

## Directors Report – April 2017

### Follow up items

- March circulation was highest circulating month in 2+ years
- Fine Forgiveness offered for National Library Week
- Policies discussed in March reworked with Trustee Mann for approval
- New logo to be revealed targeting staff May 1<sup>st</sup>, FOBPL May 4<sup>th</sup>, Public May 20<sup>th</sup> (dates may be pushed based on delivery of promotional items for each)

### Meetings and Events attended

- Facilities Director Gerry Boyle, Fred Dominici, DPW Director Jay Marcotte, HR Director Jessica Porter, Myrna Greenfield (New Egg Marketing), Ara Yogurtian – Community Development, Rebecca Richards – Belmont Gallery Of Art, Friends President Gail Gorman, Stewart Roberts, Angela Alessandria and members of the Garden Club Board, Belmont Library Foundation Board, Kathy Keohane Friends Marketing Taskforce, David Stieveter, Michael Knosp (Patron), Marcie Shorr Hirsh, Capital Budget Committee, Warrant Committee (twice), Scott Brinch – Facilities, Library Next Roundtable, Driscoll Electric, Anthony Giannasca – Electrician

### Building and Grounds

- Review of Spreadsheet

### Facilities Projects

- Muriatic acid process for all bathrooms completed
- Air Conditioner repair targeted for May
- Boiler install targeted for June
- Security install targeted for July
- Lights/Ceiling / Insulation targeted for August

### General Update

- Art Blooms In Belmont successful. Approx. 450 attendees throughout the series
- FY18 Budget Meetings completed
- Reference room update preparations completed. Timeline of May/June for project completion
- Young Adult Librarian has resigned, last day 4/28/17, exit interview scheduled, 16 applicants have applied for opening thus far
- Patrons have requested Library Grounds be smoke free, will seek independent review from town

### Incidents

- Money missing from the cashbox in admin office, discovered on a Monday after weekend shifts, cash now stored in a new location with limited staff access.
- 3-29-17 DVD cases found empty on shelf – total loss \$49.99
- 3-31-17 2 books found with pages torn out – total loss \$65.00
- 4-3-17 1 book found with pages torn out – total loss \$25.00
- 4-7-17 8-year-old patron left at library past closing time, parents contacted and arrived at 5:10pm, reminded of the unattended child policy



BELMONT PUBLIC LIBRARY

## Current Fiscal Year Data Comparison

### Key Performance Indicators

Last Year

	Current month	Month comparison	Feb 2017	Jan 2017	Dec 2016	Nov 2016	Oct 2016	Sep 2016	Aug 2016	Jul 2016	Jun 2016	May 2016	Apr 2016
Circulation - Total	54,175	49,938	45,489	47,239	43,359	45,386	45,995	42,866	48,876	47,765	50,293	46,593	49,315
Circulation - Adult (books/magazines)	11,317	11,145	9,308	10,418	9,399	9,408	10,040	9,709	11,066	9,991	10,733	10,704	10,838
Circulation - YA print (books/magazines)	1,907	1,702	1,628	1,579	1,534	1,737	1,721	1,790	2,550	2,955	2,676	1,780	1,762
Circulation - Children's print (books/magazines)	23,731	20,179	19,512	19,326	16,518	19,265	19,625	17,270	19,410	19,545	20,440	18,781	20,142
Circulation - Adult Audio Visual	10,252	10,480	8,770	9,412	9,603	8,852	8,818	8,410	9,163	8,742	9,578	9,234	10,187
Circulation - YA Audio Visual	60	70	42	85	81	75	88	92	86	78	84	57	92
Circulation - Children's Audio Visual	3,224	3,276	2,697	2,763	2,767	2,834	2,656	2,431	3,150	3,088	3,313	2,952	3,229
Circulation - downloads (eBooks/eAudiobooks)	3,519	2,911	3,303	3,410	3,254	2,999	2,862	2,977	3,228	3,178	3,255	2,961	2,862
Network Transfers - items borrowed													
Network Transfers - items loaned													
Registered Borrowers													
Reference Questions	3,589	3,398	3,090	2,883	2,708	3,327	3,455	2,898	3,481	3,064	3,671	3,492	3,873
Programs Offered (total)	76	74	55	63	55	65	56	44	30	41	39	64	63
Adult Programs	15	24	16	15	13	16	12	15	4	7	8	13	19
YA Programs	16	10	11	7	11	14	10	8	5	6	11	15	13
Children's Programs	45	40	28	41	31	35	34	21	21	28	20	36	31
Programs Attendance (total)	2,664	2,076	1,707	1,851	1,684	1,524	1,579	1,360	992	1,474	1,072	1,352	2,536
Adult Programs Attendance	486	350	590	256	224	217	162	284	103	91	104	105	1,131
YA Programs Attendance	297	139	168	103	242	190	264	167	91	34	196	190	127
Children's Programs Attendance	1,881	1,587	949	1,492	1,218	1,117	1,153	909	798	1,349	772	1,057	1,278
Meeting Room Use	98	95	66	80	72	86	82	64	46	47	62	79	80
Museum Pass Use	174	178	180	203	171	186	164	176	256	288	272	209	228
Use of Library Computers	2,248	1,901	1,895	1,947	1,676	1,795	1,935	1,577	1,873	1,651	1,710	1,769	1,726
Use of Library Wireless													
Visits to Library Website													
Volunteers	51	43	43	57	49	44	47	38	51	55	48	39	33
Volunteer hours worked	298.00	217.75	176.25	193.75	199.75	189.25	225.75	212.75	308.00	317.50	282.00	204.75	194.25
Holdings - Books and other print													
Holdings - Audio Visual (DVDs/CDs)													
Holdings - Downloadable (eBooks/eAudio/video)													
Holdings - Total													

