

BELMONT MEMORIAL LIBRARY
MEETING OF THE BOARD OF LIBRARY TRUSTEES

BELMONT, MASSACHUSETTS
March 25, 2014

Chair Matt Lowrie called the meeting to order at 7:35 p.m. in the Claflin Room of the Library. Present were Trustees Elaine Alligood, Mark Carthy, Mary Keenan, Sarah Phillips, and Director Maureen Conners. Trustee Matt Sullivan was absent.

The minutes of the meeting of February 27, 2014 were amended on a motion by Chair Lowrie, seconded by Trustee Carthy and voted unanimously. The minutes were then approved on a motion by Chair Lowrie, seconded by Trustee Carthy and voted unanimously.

Old Business

Capital Budget – Director Conners reviewed the Capital Budget Committee meeting that she and Trustee Keenan attended. The Library's requests for elevator repair and automatic door openers were taken under consideration.

The trustees discussed the proposed Children's Room renovation. The total cost is half of the entire Capital Budget for this year. This renovation would not be part of a new renovation, but a temporary measure to gain more space. The issue of using state grant money for the Children's Room renovation was discussed. It was agreed that the suggested renovation is too costly.

Position vacancies – Director Conners explained the difficulties in filling the position of Technology Librarian, a critical one for the Library.

New Business

MLN upgrade to Sierra – Director Conners explained the Minuteman Library Network upgrade to a new system, the Sierra library Services Platform. One aspect of this, Decision Center, will facilitate decisions about the Library collections.

Warrant Article discussion – The Library has been assigned the time slot of 10:15 a.m. on Friday March 28 to discuss the Warrant article. Chair Lowrie asked Director Conners to pursue re-scheduling this for April 7 at the Board of Selectmen's meeting. The question is does Town Meeting want to invest in the Library?

Article 18 as written by Chair Lowrie was then considered. Whereas #8 should be changed to 2017/2018 as indicated by the MBLC. The introductory paragraph will also be deleted.

Friends of the Library update Trustee Phillips announced that on May 17, Town Day, the Friends will have their usual booth promoting the Library. The Chenery Book Awards are moving forward for this year continuing a long tradition of honoring excellence and improvement in Language Arts for the teams in Grade 7 and 8.

DIRECTOR'S REPORT

March 25, 2014

Claflin Room

7:30 PM

Building and Grounds

Stewart Roberts agreed to look over the old building plans and update the cost estimates. I need to be clear as to what we want him to review. Let's review at the meeting.

Director's Report

Budget – The March 4th meeting with the Selectmen was fine. There was no discussion about the operational budget. They did ask about accomplishments and our supplemental requests.

Mary and I met with the Capital Budget Committee on Thursday, March 20. We amended the request for the elevator to reflect the upgrade for \$75,000 instead of \$250,000 for a new elevator. It was received positively. Gerry Boyle attended the meeting to speak to this amendment. When discussing the children's renovation I told the committee that the quote was a lot higher than we had anticipated. Pat Brusch said that this request was half of the Capital Budget. The request for the automatic door openers was also amended. I was speaking with Stew about the children's room renovation and mentioned the quote for the automatic door openers. The quote that we have is for 6 openers – we only need two. The request is now \$15,000. Mary and I will give a full report at the meeting.

Staff changes – We finished interviewing the candidates for the circulation position on Monday. The Technology Librarian position- we only received 15 applicants. We may have to re-advertise.

Town Meeting – The Warrant Article for Town meeting is in your packet. Please review. We need to decide if this is what we want to do for TM. There is a meeting on Friday, March 28, at 8 AM to review the warrant articles.

MLN upgrade – MLN is migrating our Millennium Integrated Library System (Innovative Interfaces), to the Sierra Library Services Platform also from Innovative Interfaces. The transition should be fairly simple. Sierra has all the existing functionality of Millennium. The change upgrade does not affect the public-just staff. Some of the great improvements are no more locked records, more report options, no more separate modules-all integrated and a new product to help with collection development-Decision Center. This product has tools that make recommendations for expansion, weeding, or item relocation to help balance collections. This can be done system-wide and by location. There are several configuration changes that have to be made to all the staff computers and printers before we go live on April 22.



