

BELMONT MEMORIAL LIBRARY  
MASSACHUSETTS  
MEETING OF THE BOARD OF TRUSTEES  
2006

BELMONT,  
JANUARY 24,

The meeting was called to order in the Claflin Room at 7:40 p.m. by Chair Jil Westcott. Present were Trustees Mary Keenan, Hal Shubin, Heli Tomford, Director Maureen Connors and LWV observer Audrey Lenk.

New Business: Director Connors informed the trustees that the Annual Report is due on February 3<sup>rd</sup>; changes should be sent to her and the Chair by Monday, January 30<sup>th</sup>. Trustee McCormick has checked into correcting minutes by e-mail and present procedure seems to be in compliance with state guidelines. Trustee Tomford, after checking with Public Records, added that changes to the minutes must be kept.

New proposal: Ms. Connors reviewed a proposal for laptop computers; there was a discussion of the need for this equipment which technology and the patrons demand. On a motion by Trustee Shubin seconded by Trustee Tomford, it was unanimously voted to spend \$13K from the state grant to purchase equipment and licensing. The Jane Grey Dustan Fund will fund software and any needed trainer.

Old Business: Director Connors reviewed the meeting with Selectman Brownsberger on library statistics.

Grant Agreement: After a discussion of the Trustee and Belmont Library Foundation (BLF) Grant Agreement and capital monies versus operating monies, Trustee Shubin moved that the Trustees approve and implement the Grant Agreement as approved by the Town Counsel between the Trustees and the BLF. Trustee Keenan seconded the motion; Trustees Keenan, Shubin and Westcott voted in the affirmative; Trustee Tomford abstained. With a majority of the quorum in favor, the motion was passed.

Trust Funds: The on-going discussion of the trust funds will continue; Director Connors will request a statement from Barbara Hagg, Town Accountant, each time funds are spent from the Revolving Account.

Other Items: Remember Saturday (January 28) 11:40 Budget meeting.

It was recommended that two counters be purchased for the ground floor entrances as fewer patrons are using the front entrance now that the stairs are blocked off.

The elevator will be shut down for two days of repair work, beginning February 2<sup>nd</sup>.

Action Items:

Evaluation: Trustee Keenan reviewed the evaluation instrument which she and Trustee Dreyer had revised. Trustee Tomford noted that the evaluation must be a

public review with all comments to be handled by the Chair. Director Connors will get a copy of the instrument used by the Town Administrator who should also be shown the trustees evaluation document. The question was raised – should the Trustees ask Town Meeting to change the evaluation back to the Trustees? As the issue of merit pay for town department heads is involved, there are many ramifications to consider.

Senior Center Library Services: At a meeting with the Senior Center Building Committee on January 25<sup>th</sup>, Director Connors spoke of drop-off security and privacy issues. An on-line catalog in remote user category is certainly a possibility.

BLF – Role of Trustees: Trustee Shubin reported on the January 11<sup>th</sup> BLF meeting. The trustees must define their role and name their representatives. Trustees Shubin and Tomford will be on a sub-committee to work on this.

Director’s Report: Director Connors reviewed the decline in electric usage since the Noresco work. CybraryN will soon be installed on public access computers; procedure for laptops will be checked. Bequests were received from the Charles Wilkins Estate and from John Rooney/Linda Rooney, this for children’s talking books.

Director Connors will check with proper town authorities to have the Library Building Fund placed as a voluntary check-off for donations on the town tax bill; the first such contribution was recently received. Trustee Tomford made the motion to rescind the name “Trustees Building Fund” and change it to “Library Building Fund.” The motion, seconded by Trustee Keenan, passed unanimously.

Figures for attendance at programs will be added to future activity reports.

Trustee Shubin, with a second by Chair Westcott and voted unanimously, moved to adjourn the meeting at 9:53 p.m. to move into Executive Session.

Respectfully submitted

Mary E. Keenan