March 2017



BELMONT PUBLIC LIBRARY

## Current Fiscal Year Data Comparison

Key Performance Indicators	FY16	FY15	FY14	FY13	FY12
	Total Annual	Total Annual	Total Annual	Total Annual	Total Annual
Circulation - Total	557,469	536,824	555,696	531,572	541,724
Circulation - Adult (books/magazines)	124,061	120,027	128,476	128,453	136,911
Circulation - YA print (books/magazines)	21,516	20,486	22,456	20,471	20,679
Circulation - Children's print (books/magazines)	226,867	219,182	220,719	208,387	210,722
Circulation - Adult Audio Visual	110,921	106,847	119,738	117,716	118,556
Circulation - YA Audio Visual	894	1,029	1,229	1,129	1,395
Circulation - Children's Audio Visual	36,809	43,901	48,062	49,324	53,144
Circulation - downloads (eBooks/eAudiobooks)	34,639	24,441	15,491	11,677	7,859
Network Transfers - items borrowed					
Network Transfers - items loaned					
Registered Borrowers					
Reference Questions	37526	34,883	37,988	38,424	37,846
Programs Offered (total)	566	495	443	399	378
Adult Programs	139	101	53	47	63
YA Programs	91	55	75	52	49
Children's Programs	336	339	315	300	266
Programs Attendance (total)	16,620	14,012	14,327	13,176	12,860
Adult Programs Attendance	2,517	940	1,278	1,599	1,544
YA Programs Attendance	1,213	799	1,276	772	488
Children's Programs Attendance	12,890	12,273	11,773	10,805	10,828
Meeting Room Use	781	695	675	651	640
Museum Pass Use	2,592	2,473	2,567	2,407	2,519
Use of Library Computers	22,343	21,019	24,399	23,903	28,642
Use of Library Wireless					
Visits to Library Website					
Volunteers	244				
Volunteer hours worked	1,265.30				
Holdings - Books and other print					
Holdings - Audio Visual (DVDs/CDs)					
Holdings - Downloadable (eBooks/eAudio/video)					
Holdings - Total					

