new feasibility study would be completed in FY 2016, to be included in any State grant applications, possibly due 2017.
- b. The next steps for the feasibility study would be to have the cost approved by the Capital Budget Committee, Town Meeting, and possibly the Permanent Building Committee.
- c. The study would be completed in two to four months, in time for the State grant application due date.
- d. The project cannot be phased.
- e. Yes, the project would go out to bid.

### **5. Life Expectancy**

- a. A feasibility study for State funding would be a one-time expenditure, specific to the site and project. Life expectancy is five to ten years.



## **6. Funding**

- a. The project could not be bonded.
- b. The project would be funded by the Capital Budget.

## **II. Project**

**New Shed for Library Gas-Powered Equipment** – The Belmont Fire Department requires that all Library gas-powered equipment (snow blower, lawn mower, leaf blower) be stored outside the building for safety reasons. To date, they have been stored inside the Library building's custodial area which has a fire door separating it from the boiler area. Gasoline and oil for the equipment is stored in a fire proof cabinet.

### **2. Reason for Request**

Currently, there are no outbuildings on Library property for this purpose. While the driveways and parking lots are shoveled by truck, snow on the walks and at doorways is removed by the Library custodian. The custodian also mows the grass and removes yard debris, using Library equipment. This equipment must be stored on site. The Facilities Department has recommended storage in a shed or container located on Library property, but physically removed from the building. The storage facility would need to have an electrical source for the equipment starters.

### **3. Cost**

An 8' x 10' steel container without electricity could be rented for \$1,700 per year, including insurance and delivery, based on a quote from Mobile Mini, Inc. This would be a recurring annual expense, adding to the operating budget. Alternatively, a permanent storage shed with electricity could be purchased for less than \$10,000, based on current websites. This would be a one-time expense and would be less expensive long term. A storage shed would also be more attractive, have no effect on the operating budget, and would not result in the loss of a parking space. For these reasons, the Library Trustees recommend the purchase of a permanent storage shed, rather than a rented container.

### **4. Timing of Project**

- a. A location on Library property would have to be chosen for the storage facility.
- b. The project will need approval from the Capital Budget Committee, and possibly the Planning Board.
- c. The project will probably take one week to complete.
- d. The project cannot be done in phases.
- e. The project would not go out to bid.

## **5. Life Expectancy**

A permanent storage shed for Library gas-powered equipment would be a one-time purchase.

## **6. Funding**

This project cannot be bonded. It would be funded by Capital Budget.

# **III. Project**

## **1. Project**

**Installation of a fire suppression system** – The library does not have a Fire Suppression System. This was not required by code when the building was built but is mandated under current codes. Currently the library is equipped with a smoke detection system that is tied into the Fire Department.

## **2. Reason for the request**

As noted, the library has a smoke detection system. While the probability of a fire is hard to measure, it is probably rising as the infrastructure ages (e.g. wiring and furnace). The impact of an actual fire is hard to measure but parts of our collection, particularly the local history holdings in the Claflin Room, cannot be replaced if destroyed by fire.

Even with the prospect of potential renovation of the library building, the timeline would be lengthy and thus the use of this facility is anticipated for the next five years.

## **3. Costs/Benefits –**

- a. A rough estimate of \$148,250 - \$163,075 was provided by architect J. Stewart Roberts of Johnson Roberts Associates.
- b. The estimate is from January, 2015 and based on general cost per square foot. A more precise estimate is needed.
- c. The library assumes there will be a slight increase in the operating costs for a new maintenance contract. A quote has also been requested for a maintenance contract on a fire suppressant system.
- d. The building, its collections and its occupants would be better protected if there were a fire.

## **4. Timing of Project**

- b. The project needs to be approved by the Capital Budget Committee.
- c. The length of time for completion of the project is not available at this time.
- d. The project cannot be done in phases.
- e. The project may be put out to bid.

#### **5. Life Expectancy**

The life expectancy is ten to twenty years.

#### **6. Funding**

The funding will come from the Capital Budget.

