RECEIVED
TOWN CLERK
BELMONT, MA

BELMONT MEMORIAL LIBRARY BELMONT, MASSACHUSETTS
MEETING OF THE BOARD OF LIBRARY TRUSTEES FEBRUARY 19, 2015

2015 APR 14 PM 2:39

Chair Lowrie called the meeting to order at 7:30 p.m. in the Claflin Room of the Library. Also present were Trustees Elaine Alligood, Mark Carthy, Kathleen Keohane, and Sarah Phillips, and Acting Director Emily Reardon. Trustee Gail Mann was absent.

The minutes of the Trustees Meeting of January 15, 2015, were approved on a motion by Chair Lowrie, seconded by Trustee Alligood and voted unanimously. The minutes of the Trustees Meeting of January 29, 2015, were also approved on a motion by Chair Lowrie, seconded by Trustee Alligood and voted unanimously.

Old Business

Search Committee – Search Committee Chair Elaine Alligood reported that the Search Committee had selected the applicants to interview. Interviews will begin February 24th.

FY16 Operating Budget and Capital Budgets - Acting Director Reardon reviewed the final version of the Expenditure Report, reflecting organizational changes made to accommodate any future consolidation of facilities management. A new section, Library Plant Operations, was added for those line items to be consolidated with other Town facilities management.

Trustee Phillips and Acting Director Reardon reported on their meeting earlier today with Town Administrator David Kale and other officials, to review FY16 Capital Budget and its Projection. The feasibility study requested in FY16 will be expanded to include three possible scenarios: (1) new building on current site, (2) major renovations to existing building, and (3) minimal renovations to keep the existing building open, as well as plans and costs for operating during construction. Ms. Reardon will contact architect J. Stewart Roberts for a cost estimate of the expanded feasibility study. The Trustees reviewed again the question of renting or buying a storage shed for gas-powered equipment, and agreed that a purchased shed would be more economical than a long-term rental after only a few years. Acting Director Reardon updated Trustees on her research into the installation of a fire suppression system, included in the FY16 Capital Budget. The current estimate does not include extras such as a dedicated water main, building drawings, and electrical system tie-ins, making a retrofit to the current building considerably more complicated and expensive. Chair Lowrie moved to amend the FY16 Capital Budget by removing the request for a fire suppression system. The motion was seconded by Trustee Carthy and VOTED unanimously.

Consolidation – Trustee Phillips reported that Town Administrator Kale acknowledged receiving the letter on consolidation sent by Trustees Keohane and Mann. Although there are open issues to be discussed with the Board, the Town has not yet had time to address them fully.

New Business

Severe Weather Closing – Heavy snowstorms have forced the Library and other Town buildings to close multiple times in recent weeks. The Library Trustees are statutorily responsible for the building and therefore must approve the Director's decision to close due to severe weather. Acting Director Reardon reported that Town Administrator Kale has suggested a change in this procedure by giving the Director the authority to make the decision to close the Library without prior Trustee approval should the Belmont Public Schools decide to close because of severe weather. While their approval in cases of a Town-wide parking ban would be automatic (and therefore not require prior approval), the decision to close in other situations would be less straightforward. For this reason, the Trustees agreed not to change the procedure, and to still require the prompt, prior approval of any one Trustee in cases where a parking ban is not also imposed. The Director may call any of the Trustees for approval, in the interest of reaching a decision in time for the open or closed status of the Library to be included in the Police Department's severe weather communications.

Trustee Carthy moved to adjourn the meeting at 9:00 p.m. because of Library staff transportation issues, seconded by Trustee Alligood, and voted unanimously.

Next meeting will be held on Thursday, March 19, at 7:30 p.m.

Respectfully submitted,
Sarah Phillips, Secretary

Exhibits:
Agenda February 19, 2015
Minutes January 15, 2015
Minutes January 29, 2015
FY15/FY16 Expenditure Report
FY16 – FY21 Capital Budget Projection draft
FY16 Capital Budget Commentary draft
Acting Director's Report, February 19, 2015
MA Library Trustee Association Annual Meeting notice
BPL Activity Report for January 2015
BPL Expenditures for February 2015, dated Feb. 18, 2015

