

BELMONT MEMORIAL LIBRARY
MEETING OF THE BOARD OF LIBRARY TRUSTEES

BELMONT, MASSACHUSETTS
JULY 15, 2014

Chair Matt Lowrie called the meeting to order at 7:36 p.m. in the Claflin Room of the Library. Present were Trustees Elaine Alligood, Kathleen Keohane, Matt Lowrie, Gail Mann, and Sarah Phillips, and Director Maureen Conners. Trustee Mark Carthy was absent. The Trustees warmly welcomed Director Conners back to the library.

The minutes of the Trustee Meetings of June 3, 11, 13, and 19, 2014, were approved on a motion by Chair Lowrie, seconded by Trustee Mann and voted unanimously.

Old Business

Chair Lowrie and other Trustees updated Director Conners on Library meetings and developments that occurred in her absence.

Financial Task Force meeting – The Trustees discussed action items and issues raised at the June 13th meeting. Trustee Keohane will contact Selectman Paolillo regarding status of the Task Force's final report, and Trustee Mann will follow up with Financial Task Force Capital Group Chair Anne Marie Mahoney. Director Conners will confirm the exact number of Belmont residents who hold Library membership cards. Trustee Alligood will update School Committee Chair Laurie Graham, who did not attend the Financial Task Force meeting.

The Trustees discussed the need to begin work on a new 5-year plan for the library. Community involvement will be important, so outreach after September would be more effective. Director Conners stressed the need for a new library program that shows fewer stacks and addresses square footage issues. The building design must be driven by the Library programs and services to be provided, while allowing for flexibility as future needs evolve.

Consolidation of Library facilities maintenance – Chair Lowrie spoke with Town Administrator David Kale; the Town will consider the Library's need for a dedicated custodian, but will not allow the Library a seat on the Facilities Consolidation Board. After general discussion, Chair Lowrie recommended the Trustees get a clearer understanding of what the Town is asking the Library to give up in joining consolidation, and what benefits the Library would receive in return. The Trustees would present their understanding of the issues to the Town for review in the fall, after reviewing other consolidation agreements. Trustees Mann and Keohane will meet with Director Conners to obtain relevant agreements, and to collect information on the consolidation of Library facilities in other area towns.

Community Preservation Grant – Trustee Phillips reported that Town Treasurer Floyd Carman recommended getting the support and approval of the Belmont Historical Society to any Library grant application. Director Conners described issues with digitization of the Library's collection of old periodicals, a project that might qualify for such a grant.

New Business

Position Vacancies – Coordinator of Children's Services, Denise P. Shaver, has announced her resignation, effective August 29, 2014. Director Connors has posted the position vacancy and it is hoped a replacement will be hired before then.

Young Adult Librarian Ellen Girouard's move to Technology Librarian has created an opening in YA. Director Connors is interviewing candidates for this position.

Director Connors announced her own retirement plans, effective October 31, 2014, to the great surprise and sorrow of the Trustees. She will work with the Trustees to put together a Hiring Committee and assist with the transition over her remaining months. The Trustees congratulated Director Connors on her decision and expressed their deep appreciation for her years of service to the Library.

Director's Report

Director Connors discussed the BPL Expenditures report dated July 15, 2014, which is expected to be the final report of the fiscal year. From its budget, the Library expects to return \$63,612 to the Town, of which \$50,313 was due to personnel changes, and the remainder to lower cost of painting. Circulation increased in June, and the children's summer programs are well attended.

The meeting adjourned at 8:55 p.m.

Next meeting Tuesday, August 19th, 7:30 p.m.

Respectfully submitted,
Sarah Phillips, Secretary

Exhibits:

Agenda July 15, 2014

Minutes June 3, 11, 13, and 19, 2014

Letter of resignation dated May 30, 2014, from Coordinator of Children's Services, Denise P. Shaver

Letter to YA Librarian Ellen Girouard from Caitlin Corrieri, Chenery School

BPL Activity Reports for May & June, 2014

BPL Expenditures for June 2014, dated July 15, 2014

Denise P. Shaver
11 Bynner Street #2
Jamaica Plain, MA 02130

May 30, 2014

Maureen Conners
Belmont Public Library
336 Concord Avenue
Belmont, MA 02478

Dear Maureen:

Please accept this letter as notice of my resignation as Coordinator of Children's Services. This was a difficult decision, but my son will be starting Kindergarten in September and I would like to spend time with him after school. My last day of employment will be August 29, 2014.

It has been a pleasure working at the Belmont Public Library for nearly nine years. I consider everyone on staff to be friends and I will greatly miss them and coming to work. In addition, I will miss assisting the hundreds of Belmont families that I have gotten to know so well. The Belmont Children's Room has also been a place where my professional skills grew tremendously. Belmont residents are voracious readers; I am now at the top of my Reader's Advisory game!