DIRECTOR'S REPORT  
February 19, 2015  
Claflin Room  
7:30 PM

Buildings and Grounds

*Library Closings*

Reported earlier:

Fri., Jan. 2 – closed at 1 PM, heating system failure

Sat., Jan. 3 – closed at 1 PM, heating system failure

Since last Trustees Meeting:

Mon. Jan. 26 – closed at 5 PM because of weather

Tues., Jan. 27 – closed, also schools, weather

Wed., Jan. 28 – closed, also schools, weather

Mon., Feb. 2 – closed, also schools (schools closed Tues. also), weather

Mon., Feb. 9 – closed, also schools, weather

Tues., Feb. 10 – opened at 10 AM, schools closed all day, weather

Sun., Feb. 15 – closed, weather

Tues., Feb. 17 – opened at 1 PM; closed in morning for heating system failure

*Heating system* Burner failed to light on Monday, Feb. 2 and at first custodian John Marshall was unable to reset and get it started. He eventually did; Combustion Services arrived later and was unable to diagnose the problem. The library was closed that day already because of a snowstorm. We did not have trouble again for two weeks, even on the coldest days. Then on Tuesday, Feb. 17, John discovered that it had failed overnight. Combustion Services got it running and said the problem was the low water gage, which turns off the boiler when the water is too low. The building was warm enough to open at 1 PM.

The annual inspection of all the Town boilers, organized by Town Buildings Manager Kevin Looney, is scheduled for Tuesday, Feb. 24.

*Elevator Maintenance Contract* In the spirit of consolidation, we were planning to terminate our elevator maintenance contract with Schindler Elevator Co. and be included in the Town's maintenance contract with Buckley Elevator Co. Although the primary purpose is to get more in line with the Town, this move could possibly save money as well. Our contract covers service appointments while the Town contract covers the annual inspection and a monthly visit, but no unscheduled service calls. However, we may need legal advice on whether we can terminate the contract with Schindler.

*Assembly Room* On Tuesday, Feb. 10, water began to seep up from underneath the linoleum tiles in the Assembly Room in front of the stage on the side next to the

kitchen. The tiles in that area are now loose, as well as the row of tiles near the windows.

*Storage Shed* Kevin Looney has suggested looking at the Reeds Ferry website, a New Hampshire company, to pick out the shed we want. Decisions need to be made about its size, configuration, appearance, etc. John Marshall has suggested a site at the corner of the building, on the left-hand side of the poolside door (facing the building). This area is now covered with several feet of snow so it may not be possible to fully evaluate this site until the snow melts.

*Refrigerator and Stove* A new refrigerator and stove, selected by Anne Lauriat and purchased by the Friends, has been installed in the kitchen in the same spots as the old appliances. In addition, Anne and Friends president Nancy Dignan gave the kitchen a thorough cleaning and gathered unneeded items from the cabinets that can be donated to a charity. Many thanks to the Friends for the clean and functioning appliances!

### **Directors Report**

#### **Old Business**

*FY16 Budget* The FY16 operating budget has been printed. The Library budget is \$2,114,463, a .7% increase over last year. Removed from our request was \$3000, coming from the building maintenance line item – which still includes funds to remove asbestos tiles and install new tiles in the Assembly Room and other ground floor areas; install new carpet in the Flett Room; and make repairs to the heating system if necessary. The most striking difference in this new budget is that in preparation for consolidation, all building-related line items have been removed from the Administration cost center and placed in a new cost center called Plant Operations.

Trustee Kathy Keohane and I are scheduled to meet with the Warrant Library subcommittee on Friday, Feb. 27.

*Capital Budget* There are three parts to the Library's capital budget request: \$75,000 for a feasibility study for a new building or a renovation/addition; \$10,000 for a storage shed; and \$163,075 for a fire suppression system. Trustee Sarah Phillips and I have a meeting with David Kale and the Town budget team scheduled for Thursday, Feb. 19.

