

BELMONT MEMORIAL LIBRARY
MEETING OF THE BOARD OF TRUSTEES

BELMONT, MASSACHUSETTS
November 13, 2013

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, Mary Keenan, Sarah Phillips, and Matt Sullivan and Director Maureen Connors. Trustee Mark Carthy was absent.

The minutes of the August 20 and October 16 meetings were approved on a motion by Trustee Sullivan, seconded by Chair Lowrie.

Old Business

The officers of the Belmont Library Foundation (BLF) wish to discuss the future of the organization. Trustee Phillips expressed serious concerns about the legal requirements incumbent upon the BLF: the necessary pay-outs and requisite filings. Who currently has signatory power on the BLF accounts? Where are these accounts held? Trustee Phillips will speak with the BLF treasurer prior to the November 21 joint meeting with the trustees and the BLF. This meeting will be held at 7 p.m. in the Assembly Room.

Chair Lowrie announced an estate gift of over a quarter of million dollars to be used either toward a new library or a significant aspect of the present library. There was discussion about a library presentation at the April Town Meeting.

New Business

Charles Odell, Reference Librarian, has announced his retirement as of the end of November.

Chair Lowrie asked for a report on the status of the Facility Consolidation Committee. The new Facility Consolidation Director, Gerry Boyle, has toured the library.

Director Connors spoke with Town Administrator David Kale about December 24; the Town will be open from 9 to 12 that day. The Library will also be open, unlike prior years. On the day after Thanksgiving both the Library and the Town will close.

The next meeting will be held on Tuesday December 17 at 7:30 p.m.

The meeting was adjourned at 8:35 p.m. on a motion by Trustee Phillips, seconded by Chair Lowrie.

Respectfully submitted,
Mary E. Keenan, secretary

List of exhibits

Agenda – November 13, 2013 meeting

Minutes – August 20, 2013

Minutes – October 16, 2013

Letter from Loring Cook III of Murtha Law with estate bequest information

Resignation letter from Charles Odell

Belmont Public Library Expenditures November 2013



LORING A. COOK III
617.457.4014 DIRECT TELEPHONE
617.210.7014 DIRECT FACSIMILE
LCOOK@MURTHALAW.COM

November 8, 2013

VIA HAND-DELIVERY

Belmont Library Foundation
c/o Matthew B. Lowrie, Esq.
Chairman, Belmont Board of Library
Trustees
Foley & Lardner LLP
111 Huntington Avenue, Suite 2600
Boston, MA 02199

Dear Mr. Lowrie:

As you know, I am the Executor of the Estate of Marilyn V. Lind, a resident of Belmont who died in 2005.

Marilyn was a neighbor and a friend. She nominated me as Executor of her estate with the power to make contributions to charitable/civic groups on her behalf. I am enclosing a check in the amount of \$263,762.23 to be used by the Foundation in building the new Belmont Library. I know that Marilyn spent many happy hours at the Belmont Library, and that she would be pleased to know that the enclosed contribution will assist the Foundation in its efforts to build the new Library.

As we discussed, I am making this bequest to the Belmont Library Foundation with the understanding that it will be held by the Foundation at least for the next grant cycle (approximately two years). After that period of time, if it is unlikely that the Town will proceed with the construction of a new facility, the Foundation may use the money for "value added" projects, i.e., projects that add to services or resources available to the Library, as distinguished from maintaining the existing physical plant (e.g., funding a new program vs. installing a new roof). If the funds are not used in connection with the construction of a new library building, I would expect to be consulted in connection with the "value added" project proposed.

I am enclosing an assent and waiver of notice and a receipt which I would appreciate the Foundation signing and returning to me for filing with the Court.

Murtha Cullina LLP | Attorneys at Law

BOSTON

HARTFORD

MADISON

NEW HAVEN

STAMFORD


WOBURN

99 High Street | Boston, MA 02110 | Phone 617.457.4000 | Fax 617.482.3868 | www.murthalaw.com

Belmont Library Foundation
c/o Matthew B. Lowrie, Esq.
November 8, 2013
Page 2

Good luck with your efforts to build a new library.

Very truly yours,



Loring A. Cook III

LAC:j

Enclosures

<input checked="" type="checkbox"/> ASSENT AND WAIVER OF NOTICE <input type="checkbox"/> RENUNCIATION <input type="checkbox"/> NOMINATION <input type="checkbox"/> WAIVER OF SURETIES	Docket No. 05P4803EP	Commonwealth of Massachusetts The Trial Court Probate and Family Court
Estate of Marilyn V. Lind Case Name	Middlesex Division 208 Cambridge Street East Cambridge, MA 02141 (617) 768-5800	

As a person interested in the above-captioned case: (Check all that apply.)