Town of Belmont
Expenditure Report

			FY14 EXPENDED	FY15 TOWN FINAL VOTE	FY15 ADJUSTED BUDGET	FY15 TOWN EST EXP	FY16 PROPOSED BUDGET	FY16 TOWN FINAL VOTE	Chg Level Services FY16	% Chg Level Services FY16
0100	**General Fund**									
Library Administration										
16111	511000	Full Time Salaries	$204,492	$204,318	$207,704	$200,058	$157,121	$0	($50,583)	-24.35%
16111	511100	Part Time Salaries	$9,028	$10,436	$10,645	$9,775	$0	$0	($10,645)	-100.00%
16111	513000	Overtime	$9,085	$9,950	$9,950	$9,950	$0	$0	($9,950)	-100.00%
16111	514100	Specialty Pay/Stipend	$0	$260	$260	$260	$0	$0	($260)	-100.00%
16111	514800	Longevity	$975	$975	$975	$975	$575	$0	($400)	-41.03%
16111	517000	Health Insurance	$22,295	$22,295	$22,295	$22,295	$16,285	$0	($6,010)	-26.96%
16111	517200	Workers Compensation	$511	$0	$0	$0	$0	$0	$0	#Num!
16111	517800	Medicare	$3,249	$3,288	$3,340	$3,217	$2,287	$0	($1,053)	-31.53%
16111	518000	Pension Fund	$0	$0	$0	$0	$0	$0	$0	#Num!
16111	519900	Uniform Allowance	$820	$820	$820	$820	$0	$0	($820)	-100.00%
		Personal Services	**$250,454**	**$252,342**	**$255,989**	**$247,350**	**$176,268**	**$0**	**($79,721)**	**-31.14%**

Town of Belmont
Expenditure Report

			FY14 EXPENDED	FY15 TOWN FINAL VOTE	FY15 ADJUSTED BUDGET	FY15 TOWN EST EXP	FY16 PROPOSED BUDGET	FY16 TOWN FINAL VOTE	Chg Level Services FY16	% Chg Level Services FY16
16112	521100	Utilities ESCo Lease Payme	$8,690	$8,690	$8,690	$8,690	$0	$0	($8,690)	-100.00%
16112	522800	Natural Gas	$18,907	$16,500	$16,500	$18,500	$0	$0	($16,500)	-100.00%
16112	522900	Electricity	$32,393	$40,015	$40,015	$40,015	$0	$0	($40,015)	-100.00%
16112	523100	Water	$3,465	$5,000	$5,000	$4,500	$0	$0	($5,000)	-100.00%
16112	524300	Repair & Maint Bldg	$121,136	$134,235	$134,325	$130,000	$0	$0	($134,325)	-100.00%
16112	524500	Maint Office Equipment	$4,195	$5,515	$5,515	$5,515	$5,625	$0	$110	1.99%
16112	530001	Prof Services-Medical Bills	$326	$299	$299	$326	$326	$0	$27	9.03%
16112	531700	Prof Services-Emp Train Se	$228	$350	$350	$350	$367	$0	$17	4.86%
16112	531900	Prof Services-Advertising	$278	$500	$500	$500	$500	$0	$0	0.00%
16112	534500	Postage	$1,592	$2,800	$2,800	$2,800	$2,800	$0	$0	0.00%
16112	534700	Printed Materials	$1,401	$1,500	$1,500	$1,500	$1,575	$0	$75	5.00%
16112	542100	Office Supplies	$725	$945	$945	$945	$975	$0	$30	3.17%
16112	545000	Custodial Supplies	$10,686	$12,257	$12,257	$12,257	$0	$0	($12,257)	-100.00%
16112	548900	Vehicle Fuel - Unleaded	$347	$398	$398	$398	$0	$0	($398)	-100.00%
16112	571000	In State Travel	$574	$375	$375	$375	$390	$0	$15	4.00%
16112	573000	Dues and Membership	$580	$610	$610	$580	$610	$0	$0	0.00%
		Other Expenses	**$205,522**	**$229,989**	**$230,079**	**$227,251**	**$13,168**	**$0**	**($216,911)**	**-94.28%**
		Total Library Administration	**$455,976**	**$482,331**	**$486,068**	**$474,601**	**$189,436**	**$0**	**($296,632)**	**-61.03%**