*CPA Grant* The Library's grant application for \$17,923 to digitize Belmont's newspapers from 1890 through 1923 was approved by the Community Preservation Act (CPA) subject to approval by Town Meeting. The Library will make presentations to the Warrant Committee and to Town Meeting; these have not been scheduled yet.

*Video games.* I have pressed charges against one of the individuals who checked out large numbers of video games from Belmont (replacement cost more than \$4,000) and did not return them. He is suspected of taking video games from Arlington, Bedford, Cambridge, Newton, Waltham, and Wellesley, either with or without checking them out. A Belmont Police detective came to the Library to see if any staff members recognized an individual caught on security tape from the Natick Library, to see if all these incidents could be attributed to one person.

Minuteman imposed a system-wide limit of 3 video game checkouts per person, to prevent any further theft. Belmont also found that video games had been removed from security cases and taken from the Library without being checked out. Therefore all video games are now kept behind the circulation desk, with empty cases on display for patrons.

#### New Business

*Severe Weather Closings* Both David Kale and at least one member of the Trustees have suggested that the Trustees develop a procedure to streamline decisions about closing the library (or delaying the opening) because of the weather.

Here is the Beech Street procedure, taken from their website: "Center programs are closed if Belmont schools announce that they are closed. Please note that our administrative offices are usually open even if programs are canceled. The Center is closed if the Town offices are closed. "

The director of the public library in Templeton, MA recently asked the MBLC email list who makes weather-related closing decisions for the library. Ten libraries from across the state responded. At four of these libraries, either the Town Manager or the Mayor decides; at one, the reason was that some library staff are in the same union as the staff at Town Hall. At six libraries, the Director decides, often in consultation with the Town Manager.

I also learned that in Lexington, the Chair of the Library Trustees makes the call after consulting with the Director; in Bedford, the Director makes the decision. Most libraries take into consideration whether the schools or the Town Hall is closed, and also consult with the DPW on whether streets and parking lots will be clear.

*Warrant Articles for Town Meeting* The deadline for submitting warrant articles for consideration at the May 4, 2015 Town Meeting is Monday, March 2. I will request that an authorization to spend \$15,000 from the library's copying/lost books revolving account be included in the Town's revolving fund article.

*Request for Reconsideration of Library Materials* A patron has requested that a picture book be removed from the picture book section and that a new section be established called "parental guidance." After consulting with the Children's librarians, examining reviews of the book, reading comments on a librarians'

listserv, and reviewing the library's materials selection policy and the ALA statements on which it was based, we decided to leave the book in the picture book section. A letter will be sent to the patron.

*Financial Task Force Report* This report can be found online on the Town's web site at <http://www.belmont-ma.gov/projects-reports-presentations> with separate links for the executive summary, the complete report, and a powerpoint summary.





Jan. 2015

# MLTA Update

P.O. Box 1503, Wakefield, MA 01880 Legislative Breakfasts INSIDE

[www.mlta-online.org](http://www.mlta-online.org) SIGN UP / RENEW TODAY to get in Directory



YOUR PUBLIC LIBRARY ADVOCATES' RESOURCE

## Annual Meeting



A full meeting of the MLTA November 1st Annual Meeting in Northboro. The crowd was treated to an inspiring talk by Young Adult author and Massachusetts resident AC Gaughen.

**JOIN US!**

Thank you for attending the Annual Meeting in Northboro! We enjoyed the participation of trustees from around the state, the engaging presence of new MBLC Director Diane Carty and Author AC Gaughen. You brightened a rainy day!

If you missed out, read on to see how we can provide you with resources for managing public libraries, along with a new directory we promise to make available to current members in January, in time for the Legislative Breakfasts!