I am extremely grateful for your support and mentoring. You always had the answers, whether squeezing another shelving unit into the children's room or putting the final touches on a flyer. I hope that you will remember me and my work with appreciation, and I look forward to staying in touch.

I will do my best to assist with the transition of my responsibilities so that the children's room functions smoothly after my departure.

Sincerely

A handwritten signature in dark ink, appearing to read "Denise P. Shaver", with a stylized flourish at the end.

Denise P. Shaver

Dear Ellen + The staff of
the Belmont Public Library,

Thank you so much for
welcoming our 7th Graders
to the library for dystopian
book talks a few weeks
ago. We appreciate you
opening early for us and
for your patience while
we were there.

With gratitude,
Carlin Carrier + Cheney 7-1 team
teachers

"Musical Instruments" created by students from Perkins Lower School



[illegible]

		ORIG./ADJ. APPROPRNTS.	TRANSFER	ADJUSTED BUDGET	SPENT JUNE	SPENT JULY- JUNE	BALANCE	PROJECTED 12 MONTHS	% EXP
	LIBRARY PUBLIC SERVICE								
16121									
511000	WAGES, FULL TIME	657,730.00		657,730.00	63168.01	620,577.21	37,152.79	657,730.00	94.4%
511100	WAGES, PART TIME	197,601.00	-322.00	197,279.00	17782.24	185,003.89	12,275.11	197,279.00	93.8%
513000	OVERTIME	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
514800	LONGEVITY	7,472.00		7,472.00	1937.50	6,808.93	663.07	7,472.00	91.1%
517000	HEALTH INSURANCE	105,465.00		105,465.00	0.00	105,465.00	0.00	105,465.00	100.0%
517200	WORKER'S COMPENSATION	1,819.00		1,819.00	0.00	1,819.00	0.00	1,819.00	100.0%
517800	MEDICARE	12,511.00		12,511.00	0.00	12,511.00	0.00	12,511.00	100.0%
517900	LIFE INSURANCE	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
16122									
530000	PROFESSIONAL SERVICES	851.00		851.00	0.00	750.00	101.00	851.00	88.1%
534100	TELEPHONE	8,245.00		8,245.00	795.74	7,244.23	1,000.77	8,245.00	87.9%
552900	BOOKS/PER/FILM/CD/REC	280,369.95	7,710.00	288,079.95	53,498.23	288,825.80	(745.85)	288,079.95	100.3%
573000	DUES	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
	TOTAL LIB PUBLIC SVC	1,272,063.95	7,388.00	1,279,451.95	137,181.72	1,229,005.06	50,446.89	1,279,451.95	96.06%
	LIBRARY TECH SERVICE								
16131									
511000	SALARIES, FULL TIME	146,941.00		146,941.00	14,633.06	146,893.43	47.57	146,941.00	100.0%
511100	SALARIES, PART TIME	12,034.00		12,034.00	1,203.38	11,959.87	74.13	12,034.00	99.4%
514800	LONGEVITY	1,975.00		1,975.00	437.50	1,975.00	0.00	1,975.00	100.0%
517000	HEALTH INSURANCE	32,599.00		32,599.00	0.00	32,599.00	0.00	32,599.00	100.0%
517200	WORKER'S COMPENSATION	499.00		499.00	0.00	499.00	0.00	499.00	100.0%
517800	MEDICARE	2,334.00		2,334.00	0.00	2,334.00	0.00	2,334.00	100.0%
16132									
530600	COMPUTER SERVICE	73,969.00		73,969.00	13,293.44	72,466.97	1,502.03	73,969.00	98.0%
542200	PROCESSING SUPPLIES	11,550.00		11,550.00	0.00	12,148.24	(598.24)	11,550.00	105.2%
573000	DUES	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
	TOTAL LIBRARY TECH SERV	281,901.00	0.00	281,901.00	29,567.38	280,875.51	1,025.49	281,901.00	99.64%
	TOTAL LIBRARY DEPARTMT	2,029,468.95	0.00	2,029,468.95	219,180.35	1,965,856.37	63,612.58	2,029,468.95	96.87%

Belmont Public Library
Activity Report For The Month
of May 2014

Days open 2013: 29
Days open 2014: 29

Agency	May 2014	Increase Over May 2013	Cumulated 2014	Cumulated Increase Over 2013
Adult	23,715	1,598	119,007	3,224
Juvenile	22,094	1,173	113,841	6,426
Total	45,809	2,771	232,848	9,650

Downloadable Audiobooks & eBooks (included in above figures)

Checkouts	1292	6,431
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Average Daily Circulation

	2014	2013
Adult	818	763
Juvenile	762	721

Non-Book (included in above figures)

Adult	9,812	512	50,419	(53)
Juvenile	3,942	274	19,690	(667)
Total	13,754	786	70,109	(720)

DVD

Adult	6,855	60	36,284	(67)
Juvenile	2,866	133	14,407	(749)
Total	9,721	193	50,691	(816)