Town of Belmont
Expenditure Report

			FY14 EXPENDED	FY15 TOWN FINAL VOTE	FY15 ADJUSTED BUDGET	FY15 TOWN EST EXP	FY16 PROPOSED BUDGET	FY16 TOWN FINAL VOTE	Chg Level Services FY16	% Chg Level Services FY16
Library Plant Operations										
16116	511000	Full Time Salaries	$0	$0	$0	$0	$54,219	$0	$54,219	#Div/0!
16116	511100	Part Time Salaries	$0	$0	$0	$0	$8,146	$0	$8,146	#Div/0!
16116	513000	Overtime	$0	$0	$0	$0	$10,149	$0	$10,149	#Div/0!
16116	514100	Specialty Pay/Stipend	$0	$0	$0	$0	$260	$0	$260	#Div/0!
16116	514800	Longevity	$0	$0	$0	$0	$400	$0	$400	#Div/0!
16116	517000	Health Insurance	$0	$0	$0	$0	$6,010	$0	$6,010	#Div/0!
16116	517200	Workers Compensation	$0	$0	$0	$0	$0	$0	$0	#Num!
16116	517800	Medicare	$0	$0	$0	$0	$1,073	$0	$1,073	#Div/0!
16116	519900	Uniform Allowance	$0	$0	$0	$0	$820	$0	$820	#Div/0!
		Personal Services	**$0**	**$0**	**$0**	**$0**	**$81,077**	**$0**	**$81,077**	**#Div/0!**
16117	521100	Utilities ESCo Lease Payme	$0	$0	$0	$0	$8,690	$0	$8,690	#Div/0!
16117	522800	Natural Gas	$0	$0	$0	$0	$19,050	$0	$19,050	#Div/0!
16117	522900	Electricity	$0	$0	$0	$0	$42,015	$0	$42,015	#Div/0!
16117	523100	Water	$0	$0	$0	$0	$5,000	$0	$5,000	#Div/0!
16117	524300	Repair & Maint Bldg	$0	$0	$0	$0	$133,390	$0	$133,390	#Div/0!
16117	524400	Repair & Maint Vehicles	$0	$0	$0	$0	$0	$0	$0	#Num!
16117	545000	Custodial Supplies	$0	$0	$0	$0	$12,625	$0	$12,625	#Div/0!
16117	548900	Vehicle Fuel - Unleaded	$0	$0	$0	$0	$398	$0	$398	#Div/0!
		Other Expenses	**$0**	**$0**	**$0**	**$0**	**$221,168**	**$0**	**$221,168**	**#Div/0!**
Total Library Plant Operations			**$0**	**$0**	**$0**	**$0**	**$302,245**	**$0**	**$302,245**	**#Div/0!**

Town of Belmont
Expenditure Report

			FY14 EXPENDED	FY15 TOWN FINAL VOTE	FY15 ADJUSTED BUDGET	FY15 TOWN EST EXP	FY16 PROPOSED BUDGET	FY16 TOWN FINAL VOTE	Chg Level Services FY16	% Chg Level Services FY16
LibraryTech Services										
16131	511000	Full Time Salaries	$146,893	$146,948	$148,337	$146,941	$150,751	$0	$2,414	1.63%
16131	511100	Part Time Salaries	$11,960	$12,034	$12,034	$12,034	$12,126	$0	$92	0.77%
16131	514800	Longevity	$1,975	$1,975	$1,975	$1,975	$1,975	$0	$0	0.00%
16131	517000	Health Insurance	$32,599	$48,855	$48,855	$32,599	$32,570	$0	($16,285)	-33.33%
16131	517200	Workers Compensation	$499	$0	$0	$0	$0	$0	$0	#Num!
16131	517800	Medicare	$2,334	$2,334	$2,354	$2,334	$2,390	$0	$36	1.53%
16131	518000	Pension Fund	$0	$0	$0	$0	$0	$0	$0	#Num!
		Personal Services	**$196,260**	**$212,146**	**$213,555**	**$195,883**	**$199,812**	**$0**	**($13,743)**	**-6.44%**
16132	530600	Computer Services	$61,126	$66,665	$66,665	$66,665	$70,216	$0	$3,551	5.33%
16132	542200	Computer/Processing Suppl	$12,148	$12,133	$12,133	$12,133	$12,740	$0	$607	5.00%
		Other Expenses	**$73,274**	**$78,798**	**$78,798**	**$78,798**	**$82,956**	**$0**	**$4,158**	**5.28%**
16133	587100	Capital Outlay Repl Comput	$11,341	$12,000	$12,000	$12,000	$12,000	$0	$0	0.00%
		Capital Outlay	**$11,341**	**$12,000**	**$12,000**	**$12,000**	**$12,000**	**$0**	**$0**	**0.00%**
Total LibraryTech Services			**$280,876**	**$302,944**	**$304,353**	**$286,681**	**$294,768**	**$0**	**($9,585)**	**-3.15%**
		Library Personal Services	**$1,378,900**	**$1,460,469**	**$1,475,078**	**$1,419,571**	**$1,465,191**	**$0**	**($9,887)**	**-0.67%**
		Library Other Expenses	**$575,931**	**$612,602**	**$612,692**	**$609,864**	**$637,272**	**$0**	**$24,580**	**4.01%**
		Library Capital Outlay	**$11,341**	**$12,000**	**$12,000**	**$12,000**	**$12,000**	**$0**	**$0**	**0.00%**
		Total	**$1,966,171**	**$2,085,071**	**$2,099,770**	**$2,041,435**	**$2,114,463**	**$0**	**$14,693**	**0.70%**
Total General Fund			**$1,966,171**	**$2,085,071**	**$2,099,770**	**$2,041,435**	**$2,114,463**	**$0**	**$14,693**	**0.70%**