**Sincerely—Teena Cherry, President MLTA**

*If you are a current member of the MLTA, consider serving on the Board of Directors. We welcome new members with fresh ideas. Do consider joining us! We meet only four times a year, it is not a time consuming position. We also look for regional representation so all corners of the state and a wide range of library management needs are covered.*

President, MA Library Trustee Association (MLTA) P.O.Box 1503 Wakefield, MA 01880

**Teena Cherry**

**471 Pine St. Leicester 01524**



**donteena@charter.net**  
**(508) 892-3056**

ARE YOU 'ON BOARD' with the best value for your membership?— Full trustee board for \$100 / year, see page 4  
Questions about membership, please call **Ann Conant, MLTA Membership Chair (978) 649-2432**

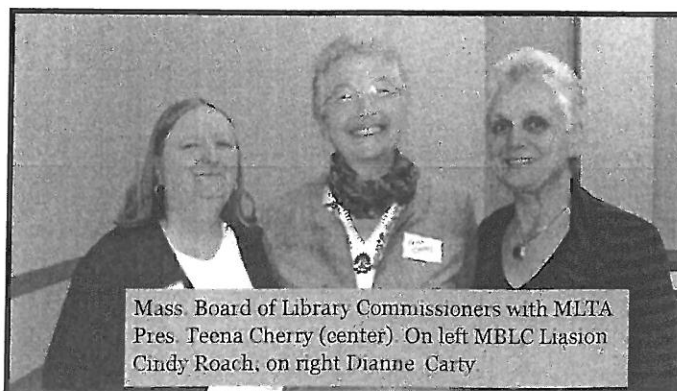
**ADVOCATE! LIBRARIES NEED YOU**

*"Be sure to send one of your Trustee Board members to your local Legislative Breakfast! The more we are seen and heard as to why libraries are RELEVANT the less budgets will be cut. Take a photo with yourself and your colleagues for your home town paper too! -Teena Cherry*  
 President Mass. Library Trustees Assoc. MLTA photos/captions send to [i2art@comcast.net](mailto:i2art@comcast.net)

**8am Library Legislative Breakfasts Continued**

- Fri. Feb. 13 **Southborough Public Library**, 25 Main St. **Southborough**, MA 01772  
**rsvp: [rdonovan@southboroughma.com](mailto:rdonovan@southboroughma.com)**  
 HOSTS: MBLC Dom. Cluggish, Dianne Carty Mary Rose Quinn  
 INVITED LEGISLATORS: Rep. Carolyn Dykema, Sen. James Eldridge
- Fri. Feb. 27 **Athol Public Library** 568 Main St. **Athol**  
**rsvp: [dblanchard@mass.rr.com](mailto:dblanchard@mass.rr.com)** Deb Blanchard  
 HOSTS: MBLC Cindy Roach, Dianne Carty
- Fri. Feb. 27 **Blackstone Public Library**, 86 Main Street, **Blackstone**, MA 01504  
**rsvp: [lchever@cwmar.org](mailto:lchever@cwmar.org)** Lisa Cheever  
 HOSTS: MBLC Cindy Roach, Dianne Carty
- Fri. Mar. 6 **Franklin Public Library**, 118 Main Street, **Franklin**, MA 02038  
**rsvp: [foti@minlib.net](mailto:foti@minlib.net)** Felicia Oti  
 HOSTS: MBLC Comm. Cluggish, Comm. Shesko, Mary Rose Quinn  
 INVITED LEGISLATORS: Sen. Karen Silka, Sen. Richard Ross, Rep. Jeffrey Roy
- Fri. Mar. 13 **Brookline Public Library**, 361 Washington St., **Brookline**, MA  
 HOSTS: MBLC Comm. Caro & Shelley Quezada Featured Legislator Rep. Smizik
- Fri. Mar. 13 **Springfield City Library**, 220 Main St. **Springfield**, MA  
**rsvp: [jramsay@springfieldlibrary.org](mailto:jramsay@springfieldlibrary.org)** John Ramsay  
 HOSTS: MBLC Comm. Murphy, Celeste Bruno, Gregor Trinkaus-Randall  
 Featured Legislators: Sen. Eric Lesser and Sen. Jim Welch
- Fri. Mar. 13 **Monson Free Library**, 2 High Street, **Monson**, MA  
**rsvp: [hbodwell@cwmar.org](mailto:hbodwell@cwmar.org)** Lib. Director Hope Bodwell Sen. Anne Gobi
- Fri Mar. 13 **Auburn Public Library**, 369 Southbridge Street, **Auburn**, MA  
 HOSTS: MBLC Liz Babbitt, Shelley Quenzada, Dianne Carty