SECTION I. ASSENT AND WAIVER OF NOTICE

☒ I hereby assent to the _____ allowance of the Petition for Order of Complete Settlement
Name of Pleading
filed with the Court and I waive my right to any statutory notice related to that specific pleading. I request that the relief requested in that pleading be allowed.

FOR ESTATE AND ADMINISTRATION CASES ONLY:

SECTION II. RENUNCIATION/NOMINATION (Select ONE of the appropriate boxes below.)

(A) ☐ I renounce my right to appointment as Personal Representative and my right to nominate, if any.

(B) ☐ I renounce my right to appointment as Personal Representative and nominate:

Name: _____ to serve in my place.
First Name M.I. Last Name

(C) ☐ I assent to the nomination of:

Name: _____ to serve as Personal Representative with
me or to apply for appointment.
First Name M.I. Last Name

SECTION III. WAIVER OF SURETIES

☐ I assent to the Personal Representative(s) serving without sureties on the bond.

SIGNED UNDER THE PENALTIES OF PERJURY

I certify under the penalties of perjury that the foregoing statements are true to the best of my knowledge and belief.

Date: _____

Signature of Interested Person

Belmont Library Foundation

(Print name)

336 Concord Ave. P. O. Box 125

(Address)

(Apt, Unit, No. etc.)

Belmont

(City/Town)

MA

(State)

02478

(Zip)

Primary Phone #: _____

RECEIPT

I, _____, being _____ of
the Belmont Library Foundation, hereby accept the sum of Two Hundred Sixty Three
Thousand Seven Hundred Sixty Two, and 23 /100's (\$263,762.23) Dollars paid by
Loring A. Cook, III, Executor of the Estate of Marilyn V. Lind, late of Belmont,
Massachusetts.

I hereby confirm that the Belmont Library Foundation is a duly qualified
charitable organization formed under Chapter 180 of the General Laws of
Massachusetts and exempt from taxation under Section 501(c) 3 of the Internal
Revenue Code of the United States, and that the funds so received will be used by the
Foundation wholly in furtherance of its charitable purposes.

Executed under pains and penalties of perjury this _____ day of _____, 2013.

By: _____

Its: _____

MURTHA CULLINA LLP
WEBSTER BANK BOSTON ESCROW ACCOUNT
99 HIGH STREET, 20TH FLOOR
BOSTON, MA 02110

51-7010/2111

0328

DATE 9/30/13

PAY TO THE ORDER OF Belmont Library Foundation | \$ 263,762.23

Two hundred sixty-three thousand, seven hundred sixty-two and 23/100***** DOLLARS

Security Features Included Details on back

WEBSTERBANK

OR 711610-0003


AUTHORIZED SIGNATURE

SECURED SECURE
SECURED SECURE

⑈000328⑈ ⑆211170101⑆10 0010534076⑈

THE FACE OF THE DOCUMENT CONTAINS SECURITY FEATURES. SECURITY FEATURES WILL BE APPARENT WITH THE



BELMONT PUBLIC LIBRARY

MAUREEN M. CONNERS

Director

617-489-2000

336 Concord Avenue, P.O. Box 125

Belmont, Massachusetts 02478

belmont.lib.ma.us

Charles Odell

Reference Librarian

I am retiring as of the end of this month. My last day of work will be November 23rd, 2013. Thank you.