Town of Belmont
Expenditure Report

	FY14 EXPENDED	FY15 TOWN FINAL VOTE	FY15 ADJUSTED BUDGET	FY15 TOWN EST EXP	FY16 PROPOSED BUDGET	FY16 TOWN FINAL VOTE	Chg Level Services FY16	% Chg Level Services FY16
Grand Totals	$1,966,171	$2,085,071	$2,099,770	$2,041,435	$2,114,463	$0	$14,693	0.70%

BELMONT MEMORIAL LIBRARY
FY16 - FY21 CAPITAL BUDGET - PROJECTION

	Unit cost	*2016*	*2017*	*2018*	*2019*	*2020*	*2021*
Load Factor		*1.1811072*	*1.22835149*	*1.27748555*	*1.32858497*	*1.38172837*	*1.4369975*
Mechanical/Electrical*							
Boiler (HVAC system) Replacement or Repair	$879,000		$1,079,721				
Fire Suppression System	$163,075	$192,609					
Automatic door openers	Complete						
Elevator Functional Repair	In process						
subtotal		**$192,609**	**$1,079,721**	**$0**	**$0**	**$0**	**$0**
Structural							
Repair Roof Structure	$100,000				$132,858		
Replace Roof	$120,000				$159,430		
subtotal		**$0**	**$0**	**$0**	**$292,289**	**$0**	**$0**
Public Safety*							
Walkways and Sidewalk	Complete						
Generator							
New Lighting	$263,700					$364,362	
New Power	$410,200					$566,785	
Parking lot Repairs & Curbing-Asphalt	Complete						
Parking lot lighting	$60,000						
subtotal		**$0**	**$0**	**$0**	**$0**	**$931,147**	**$0**
Other							
Carpet throughout building	$160,667			$205,250			
Storm Windows - Replace	$45,000			$57,487			
Radio-frequency identification (RFID)	$11,159			$14,255			
Feasibility Study	$75,000	$75,000					
Storage shed for gas-powered equipment	$10,000	$10,000					
subtotal		**$85,000**	**$0**	**$276,992**	**$0**	**$0**	**$0**
Total		**$277,609**	**$1,079,721**	**$276,992**	**$292,289**	**$931,147**	**$0**
Total with 15% Contractor's Overhead & 10% Contin. (exluding Feasibility Study & Shed)		**$328,650**	**$1,365,847**	**$350,395**	**$369,745**	**$1,177,901**	**$0**

***All are original to the 1965 building and may need to be repaired on an emergency basis**
***Capital improvements for a running 3 year period are considered in assessing ADA triggers and require compliance**

Revised January 2015

BELMONT PUBLIC LIBRARY
CAPITAL BUDGET
FY16

FY16 Capital Budget

The current Library building reaches its 50-year milestone in 2015. Much of the core infrastructure is original to the building and has long exceeded its expected service life. While there are many capital investments that are needed, it must first be understood what the Town's long term strategy for the building is so that prudent investment decisions can be made. The Financial Task force has been evaluating the capital needs of the Town including those of the Library.

Included specifically for consideration in this FY16 capital budget allocation are the following requests:

- Feasibility Study support to assess, analyze and recommend space and building needs to support existing Library services and programs. This study would examine the requirements and provide guidance on the feasibility of renovation/addition of the existing building or make recommendations on the needs for a new facility

- Installation of a free standing structure to hold all gas powered equipment with required electrical supply access

- Installation of a fire suppression system, which the building lacks

Included in the five-year capital plan are more significant capital requests, notably replacement of the H/VAC system. These projects should be done for safety reasons, to comply with ADA regulations, or because the item is original to the building and beyond its life expectancy. These projects already have been delayed while the Library was on the state wait-list for a new building and should be addressed. The Trustees, however, are concerned about mounting costs and whether they would trigger ADA compliance. Therefore the Trustees would like to work with the Capital Budget Committee on a definitive plan for the Library's future. The results of the Feasibility Study will provide critical information to help inform this path.

See attached the Five Year Timeline for Capital Projects and Estimate of Repairs to Existing Library. Target projects and target timelines should be reassessed pending the results of the Feasibility study which is being requested for funding this year.

CAPITAL PROJECTS FY16

I. Project

New Feasibility Study – We expect the State to announce another round of grants for new library building construction or major building renovations in 2016 or 2017. These grant applications will need to include a feasibility study for the specific site and a conceptual design for an addition/renovation and/or a new building on that site.