**SAVE the  
 DATE:  
 State House  
 Library Day  
 Apr. 1, 2015**



Mass. Board of Library Commissioners with MLTA Pres. Teena Cherry (center). On left MBLC Liaison Cindy Roach, on right Dianne Carty

MLTA TRUSTEE of the YEAR  
 Nominations Now Open  
 Know any outstanding Library  
 Trustees?

Nominate your favorite one  
 today and tell us why he / she  
 deserves special recognition.

Send a letter to MLTA Vice  
 President Brian Lowney at  
[brianlowney@hotmail.com](mailto:brianlowney@hotmail.com)

## MLTA Directory Coming Out Soon

*LIBRARY ADVOCACY is STRONGER across the state when you participate!  
Your input in important decisions—be a part of it and meet your colleagues.*

### 8 am Massachusetts Library Legislative Breakfasts

- Fri. Jan. 23 **Berkshire Community College** 135 West Street, **Pittsfield**  
**rsvp: lkaufmann@mcla.edu** Linda Kaufmann  
HOSTS Richard Felver, Library Director MBLC Cindy Roach, Celeste Bruno
- Fri. Jan. 30 **Worcester Public Library** 3 Salem Square, **Worcester**  
**rsvp: dmeginley@worcpublib.org** Denise McGinley  
HOSTS MBLC Celester Bruno, Mary Rose Quinn, Comm. Kromholm, Comm. Shesko  
INVITED LEGISLATORS: Sen. Harriet Chandler, Sen. Michael Moore; Rep. Kate Campnale, Rep. Dan Donahue, Rep Kim Ferguson Rep Paul Frost, Rep Mary Keefe, Rep. John Mahoney, Rep. David Manradian, Rep. Harold Naughton, Rep. James O'Day
- Fri. Feb. 6 **Norton Public Library** 68 Mani Street, **Norton**  
**rsvp: breadfas@sailsinc.org**  
HOSTS SAILS Network; MBLC Cindy roach Celeste Bruno  
INVITED LEGISLATORS: Sen. James Timilty
- Fri. Feb. 6 **Thomas Crane Library, Quincy**  
HOSTS: OCLN Network  
INVITED LEGISLATORS: Senator John Keenan
- Fri. Feb. 6 **Jacob Edwards Library** 236 Main St. **Southbridge**  
**rsvp: mmorris@cwmars.org** Margaret Morrissey 508-764-5426  
HOSTS MBLC Commissioners Comeaeau, Liz Babbitt, Dinane Carty  
INVITED LEGISLATORS: Sen. Ryan Fattman, Rep. Curos, Rep. Fernandes

### Meet 'n Greet and Tweet!



MLTA Board of Directors with Guest Speaker at the Annual Meeting in Northboro in November, 2014. Pictured above is MLTA Board Director Nancy Gilbert left and MLTA Membership Chair Ann Conant (right); at center is best selling author and Key Note Speaker for our Annual Meeting A.C. Gaughen. Nancy and Ann enjoyed hosting and greeting new members.

KEYNOTE SPEAKER **A. C. Gaughen** is the author of *Scarlet* and *Lady Thief* (Bloomsbury 2012, 2014). Gaughen serves as the Director of Girls' Leadership for Boston GLOW, a non-profit organization that creates opportunities to encourage and engage teen girls in the greater Boston area. She holds a master's in creative writing from St. Andrews University in Scotland, and is a teaching fellow at Harvard Univ.



# JOIN US!

MLTA Winter News '15

Membership good thru calendar year.

## MLTA Membership: JOIN by **FEB. 28** to be in our new MLTA DIRECTORY

Our Massachusetts Library Community depends on MLTA resources and MFOL resilience! We love our libraries and help our residents get the most from them! How can we the MLTA help you as a trustee?