Sincerely,

Charles Odell

BELMONT PUBLIC LIBRARY EXPENDITURES									
NOVEMBER 2013									
13-Nov-13 11:44 AM									
	ORIG./ADJ. APPROPRTNS.	TRANSFER	ADJUSTED BUDGET	SPENT NOV	SPENT JULY-NOV	BALANCE	PROJECTED 5 MONTHS	% EXP	
LIBRARY ADMINISTRATION									
16111									
511000	SALARIES, FULL TIME		204,058.00	7,834.93	74,431.76	129,626.24	85,024.17	36.5%	
511100	SALARIES, PART TIME		9,775.00	406.72	2,511.19	7,263.81	4,072.92	25.7%	
513000	OVERTIME		8,450.00	297.67	4,277.31	4,172.69	3,520.83	50.6%	
514800	LONGEVITY		975.00	0.00	0.00	975.00	406.25	0.0%	
517000	HEALTH INSURANCE		22,295.00	0.00	0.00	22,295.00	9,289.58	0.0%	
517200	WORKER'S COMPENSATION		511.00	0.00	0.00	511.00	212.92	0.0%	
517800	MEDICARE		3,249.00	0.00	0.00	3,249.00	1,353.75	0.0%	
519900	UNIFORM		820.00	0.00	820.00	0.00	341.67	100.0%	
16112									
521100	EBSCO		8,690.00	0.00	4,345.00	4,345.00	3,620.83	50.0%	
522800	GAS		16,500.00	0.00	606.39	15,893.61	6,875.00	3.7%	
522900	ELECTRICITY		42,015.00	0.00	10,341.08	31,673.92	17,506.25	24.6%	
523100	WATER		5,000.00	0.00	0.00	5,000.00	2,083.33	0.0%	
524300	MAINTENANCE BUILDING		129,394.00	16,340.79	44,671.09	84,722.91	53,914.17	34.5%	
	MAINTENANCE GROUNDS		0.00	0.00	0.00	0.00	0.00	#DIV/0!	
524400	REPAIRS & MAINTENANCE		0.00	0.00	0.00	0.00	0.00	#DIV/0!	
524500	MAINTENANCE OFFICE EQUIP		5,344.00	0.00	0.00	5,344.00	2,226.67	0.0%	
	MAINTENANCE LIBRARY EQUIP		0.00	0.00	0.00	0.00	0.00	#DIV/0!	
530001	MEDICAL REPORTS & BILLS		299.00	0.00	0.00	299.00	124.58	0.0%	
531700	EMPLOYEE TRAINING		315.00	0.00	0.00	315.00	131.25	0.0%	
531900	ADVERTISING & PUBLIC RELA		250.00	0.00	208.80	41.20	104.17	83.5%	
534500	POSTAGE		3,500.00	0.00	1,245.69	2,254.31	1,458.33	35.6%	
534700	PRINTING		1,314.00	0.00	298.29	1,015.71	547.50	22.7%	
542100	OFFICE SUPPLIES		900.00	0.00	66.64	833.36	375.00	7.4%	
545000	CUSTODIAL SUPPLIES		10,650.00	0.00	5,433.47	5,216.53	4,437.50	51.0%	
548900	GASOLINE		300.00	0.00	137.48	162.52	125.00	45.8%	
571000	IN-STATE TRAVEL		350.00	0.00	19.81	330.19	145.83	5.7%	
573000	DUES & MEMBERSHIP		550.00	0.00	580.00	(30.00)	229.17	105.5%	
TOTAL LIBRARY ADMIN			475,504.00	24,880.11	149,994.00	325,510.00	198,126.67	31.8%	

	ORIG./ADJ. APPROPRPTS.	TRANSFER	ADJUSTED BUDGET	SPENT NOV	SPENT JULY-NOV	BALANCE	PROJECTED 5 MONTHS	% EXP
LIBRARY PUBLIC SERVICE								
16121								
511000	657,730.00		657,730.00	251,593.31	229,183.02	428,546.98	274,054.17	34.8%
511100	197,601.00		197,601.00	8010.81	65,045.80	132,555.20	82,333.75	32.9%
513000	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
514800	7,472.00		7,472.00	0.00	0.00	7,472.00	3,113.33	0.0%
517000	105,465.00		105,465.00	0.00	0.00	105,465.00	43,943.75	0.0%
517200	1,819.00		1,819.00	0.00	0.00	1,819.00	757.92	0.0%
517800	12,511.00		12,511.00	0.00	0.00	12,511.00	5,212.92	0.0%
517900	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
16122								
530000	851.00		851.00	0.00	0.00	851.00	354.58	0.0%
534100	8,245.00		8,245.00	0.00	1,182.82	7,062.18	3,435.42	14.3%
552900	279,305.00		279,305.00	10,412.32	98,048.31	181,256.69	116,377.08	35.1%
573000	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
TOTAL LIB PUBLIC SERV	1,270,999.00	0.00	1,270,999.00	43,582.44	393,459.95	877,539.05	529,582.92	31.0%
LIBRARY TECH SERVICE								
16131								
511000	146,941.00		146,941.00	5,628.10	53,467.02	93,473.98	61,225.42	36.4%
511100	12,034.00		12,034.00	347.13	4,392.44	7,641.56	5,014.17	36.5%
514800	1,975.00		1,975.00	0.00	0.00	1,975.00	822.92	0.0%
517000	32,599.00		32,599.00	0.00	0.00	32,599.00	13,582.92	0.0%
517200	499.00		499.00	0.00	0.00	499.00	207.92	0.0%
517800	2,334.00		2,334.00	0.00	0.00	2,334.00	972.50	0.0%
16132								
530600	73,969.00		73,969.00	0.00	52,805.51	21,163.49	30,820.42	71.4%
542200	11,550.00		11,550.00	0.00	6,537.36	5,012.64	4,812.50	56.6%
573000	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	5,975.23	117,202.33	164,698.67	117,458.75	41.6%
TOTAL LIBRARY DEPARTMT	2,028,404.00	0.00	2,028,404.00	74,437.78	660,656.28	1,367,747.72	845,168.33	32.6%