2. Reason for request

A feasibility study for library construction or major renovation is necessary for any State funding. The last feasibility study was done in 2010 for a new building across Concord Avenue on school property. It was based on a building program from 2005, which was revived again in 2010. With all the changes that have occurred in the library world over those years, it is essential that a new feasibility study include the new technologies, programs and materials that are now standard library operations. The new feasibility study would consider both renovation and new construction on the current library site.

3. Cost

a. The cost is based on an estimate of $60,000 to $75,000 from J. Stewart Roberts of Johnson Roberts Associates.
b. The estimate from J. Stewart Roberts was provided in January, 2015.
c. There should be no effect on current operation budget.

4. Timing of Project

a. The new feasibility study would be completed in FY 2016, to be included in any State grant applications, possibly due 2017.
b. The next steps for the feasibility study would be to have the cost approved by the Capital Budget Committee, Town Meeting, and possibly the Permanent Building Committee.
c. The study would be completed in two to four months, in time for the State grant application due date.
d. The project cannot be phased.
e. Yes, the project would go out to bid.

5. Life Expectancy

a. A feasibility study for State funding would be a one-time expenditure, specific to the site and project. Life expectancy is five to ten years.

6. Funding

a. The project could not be bonded.
b. The project would be funded by the Capital Budget.

II. Project

New Shed for Library Gas-Powered Equipment – The Belmont Fire Department requires that all Library gas-powered equipment (snow blower, lawn mower, leaf blower) be stored outside the building for safety reasons. To date, they have been stored inside the Library building's custodial area which has a fire door separating it from the boiler area. Gasoline and oil for the equipment is stored in a fire proof cabinet.

2. Reason for Request

Currently, there are no outbuildings on Library property for this purpose. While the driveways and parking lots are shoveled by truck, snow on the walks and at doorways is removed by the Library custodian. The custodian also mows the grass and removes yard debris, using Library equipment. This equipment must be stored on site. The Facilities Department has recommended storage in a shed or container located on Library property, but physically removed from the building. The storage facility would need to have an electrical source for the equipment starters.

3. Cost

An 8' x 10' steel container without electricity could be rented for $1,700 per year, including insurance and delivery, based on a quote from Mobile Mini, Inc. This would be a recurring annual expense, adding to the operating budget. Alternatively, a permanent storage shed with electricity could be purchased for less than $10,000, based on current websites. This would be a one-time expense and would be less expensive long term. A storage shed would also be more attractive, have no effect on the operating budget, and would not result in the loss of a parking space. For these reasons, the Library Trustees recommend the purchase of a permanent storage shed, rather than a rented container.

4. Timing of Project

a. A location on Library property would have to be chosen for the storage facility.
b. The project will need approval from the Capital Budget Committee, and possibly the Planning Board.
c. The project will probably take one week to complete.
d. The project cannot be done in phases.
e. The project would not go out to bid.

5. Life Expectancy

A permanent storage shed for Library gas-powered equipment would be a one-time purchase.

6. Funding

This project cannot be bonded. It would be funded by Capital Budget.

III. Project

1. Project

Installation of a fire suppression system – The library does not have a Fire Suppression System. This was not required by code when the building was built but is mandated under current codes. Currently the library is equipped with a smoke detection system that is tied into the Fire Department.

2. Reason for the request

As noted, the library has a smoke detection system. While the probability of a fire is hard to measure, it is probably rising as the infrastructure ages (e.g. wiring and furnace). The impact of an actual fire is hard to measure but parts of our collection, particularly the local history holdings in the Claflin Room, cannot be replaced if destroyed by fire.

Even with the prospect of potential renovation of the library building, the timeline would be lengthy and thus the use of this facility is anticipated for the next five years.

3. Costs/Benefits –

a. A rough estimate of $148,250 - $163,075 was provided by architect J. Stewart Roberts of Johnson Roberts Associates.
b. The estimate is from January, 2015 and based on general cost per square foot. A more precise estimate is needed.
c. The library assumes there will be a slight increase in the operating costs for a new maintenance contract. A quote has also been requested for a maintenance contract on a fire suppressant system.
d. The building, its collections and its occupants would be better protected if there were a fire.

4. Timing of Project

b. The project needs to be approved by the Capital Budget Committee.
c. The length of time for completion of the project is not available at this time.
d. The project cannot be done in phases.
e. The project may be put out to bid.

5. Life Expectancy

The life expectancy is ten to twenty years.

6. Funding

The funding will come from the Capital Budget.