Maureen Conners <mconners@minlib.net>

8 AM on Friday, March 28, 2014 Workshop with Board of Selectmen - Annual Town Meeting Warrant Articles

1 message

Marshall, Phyllis <pmarshall@belmont-ma.gov> Wed, Mar 12, 2014 at 6:14 PM
To: "Wheeler, Jeffrey" <jwheeler@belmont-ma.gov>, "Clancy, Glenn" <gclancy@belmont-ma.gov>, "Carman, Floyd" <fcarman@belmont-ma.gov>, "Castanino, Peter" <pcastanino@belmont-ma.gov>, "Cushman, Ellen" <ecushman@belmont-ma.gov>, "Russakow, Stefan" <SRussakow@belmont-ma.gov>, "Conners, Maureen" <MConners@minlib.net>, "Kingston, Thomas" <tkingston@belmont.k12.ma.us>
Cc: "Kale, David" <dkale@belmont-ma.gov>, George Hall <hall@andersonkreiger.com>, "Castro, Glen" <gcastro@belmont-ma.gov>, "D'Andrea, Adriana" <adandrea@belmont-ma.gov>, "Reardon, Jr., Robert" <rreardon@belmont-ma.gov>

Good evening, the Board of Selectmen have scheduled a working session to review proposed warrant articles for the 2014 Annual Town Meeting. Attached is a draft list of the Warrant Articles and you are invited to attend for a review of the proposed items in the following categories: Zoning Bylaws, Land and Buildings, Community Preservation Funds, General Bylaws, Non-binding Resolution, and Amendment of Minuteman Regional Agreement.

Please invite Board, Committee, or Commission chairs for the meeting as well. The meeting will be held in the Selectmen Meeting Room.

Beginning from 8AM to 8:45AM, the Zoning Bylaw articles will be reviewed, all others will follow. If you have questions, please let me or Glen Castro know.

Thank you for all your assistance and timeliness to facilitate assembly of the warrant articles. You made the process run more smoothly by your preparation.

Phyllis

Phyllis L. Marshall

ARTICLE 18:

NON-BINDING RESOLUTION -- LIBRARY

To see if the Town will decide whether to devote significant effort to studying a renovation that qualifies for Commonwealth aid (i.e., a significant renovation) or rebuilding of the library, in conjunction with the next grant round from the State Library Board.

DRAFT VERSION

1:30PM

3/19/2014

To see if the Town will vote to adopt the following non-binding resolution, or take any action thereon:

WHEREAS, The Library Trustees have twice in the past studied the cost of a renovation that would qualify for Commonwealth aid against the cost of a new building with Commonwealth aid, and found that the cost of a new building was not significantly more;

WHEREAS, twice in the past, the Town has devoted significant efforts to applying for state aid to build a new library;

WHEREAS, Town Meeting has twice approved a grant application for building a new library for the Town of Belmont;

WHEREAS, in each instance, the Commonwealth has acknowledged the need for building of a new library in Belmont and awarded significant grant money for this purpose;

WHEREAS, private fund-raising has collected approximately \$1 million to be spent on the building of a new library;

WHEREAS, Town Meeting has not had an opportunity to vote on whether to build a new library using those Commonwealth funds along with private donations and a debt exclusion;

WHEREAS, the Library therefore had to return to the Commonwealth the money allocated under those grant applications;

WHEREAS, the Commonwealth has indicated that a new grant application round may begin in 2015 or 2016; and

WHEREAS, the Library Trustees would like to solicit the views of Town Meeting as to whether to devote significant effort to studying a renovation that qualifies for Commonwealth aid (i.e., a significant renovation) or rebuilding of the library, in conjunction with the next grant round.

Therefore, be it resolved that Town Meeting:

ACKNOWLEDGES, the significant value that the library adds to the Belmont community;

ACKNOWLEDGES, the need and desirability of providing better, up-to-date library facilities in Belmont;

And

ENDORSES, the study and development of a grant application for a significant renovation or rebuilding of the Belmont Public Library.

(Submitted by the Board of Library Trustees)

The Board of Library Trustees will report orally on this Article.

Majority vote required for passage.

