

• BELMONT PUBLIC LIBRARY, BELMONT,  
MASSACHUSETTS

• MEETING OF THE BOARD OF TRUSTEES  
NOVEMBER 25, 2008

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- The meeting was called to order at 7:31 p.m. by Chair Hal Shubin in the Flett Room of the library. Present were Trustees Elaine Alligood, Mary Keenan, David Rich, and Heli Tomford and Director Maureen Connors. Trustee Matt Lowrie was absent.
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- Director Connors introduced the recently-hired Circulation Desk assistant, Grainne Griffen.
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- The minutes for the meetings of October 14<sup>th</sup>, 21<sup>st</sup>, and 30<sup>th</sup> were approved with a correction to the October 30<sup>th</sup> minutes: the clarification of Ms. Tomford's compromise re. Benton – close the library now, *with re-opening* dependent on support forthcoming from the community. The motion by Chair Shubin, seconded by Trustee Rich, passed unanimously.
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- Old Business:
- Director Connors reported on the FY10 budget, with funds included for possible repairs needed for the HVAC system. Trustee Alligood asked about possibilities for generating revenue; these would include a sponsor for Sunday openings. This topic will be considered at a future meeting.
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- Director Connors updated the trustees on the Circulation Desk reconfiguration project. Circ Desk Supervisor Lisa Cassidy was commended for her thoughtful scheduling.
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- Chair Shubin reported on the meeting he and Director Connors had with Capital Projects Overview Committee (CPOC) chairs, Chris McVey and Bob McLaughlin. The library still needs permission from the town to site the new library on the north side of Concord Avenue. Superintendent of Schools Pat Aubin has passed the library request to Athletic Director Jim Davis as the White Field House figures into the site plan. Selectman Firenze reported that the earlier report of an anonymous donor for the library did not work out.
- In her report on Personnel, Director Connors stated that a Technology Librarian has been hired.
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- In discussing the closing of the Benton branch, Chair Shubin relayed that Richard Cheek of the Historic District Commission asked that the removal of furniture from Benton be delayed pending exploration of other uses of the building. Trustee Tomford said the trustees need to consider having more empathy with the group of Benton supporters. Chair Shubin will contact the Friends of Benton through Virginia Jordan to inform that group of plans for a closing party on December 17<sup>th</sup>

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- A celebration to thank pro bono Circulation Desk architect, David Johnson, will be held on a Sunday in January. Director Connors will consult with Mr. Johnson on an appropriate date and with Wendy DeLorey on the Friends' sponsoring this event. Trustee Keenan outlined tentative plans and will continue work on this.
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- New Business:
- The Capital Budget for FY10 was reviewed. Trustee Rich asked what items need attention if this building is to serve as the library for the next five to ten years. There are many items at or near the end of their useful life. These items, which will be itemized in this budget, include carpeting and tiles. Director Connors reported that the hall floor tiles crinkle when walked upon; by itself, this does not seem like a problem, but that is not the case as these are asbestos tiles with a serious liability concern. Director Connors has had the situation checked in the past to learn that there was no danger as there was no break-up of the tiles; she will have this situation checked by asbestos experts again.
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- A motion to approve the Capital Project FY10 budget with amendments was made by Trustee Rich. Seconded by Trustee Alligood, it passed unanimously.
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- The library trust funds were then reviewed. Trustee Rich asked, how could the world be informed of these to encourage additional gifts? There is a need to highlight gift books, donated items, etc, perhaps on the new web site.
- A motion by Trustee Tomford to transfer the sum of \$10,500 from the Jane Gray Dustan Children's Education Fund to the Jane Gray Dustan Children's Expense Account was seconded by Trustee Alligood. This motion passed unanimously.
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- After hearing Director Connors' explanation of library closings for the holidays, Trustee Tomford made a motion to approve
  - closure at 5 p.m. on Thanksgiving eve, November 26<sup>th</sup> for the main library and Benton branch;
  - closure all day on Christmas Eve, December 24<sup>th</sup> for the main library and Benton;
  - closure at 5 p.m. on New Year's Eve, December 31<sup>st</sup>, for the main library and Benton.
- Seconded by Trustee Alligood, the motion passed with a unanimous vote.
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- Note was made of the Special Town Meeting to be held on Monday, December 1<sup>st</sup>. The Policies Revision Committee will continue its meetings in hopes of finishing this project soon! Trustee Keenan reported on the Friends of the Library's current activity of working with Carol Lasky on mission statement and a new web site; the Friends December meeting has been moved to the 11<sup>th</sup>.
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- The TV series DVDs will now circulate for two weeks. This was approved on a motion by Trustee Keenan, seconded by Trustee Rich, and approved unanimously. As these are multi-part series, this meets many requests by patrons.

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- The next meeting will be on **TUESDAY, DECEMBER 16<sup>TH</sup>** at 7:30 p.m.

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- The meeting was adjourned at 9:13 p.m. on a motion by Chair Shubin, seconded by Trustee Rich and voted unanimously.

- Respectfully submitted, Mary E. Keenan, Secretary

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