DIRECTOR'S REPORT
February 19, 2015
Claflin Room
7:30 PM

Buildings and Grounds

Library Closings
Reported earlier:
Fri., Jan. 2 – closed at 1 PM, heating system failure
Sat., Jan. 3 – closed at 1 PM, heating system failure

Since last Trustees Meeting:
Mon. Jan. 26 – closed at 5 PM because of weather
Tues., Jan. 27 – closed, also schools, weather
Wed., Jan. 28 – closed, also schools, weather
Mon., Feb. 2 closed, also schools (schools closed Tues. also), weather
Mon., Feb. 9 – closed, also schools, weather
Tues., Feb 10 – opened at 10 AM, schools closed all day, weather
Sun., Feb. 15 – closed, weather
Tues., Feb. 17 – opened at 1 PM; closed in morning for heating system failure

Heating system Burner failed to light on Monday, Feb. 2 and at first custodian John Marshall was unable to reset and get it started. He eventually did; Combustion Services arrived later and was unable to diagnose the problem. The library was closed that day already because of a snowstorm. We did not have trouble again for two weeks, even on the coldest days. Then on Tuesday, Feb. 17, John discovered that it had failed overnight. Combustion Services got it running and said the problem was the low water gage, which turns off the boiler when the water is too low. The building was warm enough to open at 1 PM.

The annual inspection of all the Town boilers, organized by Town Buildings Manager Kevin Looney, is scheduled for Tuesday, Feb. 24.

Elevator Maintenance Contract In the spirit of consolidation, we were planning to terminate our elevator maintenance contract with Schindler Elevator Co. and be included in the Town's maintenance contract with Buckley Elevator Co. Although the primary purpose is to get more in line with the Town, this move could possibly save money as well. Our contract covers service appointments while the Town contract covers the annual inspection and a monthly visit, but no unscheduled service calls. However, we may need legal advice on whether we can terminate the contract with Schindler.

Assembly Room On Tuesday, Feb. 10, water began to seep up from underneath the linoleum tiles in the Assembly Room in front of the stage on the side next to the

kitchen. The tiles in that area are now loose, as well as the row of tiles near the windows.

Storage Shed Kevin Looney has suggested looking at the Reeds Ferry website, a New Hampshire company, to pick out the shed we want. Decisions need to be made about its size, configuration, appearance, etc. John Marshall has suggested a site at the corner of the building, on the left-hand side of the poolside door (facing the building). This area is now covered with several feet of snow so it may not be possible to fully evaluate this site until the snow melts.

Refrigerator and Stove A new refrigerator and stove, selected by Anne Lauriat and purchased by the Friends, has been installed in the kitchen in the same spots as the old appliances. In addition, Anne and Friends president Nancy Dignan gave the kitchen a thorough cleaning and gathered unneeded items from the cabinets that can be donated to a charity. Many thanks to the Friends for the clean and functioning appliances!

Directors Report

Old Business

FY16 Budget The FY16 operating budget has been printed. The Library budget is $2,114,463, a .7% increase over last year. Removed from our request was $3000, coming from the building maintenance line item – which still includes funds to remove asbestos tiles and install new tiles in the Assembly Room and other ground floor areas; install new carpet in the Flett Room; and make repairs to the heating system if necessary. The most striking difference in this new budget is that in preparation for consolidation, all building-related line items have been removed from the Administration cost center and placed in a new cost center called Plant Operations.

Trustee Kathy Keohane and I are scheduled to meet with the Warrant Library subcommittee on Friday, Feb. 27.

Capital Budget There are three parts to the Library's capital budget request: $75,000 for a feasibility study for a new building or a renovation/addition; $10,000 for a storage shed; and $163,075 for a fire suppression system. Trustee Sarah Phillips and I have a meeting with David Kale and the Town budget team scheduled for Thursday, Feb. 19.

CPA Grant The Library's grant application for $17,923 to digitize Belmont's newspapers from 1890 through 1923 was approved by the Community Preservation Act (CPA) subject to approval by Town Meeting. The Library will make presentations to the Warrant Committee and to Town Meeting; these have not been scheduled yet.

Video games. I have pressed charges against one of the individuals who checked out large numbers of video games from Belmont (replacement cost more than $4,000) and did not return them. He is suspected of taking video games from Arlington, Bedford, Cambridge, Newton, Waltham, and Wellesley, either with or without checking them out. A Belmont Police detective came to the Library to see if any staff members recognized an individual caught on security tape from the Natick Library, to see if all these incidents could be attributed to one person.

Minuteman imposed a system-wide limit of 3 video game checkouts per person, to prevent any further theft. Belmont also found that video games had been removed from security cases and taken from the Library without being checked out. Therefore all video games are now kept behind the circulation desk, with empty cases on display for patrons.

New Business

Severe Weather Closings Both David Kale and at least one member of the Trustees have suggested that the Trustees develop a procedure to streamline decisions about closing the library (or delaying the opening) because of the weather.