## Patron Traffic

Month: March 2017

	Main Entrance	Childrens Room	Assembly Room	Daily Total
1	102231	781	239	1,715
2	102909	908	413	1,999
3	103505	791	248	1,635
4	103982	619	208	1,304
5	104692	545	250	1,505
6	105106	929	454	1,797
7	105724	736	308	1,662
8	106379	803	262	1,720
9	107018	978	254	1,871
10	107792	726	260	1,760
11	108226	615	182	1,231
12	108890	868	439	1,971
13	109229	1250	561	2,150
14	CLOSED	SNOW		
15	110095	946	374	2,186
16	110664	760	270	1,599
17	111259	712	351	1,658
18	111799	568	250	1,358
19	112508	884	250	1,843
20	112967	534	246	1,239
21				
22	114302	1902	729	3,966
23	114809	838	250	1,595
24	115404	637	334	1,566
25	115885	642	184	1,307
26	116604	991	431	2,141
27	117007	1429	556	2,388
28	117685	918	389	1,985
29	118291	890	243	1,739
30	118986	895	424	2,014
31	119722	701	250	1,687

Monthly total

52,591

BELMONT PUBLIC LIBRARY EXPENDITURES									
APRIL 2017									
	ORIG./ADJ. APPROPRNTS.	TRANSFER	ADJUSTED BUDGET	SPENT APRIL	SPENT JULY - APRIL	BALANCE	PROJECTED 10 MONTHS	% EXP	18-Apr-17 11:18 AM
LIBRARY ADMINISTRATION									
16111									
511000	SALARIES, FULL TIME	165,267.00	165,267.00	9,402.98	128,276.99	36,990.01	137,722.50	77.6%	
514800	LONGEVITY	725.00	725.00	0.00	725.00	0.00	604.17	100.0%	
517000	HEALTH INSURANCE	16,285.00	16,285.00	0.00	16,285.00	0.00	13,570.83	100.0%	
517800	MEDICARE	2,407.00	2,407.00	0.00	0.00	2,407.00	2,005.83	0.0%	
16112									
524500	MAINTENANCE OFFICE EQUIP	8,911.50	8,911.50	0.00	7,336.33	1,575.17	7,426.25	82.3%	
530001	MEDICAL REPORTS & BILLS	326.00	326.00	0.00	0.00	326.00	271.67	0.0%	
531700	EMPLOYEE TRAINING	367.00	367.00	0.00	163.00	204.00	305.83	44.4%	
531900	ADVERTISING & PUBLIC RELA	500.00	500.00	0.00	40.40	459.60	416.67	8.1%	
534500	POSTAGE	2,800.00	2,800.00	0.00	1,911.66	888.34	2,333.33	68.3%	
534700	PRINTING	1,575.00	1,575.00	0.00	297.66	1,277.34	1,312.50	18.9%	
542100	OFFICE SUPPLIES	975.00	975.00	43.51	225.89	749.11	812.50	23.2%	
571000	IN-STATE TRAVEL	390.00	390.00	0.00	280.29	109.71	325.00	71.9%	
573000	DUES & MEMBERSHIP	610.00	610.00	0.00	327.00	283.00	508.33	53.6%	
TOTAL LIBRARY ADMINISTRATION		201,138.50	201,138.50	9,446.49	155,869.22	45,269.28	167,615.42	77.5%	
LIBRARY PLANT OPERATIONS									
16141									
511000	SALARIES, FULL TIME	55,725.00	55,725.00	3,190.56	43,813.69	11,911.31	46,437.50	78.6%	
511100	SALARIES, PART TIME	8,680.00	8,680.00	704.36	5,907.69	2,772.31	7,233.33	68.1%	
513000	OVERTIME	10,352.00	10,352.00	588.35	10,330.24	21.76	8,626.67	99.8%	
514100	SPECIALTY PAY/STIPEND	260.00	260.00	15.00	206.00	54.00	216.67	79.2%	
514800	LONGEVITY	450.00	450.00	0.00	450.00	0.00	375.00	100.0%	
517000	HEALTH INSURANCE	6,010.00	6,010.00	0.00	6,010.00	0.00	5,008.33	100.0%	
517200	WORKER'S COMPENSATION	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	
517800	MEDICARE	1,106.00	1,106.00	0.00	0.00	1,106.00	921.67	0.0%	
519900	UNIFORM	820.00	820.00	0.00	820.00	0.00	683.33	100.0%	
16142									
521100	EBSCO	4,345.00	4,345.00	0.00	4,345.00	0.00	3,620.83	100.0%	
522800	GAS	30,223.02	30,223.02	0.00	17,719.12	12,503.90	25,185.85	58.6%	
522900	ELECTRICITY	44,116.00	44,116.00	0.00	21,277.66	22,838.34	36,763.33	48.2%	
523100	WATER	5,250.00	5,250.00	984.85	3,436.90	1,813.10	4,375.00	65.5%	
523400	ENERGY CONSERVATION	4,345.00	4,345.00	0.00	0.00	4,345.00	3,620.83	79.1%	
524300	MAINTENANCE BUILDING	171,681.21	171,681.21	4,174.30	90,790.91	80,890.30	143,067.68	52.9%	
545000	CUSTODIAL SUPPLIES	12,625.00	12,625.00	0.00	7,188.69	5,436.31	10,520.83	56.9%	
548900	GASOLINE	398.00	398.00	0.00	21.48	376.52	331.67	5.4%	
TOTAL LIBRARY PLANT OPER		356,386.23	356,386.23	9627.42	212,317.38	144,068.85	296,988.53	59.6%	