Internet Use

Internet	1,935	10,566
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Interlibrary Loan:

Borrowed	14	82
Loaned	16	98
Faxed	1	1

Young Adult Circulation

2,102	472	9,269
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ACTIVITY REPORT FOR THE MONTH OF MAY 2014

Reference and Information

	May <u>2014</u>	Increase Over <u>May 2013</u>	Cumulated <u>2014</u>	Cumulated Increase <u>Over 2013</u>
Adult	2,987	174	16,609	(691)
Email	<u>6</u>	<u>1</u>	<u>34</u>	<u>(5)</u>
Total	2,993	175	16,643	(696)

Book Processing

Added:	957
Withdrawn:	1,561
Repaired:	48

Meeting Room Use

<u>Room</u>	<u>Times Used</u>	<u>Attendance</u>	<u>Cumulated Times Used</u>	<u>Cumulated Attendance</u>
Assembly	17	606	105	4,027
Flett	27	619	429	3,564
Misc.	<u>11</u>	<u>437</u>	<u>56</u>	<u>1,085</u>
Total	55	1,662	590	8,676

Library Sponsored Programs (included in above figures)

Adult	5	309	31	1,011
Juvenile	27	760	151	5,180
Young Adult	<u>7</u>	<u>169</u>	<u>25</u>	<u>464</u>
Total	39	1,238	207	6,655

Circulating Passes:

		<u>Pass Cumulated</u>
Aquarium	36	189
Audubon	9	29
Boston By Foot	-	-
Children's	11	81
DeCordova	5	31
Discovery	7	44
Einstein's Workshop	9	11
Essex/Peabody	5	50
Fine Arts	29	172
Fruitlands	4	7
Gardner	9	50
Harvard Art	- (Closed until Fall of 2014)	-
Harvard Natural History	3	40
Institute of Contemp. A	6	35
Kennedy Library	5	22
Mass Parks Pass	2	4
Orchard House	3	11
Plimoth Plantation	5	10
Science	28	158
Zoos	<u>19</u>	<u>49</u>
Total	195	993

Belmont Public Library
Activity Report For The Month
of June 2014

Days open 2013: 25
Days open 2014: 25

Agency	June 2014	Increase Over June 2013	Cumulated 2014	Cumulated Increase Over 2013
Adult	22,942	(261)	141,949	2,963
Juvenile	23,486	1,065	137,327	7,491
Total	46,428	804	279,276	10,454

Downloadable Audiobooks & eBooks (included in above figures)

Checkouts	1502	7,933
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Average Daily Circulation

	2014	2013
Adult	918	928
Juvenile	939	897

Non-Book (included in above figures)

Adult	8,736	(701)	59,155	(754)
Juvenile	3,955	(72)	23,645	(739)
Total	12,691	(773)	82,800	(1,493)

DVD

Adult	6,232	(384)	42,516	(451)
Juvenile	2,829	(116)	17,236	(865)
Total	9,061	(500)	59,752	(1,316)

Internet Use

Internet	2,899	13,465
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Interlibrary Loan:

Borrowed	13	95
Loaned	10	108
Faxed	-	1

Young Adult Circulation

2,376	134	11,645
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ACTIVITY REPORT FOR THE MONTH OF JUNE 2014

Reference and Information

	June 2014	Increase Over June 2013	Cumulated 2014	Cumulated Increase Over 2013
Adult	2,725	(75)	19,334	(766)
Email	3	(1)	37	(6)
Total	<u>2,728</u>	<u>(76)</u>	<u>19,371</u>	<u>(772)</u>

Book Processing

Added:	1,118
Withdrawn:	2,043
Repaired:	12

Meeting Room Use

Room	Times Used	Attendance	Cumulated Times Used	Cumulated Attendance
Assembly	16	511	121	4,538
Flett	10	166	439	3,730
Misc.	<u>17</u>	<u>498</u>	<u>73</u>	<u>1,583</u>
Total	43	1,175	633	9,851

Library Sponsored Programs (included in above figures)

Adult	4	29	35	1,046
Juvenile	13	449	164	5,344
Young Adult	<u>5</u>	<u>156</u>	<u>30</u>	<u>494</u>
Total	22	634	229	6,884

Circulating Passes:

		Pass Cumulated
Aquarium	46	235
Audubon	9	38
Boston By Foot	5	5
Children's	23	104
DeCordova	11	42
Discovery	6	50
Einstein's Workshop	13	24
Essex/Peabody	16	66
Fine Arts	26	198
Fruitlands	1	8
Gardner	13	63
Harvard Art	- (Closed until Fall of 2014)	-
Harvard Natural History	7	47
Institute of Contemp. A	5	40
Kennedy Library	7	29
Mass Parks Pass	6	10
Orchard House	2	13
Plimoth Plantation	5	15
Science	35	193
Zoos	<u>23</u>	<u>72</u>
Total	259	1,252