Here is the Beech Street procedure, taken from their website: "Center programs are closed if Belmont schools announce that they are closed. Please note that our administrative offices are usually open even if programs are canceled.
The Center is closed if the Town offices are closed. "

The director of the public library in Templeton, MA recently asked the MBLC email list who makes weather-related closing decisions for the library. Ten libraries from across the state responded. At four of these libraries, either the Town Manager or the Mayor decides; at one, the reason was that some library staff are in the same union as the staff at Town Hall. At six libraries, the Director decides, often in consultation with the Town Manager.

I also learned that in Lexington, the Chair of the Library Trustees makes the call after consulting with the Director; in Bedford, the Director makes the decision. Most libraries take into consideration whether the schools or the Town Hall is closed, and also consult with the DPW on whether streets and parking lots will be clear.

Warrant Articles for Town Meeting The deadline for submitting warrant articles for consideration at the May 4, 2015 Town Meeting is Monday, March 2. I will request that an authorization to spend $15,000 from the library's copying/lost books revolving account be included in the Town's revolving fund article.

Request for Reconsideration of Library Materials A patron has requested that a picture book be removed from the picture book section and that a new section be established called "parental guidance." After consulting with the Children's librarians, examining reviews of the book, reading comments on a librarians'

listserv, and reviewing the library's materials selection policy and the ALA statements on which it was based, we decided to leave the book in the picture book section. A letter will be sent to the patron.

Financial Task Force Report This report can be found online on the Town's web site at http://www.belmont-ma.gov/projects-reports-presentations with separate links for the executive summary, the complete report, and a powerpoint summary.

MLTA
Massachusetts Library Trustees Association

Jan. 2015

MLTA *Update*

P.O. Box 1503, Wakefield, MA 01880 Legislative Breakfasts INSIDE

www.mlta-online.org SIGN UP / RENEW TODAY to get in Directory

YOUR PUBLIC LIBRARY ADVOCATES' RESOURCE

Annual Meeting

A full meeting of the MLTA November 1st Annual Meeting in Northboro. The crowd was treated to an inspiring talk by Young Adult author and Massachusetts resident AC Gaughen.

MLTA Bylaws Have Been Updated & Posted on Line in full at www.mtla-online.org.

Quick Recap of Changes Made:
*Membership to MLTA is no longer on rolling basis, instead membership renewal for everyone is every January, and **dues run Jan.—Dec. on calendar year basis.** *NOTE: The Board had decided to grant a grace period for anyone joining this fall so that dues paid Sept.-Dec. '14 are good thru Dec. 31, 2015.*

***Standing Committees were changed to ad hoc committees,** *except for Nominating Committee, which will always be formed for purpose of electing officers every Annual Meeting. This is based on current needs of the membership and Board's commitment to send regular newsletter.*

JOIN US!

Thank you for attending the Annual Meeting in Northboro! We enjoyed the participation of trustees from around the state, the engaging presence of new MBLC Director Diane Carty and Author AC Gaughen. You brightened a rainy day!

If you missed out, read on to see how we can provide you with resources for managing public libraries , along with a new directory we promise to make available to current members in January, in time for the Legislative Breakfasts!

Sincerely—Teena Cherry, President MLTA

If you are a current member of the MLTA, consider serving on the Board of Directors. We welcome new members with fresh ideas. Do consider joining us! We meet only four times a year, it is not a time consuming position. We also look for regional representation so all corners of the state and a wide range of library management needs are covered.

President, MA Library Trustee Association (MLTA) P.O.Box 1503 Wakefield, MA 01880
Teena Cherry **donteena@charter.net**
471 Pine St. Leicester 01524 **(508) 892-3056**

ARE YOU 'ON BOARD' with the best value for your membership?– Full trustee board for $100 / year, see page 4
Questions about membership, please call **Ann Conant, MLTA Membership Chair (978) 649—2432**

ADVOCATE! LIBRABRIES NEED YOU

"Be sure to send one of your Trustee Board members to your local Legislative Breakfast! The more we are seen and heard as to why libraries are RELEVANT the less budgets will be cut. Take a photo with yourself and your colleagues for your home town paper too! -Teena Cherry President Mass. Library Trustees Assoc. MLTA photos/captions send to i2art@comcast.net

8am Library Legislative Breakfasts Continued

Fri. Feb. 13 **Southbourough Public Library,** 25 Main St. **Southborough,** MA 01772
rsvp: rdonovan@southboroughma.com
HOSTS: MBLC Dom. Cluggish, Dianne Carty Mary Rose Quinn
INVITED LEGISLATORS: Rep. Carolyn Dykema, Sen. James Eldridge

Fri. Feb. 27 **Athol Public Library** 568 Main St. **Athol**
rsvp: dblanchard@mass.rr.com Deb Blanchard
HOSTS: MBLC Cindy Roach, Dianne Carty