Work Orders Currently in Process			Status
Ticket Number	Date of Creation	Focus	
#16876	5/5/2016	Lighting / Ceiling / Insulation	Lights remain in storage in DPW Yard, with a project target of August 2017
#18728	9/14/2016	Many 2nd floor windows won't open/stay closed	Note added by facilities on 12/6 that they will work on replacement parts. (No updates since 12/6 have asked 3 times for status)
#20433	12/6/2016	Cement patching needed behind Library alongside staff parking	Have reached back to DPW for attention now that spring has sprung.
#20436	12/6/2016	Quote requested to replace broken air conditioning unit ahead of Summer 2017	Quote for \$5375 approved by Facilities Department, awaiting schedule of repair.
#20495	12/8/2016	Water Pressure Issue	Awaiting a quote since 2/28/17. Have asked a second time.
#22024	3/13/2017	A cement slab on the front of the building along top walkway has fallen off of the building. It looks like more will follow.	Awaiting a response, have asked a second time.
#22126	3/17/2017	About 60 feet of fencing that abuts the Library Garden was damaged by snow removal. In some sections the pipes are disconnected, in other the fencing itself is tore all the	Awaiting a response, have asked a second time.
#22358	3/31/2017	Board of Trustees request an inspection of wall plumbing in bathrooms. Server Room Air Conditioner making new noises. Library Director maid adjustments to system which stopped noises. Have requested an inspection to prevent the room for over heating. Town Server stored within.	Awaiting a response, have asked a second time.
#22387	4/3/2017		Open
		<b>Other work this month</b>	
	Sprinkler Repair		
		Sprinkler system damaged during winter. Gears replaced and system brought online.	
		<b>Other Building Issues</b>	
	Elevator		
	4/18/2017	Repairs completed and cab now passes inspection. Good until November 2017.	
		Issues with cab door and speed at which it closes. Tech called out for inspection.	

		<b>Facilities Department Discussions</b>	
	<b>MP Cleaning</b>	Contract set to expire on 6/30/17. Facilities Department seeking quotes from new companies	
	<b>Bathrooms</b>	Muriatic Acid process complete. Long time staff commenting that bathrooms are cleanest in Library history.	
	<b>Boiler</b>	Working with Scott Brinch to schedule this work for late May Early June. Hopeful that schedule will be finalized by April 28th	
	<b>Security System</b>	Security Protocol Advisory Group has approved security cameras for Library. BCM Controls chosen for the project, equipment being ordered and project is targeted for	
		<b>MP Cleaning Discussions</b>	
	3/13/2017	Requested meeting with Thakor Patel (Owner) to discuss outstanding hours owed	
	3/16/2017	Heard back from Thakor with possible dates	
	4/3/2017	Met with Thakor Patel and agreed on hours outstanding	
	4/3/2017	Refinishing of floors project will take place concurrently with Boiler installation and library closure	



The Board of Library Trustees has established guidelines for appropriate behavior in the Belmont Public Library to encourage an atmosphere that promotes the use and enjoyment of the Library's resources while safeguarding the Library's valuable collection and protecting the safety of all patrons and staff. The Library encourages patrons to share and explore different points of view in a respectful fashion. The views expressed by patrons do not necessarily reflect the views of the Belmont Public Library, any member of its staff, its Board of Library Trustees or the Town Of Belmont.