Yes____ No____

2014 Annual Town Meeting
DRAFT LIST OF WARRANT ARTICLES

Article#	Session	Title	Page
ARTICLE 1	A	Reports	
ARTICLE 2	A	Authorization to Represent Town's Legal Interests	
AMEND THE DISTRICT AGREEMENT OF THE MINUTEMAN REGIONAL VOCATIONAL SCHOOL DISTRICT			
ARTICLE 3	A	Amendment to Minuteman Regional Agreement	
AMEND GENERAL BYLAWS			
ARTICLE 4	A	Citizen Petition To Delete General Bylaw § 60-800 I. "Residential Snow Removal"	
ARTICLE 5	A	Citizen Petition for New General Bylaw § 60-900 Regarding Yard Sales	
ARTICLE 6	A	Amend General Bylaw for "Criminal History Checks", § 60- 905	
ARTICLE 7	A	Amend General Bylaw for "Animals", § 60-200	
ARTICLE 8	A	Lone Tree Hill, Belmont Conservation Land Management	
ZONING BYLAWS			
ARTICLE 9	A	Change Renewal Time for Home Occupations	
ARTICLE 10	A	Package to Address Citizen's Petition	
ARTICLE 11	A	Require 'As Built' Submission and Approval	
ARTICLE 12	A	Allow Shared Driveways by Special Permit in Residential Districts	
ARTICLE 13	A	Allow Kennels by Special Permit in Certain Commercial Districts	
ARTICLE 14	A	Create a Medical Marijuana Overlay District	
COMMUNITY PRESERVATION FUNDS			
ARTICLE 15	A	FY15 Community Preservation Committee Budget & Projects	
LAND AND BUILDINGS			
ARTICLE 16	A	FY15 Community Preservation Committee Budget & Projects – Underwood Pool	
ARTICLE 17	A	Underwood Pool Project Appropriation by Borrowing	
NON-BINDING RESOLUTION			
ARTICLE 18	A	Non-Binding Resolution Library	
BUDGETARY & FINANCIAL ARTICLES			
ARTICLE 19	B	Salaries of Elected Officials	
ARTICLE 20	B	Appropriation for Insurance Proceeds	
ARTICLE 21	B	Authorization for Revolving Funds	
ARTICLE 22	B	Authorization for Up-Front Funds for Chapter 90 Highway Improvements	
ARTICLE 23	B	Enterprise Funds for Water and Sewer and Stormwater Services	
ARTICLE 24	B	Appropriation of Capital Expenditures	
ARTICLE 25	B	Belmont High School HVAC Loan Order De-Authorization	
ARTICLE 26	B	Other Post-Employment Benefits (OPEB) Stabilization Fund	
ARTICLE 27	B	Belmont Center Reconstruction Project Appropriation by Borrowing	
ARTICLE 28	B	FY15 Budget Appropriation	
ARTICLE 29	B	Authorization to Transfer Balances for the FY15 Budget	

Session A: 1st Session - Belmont High School 7pm
Session B: 2nd Session - Cheney Middle School 7pm