- \*Networking
- \*Quarterly Newsletter
- \*MLTA-online.com website
- \*Regular meetings around the state
- \*Annual Joint Conference MLTA/MFOL Nov 2015
- \*Get in our NEW DIRECTORY members only
  - \*Library Advocacy Ideas
  - \*Management Strategies
- \*News you can use—up-to-date data
- \*Budget information to relay back to your board

Our Directors write to state house for budget advocacy

Name \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

Phone \_\_\_\_\_ interest(s) (circle on right)

Make checks payable to MLTA, complete form and send to : **'MLTA MEMBERSHIP' c/o Ann Conant, 2 Davis Road, Tyngsboro, MA 01879**

Trustee Name /Tel. \_\_\_\_\_

Town Library Name \_\_\_\_\_

Town Library Address \_\_\_\_\_

Individual (\$25/year) \_\_\_\_\_ (Senior \$20) \_\_\_\_\_

Individual Lifetime Membership (\$100 forever) \_\_\_\_\_

Board (\$100- / year) \_\_\_\_\_

Board Members Name(s) \_\_\_\_\_ Emails \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

IF YOU HAVE PAID DUES SEPT. 2014 on—you are considered current through December 2015

**www.mlta-online.com Updated all year to keep up with state library advocacy!**

\*to attend Legislative Breakfast near YOU

\*to be in the 2015 MLTA DIRECTORY

RSVP NOW! Details inside...

P.O. Box 1503 Wakefield MA 01880

Massachusetts Library  
Trustees Association  
**MLTA**



[illegible]

		ORIG./ADJ. APPROPTNS.	TRANSFER	ADJUSTED BUDGET	SPENT FEB	SPENT JULY - FEB	BALANCE	PROJECTED 8 MONTHS	% EXP
	LIBRARY PUBLIC SERVICE								
16121									
511000	WAGES, FULL TIME	661,221.00		661,221.00	34,082.28	397,445.69	263,775.31	440,814.00	60.1%
511100	WAGES, PART TIME	199,743.00		199,743.00	9,580.71	104,210.72	95,532.28	133,162.00	52.2%
513000	OVERTIME	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
514800	LONGEVITY	6,696.00		6,696.00	0.00	3,983.93	2,712.07	4,464.00	59.5%
517000	HEALTH INSURANCE	115,740.00		115,740.00	0.00	115,740.00	0.00	77,160.00	100.0%
517200	WORKER'S COMPENSATION	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
517800	MEDICARE	12,581.00		12,581.00	0.00	12,581.00	0.00	8,387.33	100.0%
517900	LIFE INSURANCE	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
16122									
530000	PROFESSIONAL SERVICES	900.00		900.00	0.00	0.00	900.00	600.00	0.0%
534100	TELEPHONE	9,645.00		9,645.00	0.00	4,532.02	5,112.98	6,430.00	47.0%
552900	BOOKS/PER/FILM/CD/REC	293,270.00		293,270.00	191.75	158,834.05	134,435.95	195,513.33	54.2%
573000	DUES	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
	TOTAL LIB PUBLIC SVC	1,299,796.00	0.00	1,299,796.00	43,854.74	797,327.41	502,468.59	866,530.67	61.34%
	LIBRARY TECH SERVICE								
16131									
511000	SALARIES, FULL TIME	146,948.00		146,948.00	8,442.15	92,300.90	54,647.10	97,965.33	62.8%
511100	SALARIES, PART TIME	12,034.00		12,034.00	694.26	7,590.58	4,443.42	8,022.67	63.1%
514800	LONGEVITY	1,975.00		1,975.00	0.00	1,537.50	437.50	1,316.67	77.8%
517000	HEALTH INSURANCE	48,855.00		48,855.00	0.00	48,855.00	0.00	32,570.00	100.0%
517200	WORKER'S COMPENSATION	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
517800	MEDICARE	2,334.00		2,334.00	0.00	2,334.00	0.00	1,556.00	100.0%
16132									
530600	COMPUTER SERVICE	78,665.00		78,665.00	0.00	59,223.73	19,441.27	52,443.33	75.3%
542200	PROCESSING SUPPLIES	12,133.00		12,133.00	0.00	4,574.57	7,558.43	8,088.67	37.7%
573000	DUES	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
	TOTAL LIBRARY TECH SERV	302,944.00	0.00	302,944.00	9,136.41	216,416.28	86,527.72	201,962.67	71.44%
	TOTAL LIBRARY DEPARTMT	2,085,071.00	0.00	2,085,071.00	66,159.25	1,263,438.49	821,632.51	1,390,047.33	60.59%