The Library seeks to ensure the safety and well-being of patrons by requiring that hallways remain open for emergency and wheelchair access, designating certain areas of the Library for use by children or young adults, and limiting cell phone use to designated areas. The Library staff reserves the right to inspect all bags, briefcases, backpacks, containers and similar items and thanks patrons for their understanding.

The following behaviors are not consistent with the positive use and enjoyment of Library resources by patrons and are therefore unacceptable:

- Disruptive noise
  - Drinks in other than approved containers, and food, unless at scheduled events (see food and drink policy)
  - Use of Drugs or Alcohol on library property
  - Use of tobacco products in the library
  - Cell phone use other than in designated area(s)
  - Diaper changing other than in designated area (lower level handicapped bathroom)
  - Absence of shirts and/or shoes
  - Soliciting or distribution of leaflets/panhandling in the library
  - Personal belongings which hamper the use of public space. (Personal belongings are the responsibility of the owner)
  - Loitering
  - Use of sports equipment on library property (e.g., Bicycles roller blades, scooters, skate boards, basketballs)
  - Animals (with the exception of assistive animals)
  - Inappropriate use, theft, or mutilation of library materials or property
  - Activities that violate the law or encourage others to violate the law
  - Activities that violate the rights of other users or library staff
  - Violent, threatening, defamatory, or abusive behavior
  - Offensive or disruptive behavior
  - Physical, sexual or verbal harassment
  - Weapons or items resembling or being wielded as weapons
- Persons who violate this Behavior Policy may receive a warning from library staff and/or an opportunity to cease the violation or leave the library.

Illegal activity, as well as any willful or repeated violations of this Behavior Policy or other posted library policies and regulations, may result in removal from the library and/or suspension of library privileges by the Director subject to appeal to the Board of Library Trustees.

Violation of law may result in arrest and prosecution.

(Basis in Law: Chapter 266, Sections 99, 99A, and 100; Chapter 272, Section 41, General Laws of Massachusetts)

## Children in the Library

The Trustees and staff of the Belmont Public Library strive to create a welcoming environment throughout the library. The Jane Gray Dustan Children's Room provides a special opportunity for children to explore their interests, pursue assignments, and develop a love of reading. To ensure such an environment, we ask children and their parents/caregivers to be aware of the following:

1. Children in the library are expected to follow the same rules and regulations as all other library patrons.
2. While the library staff works to create a safe environment, we do not assume responsibility for the care of any child. Patrons should be aware of, and held to, the standards set in the Unattended Child Policy

(the section below may be removed at April Trustees meeting, in lieu of the unattended children's policy)

Children should be picked up at least 5 minutes before closing. If the parent/caregiver has not returned by closing, the Belmont Police Department will be called to take the unattended child until the parent/caregiver can be located.

Neither the library nor its staff members are responsible for an unattended child in case of a medical emergency.

Approved May 20, 2008

Amended February 17, 2009

Amended June 15, 2010



## Library Meeting Rooms

The Board of Trustees of the Belmont Public Library welcomes applications from any group whose purpose is civic, cultural, or educational in nature, and whose meetings are appropriate to the library's facilities. The priority for use of the meeting rooms is to provide space for library programs. The Library Director reserves the right to restrict use of the meeting rooms if the nature of the anticipated meeting could be unreasonably disruptive of other library functions, or if the meeting is likely to be too large or disorderly or otherwise in contravention of any of the rules below. All persons and groups using the libraries meeting rooms are expected to comply with the Libraries Behavior Policy for patrons.

The rooms available for rental are:

**THE ASSEMBLY ROOM** seats 100 people and contains a piano and a permanent screen for projection. There is a kitchenette, but there is no access to refrigeration and no dishwasher.

