

• BELMONT PUBLIC LIBRARY
MASSACHUSETTS

BELMONT,

• MEETING OF THE BOARD OF TRUSTEES
2010

JANUARY 19,

• The meeting was called to order at 8:06 p.m. in the Claflin Room by Matt Lowrie, Chair. Present were trustees Elaine Alligood, Mary Keenan, and Heli Tomford, and Director Maureen Connors. Trustees David Rich and Hal Shubin were absent.

• The minutes for the meeting of December 15th were unanimously approved on a motion by Trustee Alligood, seconded by Trustee Keenan.

• **Old Business:** Director Connors noted the popularity of the Kindles; thanks have been expressed to the Allisons for their continued generosity to the library.

• A new cover sheet has been prepared for the FY11 budget as the *infotrack* service has changed its counting procedure; the changes are being studied at this time. The library is waiting to hear when the next round of budget meetings will be scheduled. At the budget meeting on January 7th with Town Administrator Tom Younger and Town Accountant Barbara Hagg, Director Connors and Trustee Keenan were advised to notify them of any changes in expenditures from one allocation to another during the year. The library had relied on honored past practice and approval of the trustees to use funds saved in one account for needed expenses in another.

• Work on the web site continues; a feasibility study of the same will be forthcoming shortly.

• Chair Lowrie reminded trustees that Director's evaluations are due.

• **New Business:** Director Connors addressed the changes in shelving for some magazines, making room for career topic books. Mylar discs with embedded security tapes have been purchased and will be used as trial on new CD purchases; this was spurred by the new, time-saving policy on inter-library loans. The new shipping policy and security packaging has the possibility of saving much-needed space for the collection.

• Chair Lowrie pursued the previously-discussed question of donations of DVDs to the library collection. A quick scan to determine the integrity of such items is possible with the purchase of the technology for this.

• Trustee Keenan spoke of outreach to the Asian, Indian, and Korean communities in Belmont; the Board advised working with the Friends on this.

• Director Connors reported that the Massachusetts Board of Library Commissioners (MBLC) will vote on February 4th on the ninety-eight requested waivers, Belmont's among them. Seventeen libraries have had a MBLC extension to June 30th for action on new construction. Chair Lowrie moved that Director Connors be authorized to discuss a petition to extend this date with other involved libraries.

Seconded by Trustee Keenan, the motion passed unanimously.

- Library custodian John Marshall will work with the School Department to pick-up donated book cases from the closed Charlesbank bookstore.

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- **Committee Reports:**

- Director Connors was called to a meeting with the Town Administrator and the Director of Human Resources, Diane Crimmins, to discuss the day after Thanksgiving situation. That Friday, a very busy day for the library, saw the Town Hall closed; as there is a shared union between the two buildings, discussion was warranted. As Ms. Connors was the only one who appeared for the meeting, it was re-scheduled.

- Trustee Tomford reported on the meeting of the Friends of the Library on January 14th at which time she thanked the Friends for their support of the Music Series. The first concert drew 75 people.

- Chair Lowrie continued an earlier discussion on ideas for improving conditions for staff, patrons, and trustees. The trustee sponsored/paid for coffee and donuts for the staff in December was well-received by the staff. Director Connors will make phone calls regarding two concerns, one addresses a patron's concern; the other, the condition of the sidewalk by the chain link fence on Concord Avenue. With the need to clear all walks around the library, Director Connors explained the physical impossibility of clearing the town sidewalk which is handled by the Department of Public Works. Trustee Alligood suggested that the notebook for Compliments and Complaints re-instituted.

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- **The next meeting will be on Tuesday February 16th at 7:30 p.m.**

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- On a motion by Trustee Alligood, seconded by Chair Lowrie, and voted unanimously, the meeting was adjourned at 8:45 p.m.

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- Respectfully submitted,
- Mary E. Keenan, secretary

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