Belmont Public Library  
Activity Report For The Month  
of January 2015

Days open 2014: 28  
Days open 2015: 27

Agency	January <u>2015</u>	Increase Over <u>January 2014</u>	Cumulated <u>2015</u>	Cumulated Increase <u>Over 2014</u>
Adult	23,473	(733)	23,473	(733)
Juvenile	<u>20,767</u>	<u>(1,466)</u>	<u>20,767</u>	<u>(1,466)</u>
Total	44,240	(2,199)	44,240	(2,199)

Downloadable Audiobooks & eBooks (included in above figures)

OverDrive	2051	2,051
Hoopla	206	206

Average Daily Circulation

	<u>2015</u>	<u>2014</u>
Adult	869	865
Juvenile	769	794

Non-Book (included in above figures)

Adult	9,621	(863)	9,621	(863)
Juvenile	<u>3,728</u>	<u>(228)</u>	<u>3,728</u>	<u>(228)</u>
Total	13,349	(1,091)	13,349	(1,091)

DVD

Adult	7,132	(490)	7,132	(490)
Juvenile	<u>2,727</u>	<u>(219)</u>	<u>2,727</u>	<u>(219)</u>
Total	9,859	(709)	9,859	(709)

Internet Use

Internet	1,661	1,661
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Interlibrary Loan:

Borrowed	8	8
Loaned	15	15
Faxed		

Young Adult Circulation  
1,625

(192)



# ACTIVITY REPORT FOR THE MONTH OF JANUARY 2015

## Reference and Information

	January 2015	Increase Over January 2014	Cumulated 2015	Cumulated Increase Over 2014
Adult	3,364	(464)	3,364	(464)
Email	10	(5)	10	(5)
Total	<u>3,374</u>	<u>(469)</u>	<u>3,374</u>	<u>(469)</u>

## Book Processing

Added:	756
Withdrawn:	1,207
Repaired:	19

## Meeting Room Use

Room	Times Used	Attendance	Cumulated Times Used	Cumulated Attendance
Assembly	23	964	23	964
Flett	31	606	31	606
Misc.	<u>7</u>	<u>126</u>	<u>7</u>	<u>126</u>
Total	61	1,696	61	1,696

## Library Sponsored Programs (included in above figures)

Adult	7	67	7	67
Juvenile	32	1,300	32	1,300
Young Adult	<u>4</u>	<u>56</u>	<u>4</u>	<u>56</u>
Total	43	1,423	43	1,423

## Circulating Passes:

		Pass Cumulated
Aquarium	29	29
Audubon	1	1
Boston By Foot	- (Pass not available in Jan.)	-
Children's	14	14
DeCordova	5	5
Discovery	8	8
Einstein's Workshop	12	12
Essex/Peabody	6	6
Fine Arts	32	32
Fruitlands	- (Pass not available in Jan.)	-
Gardner	13	13
Harvard Art	7	7
Harvard Natural History	7	7
Institute of Contemp. A	5	5
Kennedy Library	- (Pass not available in Jan.)	-
Mass Parks Pass	-	-
Orchard House	1	1
Plimoth Plantation	- (Pass not available in Jan.)	-
Science	25	25
Zoos	<u>3</u>	<u>3</u>
Total	168	168