**THE JAMES WATSON FLETT MEMORIAL CONFERENCE ROOM** seats 10-20 people and is used for conferences and small meetings.

All meetings are subject to the following conditions and regulations.

### RESERVATIONS:

1. Library programs receive first consideration in scheduling the meeting rooms. Belmont groups (75% of membership are Belmont residents) will be given priority over out of town groups.
2. Reservations for use of a meeting room are made through the Library Director's office and will be assigned in order of receipt of application. Applications can be submitted up to sixty days in advance. Reservations should include the name of the organization, purpose of the meeting, time desired, number of persons expected, and contact information of the person responsible.
3. The Library reserves the right to cancel a reservation if the Board of Trustees or its designee deems such a cancellation in the best interest of the Library.

### MEETINGS:

1. Meetings should be free and open to the public. No meeting may be held for commercial purposes except with the express permission of the Library Director.
2. No admission fee may be charged or collection taken or articles sold except with the express permission of the Library Director.
3. Meeting rooms may be used during library hours: Monday through Thursday, 9:00 A.M. to 9:00 P.M.; Friday, 9:00 A.M. to 5:00 P.M. and Saturday, 10:00 A.M. to 5:00 P.M.; and Sunday, 2:00 P.M. to 5:00 P.M. Note: (weekend and summer hours may vary).
4. Groups holding meetings must assume responsibility for any loss or damage to the library property.
5. The rooms and kitchenette must be left in a neat, clean and orderly condition. If they are not, the group may be denied further use of the library meeting rooms.

6. Groups are responsible for their own advertising and publicity.
7. Children and teenage groups may use the room with appropriate adult supervision
8. Smoking is not allowed in the library.
9. No alcoholic beverages are to be served.

#### **FEES AND PAYMENTS:**

##### **1. ROOM FEES:**

The following fees may be charged to Belmont nonprofit groups for use of the meeting rooms.

ASSEMBLY ROOM	\$50.00
KITCHENETTE	\$25.00
FLETT ROOM	\$30.00

The following fees may be charged to all profit and out-of-town nonprofit groups for each four hour meeting or part thereof.

ASSEMBLY ROOM	\$125.00
KITCHENETTE	\$ 50.00
FLETT ROOM	\$ 50.00

##### **2. CUSTODIAL FEES:**

Meeting rooms are available without an additional custodial fee between 9 A.M. and 5 P.M. Monday through Friday. Meetings which take place at other times are subject to the following municipal contractual custodial rates in addition to the room use fee:

Monday through Thursday after 5 P.M. and all day Saturday (September - June) –Time and a half per hour or part of an hour, minimum of three hours.

Sunday (mid-October - April) – Double time per hour or part of an hour, minimum of three hours.

##### **3. EQUIPMENT FEES:**

No furniture or equipment other than that furnished by the library is to be used without prior approval

The following fees may be charged for the use of library equipment used by all profit and out-of-town nonprofit groups:

Slide, projector and screen	\$15.00
DVD player, and television	\$15.00
Sound system	\$15.00
Piano	\$15.00

All groups are required to bring any additional supplies, etc. that they need for their program, (tape, scissors, paper, pens. etc.)

##### **4. PAYMENTS:**

Custodial and room use fees must be paid with two separate checks, each payable to the "Town of Belmont," and sent with the Meeting Room Reservation form to the library at least seven days before the scheduled event. Checks will be held in escrow until after the meeting is held.

#### **CANCELLATION:**

1. Advance notice of at least twenty-four hours is to be given to the library of meeting cancellation. In the event that prior notice is NOT given, the minimum room fee will be charged.
2. In the event that a storm or impending storm causes cancellation of an evening meeting, the library should be notified by 3 P.M. of the day of the meeting or the minimum fee will be charged. If the library closes due to inclement weather, the person whose name appears on the meeting room reservation form will be notified and the checks for the custodial and room use fees will be returned.

#### **PUBLICITY:**

1. No literature may be distributed at a meeting without permission of the library.
2. A group's meeting at the library does not in any way constitute an endorsement of the group's policies or beliefs.
3. Neither the name nor the address of the library may be used as the official address or headquarters of a group.