	ORIG./ADJ. APPROPRIATIONS	TRANSFER	ADJUSTED BUDGET	SPENT MARCH	SPENT JULY - MAR	BALANCE	PROJECTED 9 MONTHS	% EXP
LIBRARY PUBLIC SERVICE								
16121								
511000	WAGES, FULL TIME		657,730.00	34359.38	441,901.62	215,828.38	493,297.50	67.2%
511100	WAGES, PART TIME		197,601.00	11225.50	129,859.19	67,741.81	148,200.75	65.7%
513000	OVERTIME		0.00	0.00	0.00	0.00	0.00	#DIV/0!
514800	LONGEVITY		7,472.00	0.00	4,871.43	2,600.57	5,604.00	65.2%
517000	HEALTH INSURANCE		105,465.00	0.00	0.00	105,465.00	79,098.75	0.0%
517200	WORKERS COMPENSATION		1,819.00	0.00	0.00	1,819.00	1,364.25	0.0%
517800	MEDICARE		12,511.00	0.00	0.00	12,511.00	9,383.25	0.0%
517900	LIFE INSURANCE		0.00	0.00	0.00	0.00	0.00	#DIV/0!
16122								
530000	PROFESSIONAL SERVICES		851.00	0.00	750.00	101.00	638.25	88.1%
534100	TELEPHONE		8,245.00	430.67	3,081.61	5,163.39	6,183.75	37.4%
552900	BOOKS/PER/FILM/CD/REC		279,305.00	12,559.90	191,481.35	87,823.65	209,478.75	68.6%
573000	DUES		0.00	0.00	0.00	0.00	0.00	#DIV/0!
	TOTAL LIB PUBLIC SERVC		1,270,999.00	58,575.45	771,945.20	499,053.80	953,249.25	60.74%
LIBRARY TECH SERVICE								
16131								
511000	SALARIES, FULL TIME		146,941.00	8,442.15	104,119.91	42,821.09	110,205.75	70.9%
511100	SALARIES, PART TIME		12,034.00	694.26	8,442.29	3,591.71	9,025.50	70.2%
514800	LONGEVITY		1,975.00	0.00	1,537.50	437.50	1,481.25	77.8%
517000	HEALTH INSURANCE		32,599.00	0.00	0.00	32,599.00	24,449.25	0.0%
517200	WORKERS COMPENSATION		499.00	0.00	0.00	499.00	374.25	0.0%
517800	MEDICARE		2,334.00	0.00	0.00	2,334.00	1,750.50	0.0%
16132								
530600	COMPUTER SERVICE		73,969.00	877.50	59,419.67	14,549.33	55,476.75	80.3%
542200	PROCESSING SUPPLIES		11,550.00	461.70	9,918.31	1,631.69	8,662.50	85.9%
573000	DUES		0.00	0.00	0.00	0.00	0.00	#DIV/0!
	TOTAL LIBRARY TECH SERV		281,901.00	10,475.61	183,437.68	98,463.32	211,425.75	65.07%
	TOTAL LIBRARY DEPARTMT		2,028,404.00	88,627.70	1,244,994.62	783,409.38	1,521,303.00	61.38%

Belmont Public Library
Activity Report For The Month
of February 2014

Days open 2013: 25
Days open 2014: 26

Agency	February 2014	Increase Over February 2013	Cumulated 2014	Cumulated Increase Over 2013
Adult	22,218	(807)	46,424	(1,445)
Juvenile	20,824	102	43,057	1,427
Total	43,042	(705)	89,481	(18)

Downloadable Audiobooks & eBooks (included in above figures)

Checkouts	1108	2,476
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Average Daily Circulation

	2014	2013
Adult	855	921
Juvenile	801	829

Non-Book (included in above figures)

Adult	9,703	(526)	20,187	(729)
Juvenile	3,708	(468)	7,664	(517)
Total	13,411	(994)	27,851	(1,246)

DVD

Adult	7,021	(533)	14,643	(428)
Juvenile	2,684	(513)	5,630	(501)
Total	9,705	(1,046)	20,273	(929)

Internet Use

Internet	2,253	4,902
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Interlibrary Loan:

Borrowed	15	39
Loaned	20	38
Faxed	-	-

Young Adult Circulation

1,643	166	3,460
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ACTIVITY REPORT FOR THE MONTH OF FEBRUARY 2014

Reference and Information

	February 2014	Increase Over February 2013	Cumulated 2014	Cumulated Increase Over 2013
Adult	3,042	(414)	6,870	(66)
Email	8	3	23	8
Total	3,050	(411)	6,893	(58)

Book Processing

Added:	968
Withdrawn:	1,238
Repaired:	10

Meeting Room Use

Room	Times Used	Attendance	Cumulated Times Used	Cumulated Attendance
Assembly	22	809	40	1,485
Flett	25	545	335	1,361
Misc.	13	214	23	345
Total	60	1,568	398	3,191

Library Sponsored Programs (included in above figures)

Adult	7	154	14	317
Juvenile	27	979	59	2,140
Young Adult	4	55	8	113
Total	38	1,188	81	2,570

Circulating Passes:

		Pass Cumulated
Aquarium	36	75
Audubon	3	3
Boston By Foot	- (Passes not available in Feb.)	-
Children's	15	30
DeCordova	5	12
Discovery	7	16
Essex/Peabody	12	28
Fine Arts	32	75
Fruitlands	- (Passes not available in Feb.)	-
Gardner	11	20
Harvard Art	- (Closed until Fall of 2014)	-
Harvard Natural History	9	16
Institute of Contemp. A	10	14
Kennedy Library	2	6
Mass Parks Pass	-	-
Orchard House	2	2
Plimoth Plantation	- (Passes not available in Feb.)	-
Science	29	61
Zoos	5	7
Total	178	365