The Library Director is authorized to make reservations for the use of the Library's meeting rooms according to these policies and regulations; to deny or immediately terminate permission to any group whose policies or programs are inconsistent with the best interests of the library, or that violate these policies and regulations. The Library Director has the authority to waive fees under certain circumstances and schedule meetings at other times. The Library Director's interpretation of these regulations shall prevail subject to the final decision of the Board of Trustees. Exceptions to this policy may be made at the discretion of the Library Director in consultation with the Board of Library Trustees as they deem in the best interest of the library and the community of Belmont.

Adopted: 6/24/1965

Amended: 11/14/2006

Amended: 2/18/2016

Last Amended: 4/20/17



Thursday, April 20, 2017

# INTRO: IT ADVISORY COMMITTEE

## 1. ABOUT ITAC (STRUCTURE)

- A. ITAC stands for "Information Technology Advisory Committee"
- B. Has served Belmont for more than 20 years
- C. Nine voting members
  - i. Four appointed by Board of Selectmen, 4 by School Committee, 1 by Board of Trustees of BPL (me!)
  - ii. Current members: **Paul Roberts (Chair)**, **Phil Lawrence (Vice Chair)**, **David Goldberg (Secretary/Clerk)**, **James Berets**, **Daniel Ellard**, **Jonathan Green**, **Charles Smart**, **Cheryl Fletterick** and **Glenn Wong**.
  - iii. Backgrounds in networking, computer security, application development and product management, venture capital, etc. etc.
- D. Five advisory members (non-voting)
  - i. **David Petto** (Director of IT), **Steve Mazzola** (Director of Technology, Belmont Public Schools), **Robin Tillberg** (IT Manager, BMLD), **Ellen Girouard**, (Technology Librarian, BPL), **John Steeves** (IT/Technology liaison, BPD)
  - ii. A member of the School Committee acts as a non-voting Management Liaison.
  - iii. Members serve 3 year terms. The committee elects its officers, performing duties of chair, vice-chair, and clerk.
  - iv. Meet quarterly in Q1, Q2, & Q4. May have multiple meetings per quarter depending on need.

## 2. HISTORY

The Information Technology Advisory Committee (ITAC) was created to tap residents with information technology expertise in areas like networking and computers to provide guidance to the Board of Selectmen, Town departments, and other Town committees. That charge continues.

Additionally, beginning in 2002, ITAC's charter was expanded, with Belmont asking the Committee to:

- Concern itself with matters of information delivery; ensuring access to communications technology; increasing the efficiency of transactions involving

the Town departments; and working to ensure the deployment of infrastructure for the Town departments and citizenry.

- Provide strategic planning and advising functions to the Town's departments and committees.

### 3. RECENT HISTORY

- A. ITAC continues to advise town departments on a wide range of issues and projects.
- B. For BPL, Ellen kept the Committee apprised of projects such as:
  - i. Update of the BPL web site and switch to Wordpress content management system – we provided Ellen with recommendations on site security, etc.
  - ii. Addition of web cameras in BPL main branch
  - iii. Selection of new web hosting provider for Belmont Public Library's web site
  - iv. Technology education and enrichment programs (robotics, 3D printing, etc.)

### 4. GOING FORWARD

Heading into 2017, the IT Advisory Committee has undertaken several important, new initiatives that align the Committee with Belmont's current needs.

- A. Recognized the centrality of technology to effective governance, our physical environment and residents' daily lives
  - i. Established a subcommittee to assess ways to address pressing technology related problems in town including connecting citizens to government ("21<sup>st</sup> century committees")
  - ii. Established a subcommittee to provide relief for pressing problems such as cyber-crime and online fraud (technology and public health)
- B. Adopted "lead by example" as guiding principle.

### 5. ITAC AND BPL

- A. Continue to be a resource on IT issues and initiatives (tap our expertise – please!)
  - i. Networking, cyber security, application development and deployment, access, coordination with other Town IT departments, technology acquisition, etc.
- B. Partner to extend technology literacy to the community
  - i. Workshops, discussions,
  - ii. Computer assistance for seniors and other residents
  - iii. Extend services to Belmont professionals who may work from home, etc.