Fri. Feb. 27 **Blackstone Public Library,** 86 Main Street, **Blackstone**, MA 01504
rsvp: lchever@cwmars.org Lisa Cheever
HOSTS: MBLC Cindy Roach, Dianne Carty

Fri. Mar. 6 **Franklin Public Library**, 118 Main Street, **Franklin**, MA 02038
rsvp: foti@minlib.net Felicia Oti
HOSTS: MBLC Comm. Cluggish, Comm. Shesko, Mary Rose Quinn
INVITED LEGISLATORS: Sen. Karen Silka, Sen. Richard Ross, Rep. Jeffrey Roy

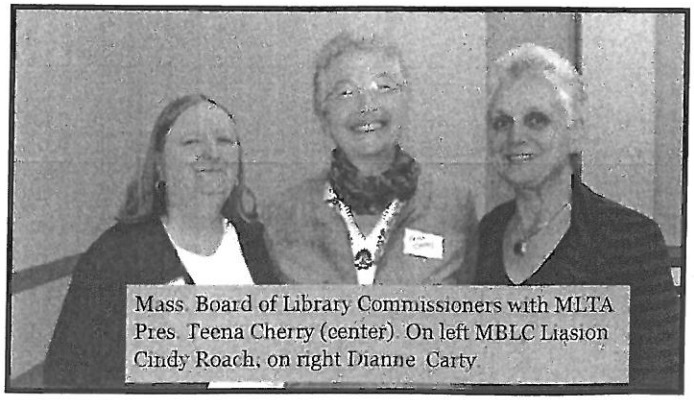
Fri. Mar. 13 **Brookline Public Library**, 361 Washington St., **Brookline**, MA
HOSTS: MBLC Comm. Caro & Shelley Quezada Featured Legislator Rep. Smizik

Fri. Mar. 13 **Springfield City Library**, 220 Main St. **Springfield**, MA
rsvp: jramsay@springfieldlibrary.org John Ramsay
HOSTS: MBLC Comm. Murphy, Celeste Bruno, Gregor Trinkaus-Randall
Featured Legislators: Sen. Eric Lesser and Sen. Jim Welch

Fri. Mar. 13 **Monson Free Library**, 2 High Street, **Monson**, MA
rsvp: hbodwell@cwmars.org Lib. Director Hope Bodwell Sen. Anne Gobi

Fri Mar. 13 **Auburn Public Library**, 369 Southbridge Street, **Auburn**, MA
HOSTS: MBLC Liz Babbitt, Shelley Quenzada, Dianne Carty

SAVE the DATE: State House Library Day Apr. 1, 2015



Mass. Board of Library Commissioners with MLTA Pres. Teena Cherry (center). On left MBLC Liasion Cindy Roach, on right Dianne Carty

MLTA TRUSTEE of the YEAR Nominations Now Open
Know any outstanding Library Trustees?

Nominate your favorite one today and tell us why he / she deserves special recognition.

Send a letter to MLTA Vice President Brian Lowney at brianlowney@hotmail.com

MLTA Directory Coming Out Soon

LIBRARY ADVOCACY is STRONGER across the state when you participate! Your input in important decisions—be a part of it and meet your colleagues.

8 am Massachusetts Library Legislative Breakfasts

Fri. Jan. 23 **Berkshire Community College** 135 West Street, **Pittsfield**
rsvp: lkaufmann@mcla.edu Linda Kaufmann
HOSTS Richard Felver, Library Director MBLC Cindy Roach, Celeste Bruno

Fri. Jan. 30 **Worcester Pulbic Library** 3 Salem Square, **Worcester**
rsvp: dmeginley@worcpublib.org Denise McGinley
HOSTS MBLC Celester Bruno, Mary Rose Quinn, Comm. Kromholm, Comm. Shesko
INVITED LEGISLATORS: Sen. Hariet Chandler, Sen. Michael Moore; Rep. Kate Campnale, Rep. Dan Donahue, Rep Kim Ferguson Rep Paul Frost, Rep Mary Keefe, Rep. John Mahoney, Rep. David Manradian, Rep. Harold Naughton, Rep. James O'Day

Fri. Feb. 6 **Norton Public Library** 68 Mani Street, **Norton**
rsvp: breadfas@sailsinc.org
HOSTS SAILS Network; MBLC Cindy roach Celeste Bruno
INVITED LEGISLATORS: Sen. James Timilty

Fri. Feb. 6 **Thomas Crane Library**, **Quincy**
HOSTS: OCLN Network
INVITED LEGISLATORS: Senator John Keenan

Fri. Feb. 6 **Jacob Edwards Library** 236 Main St. **Southbridge**
rsvp: mmorriss@cwmars.org Margaret Morrissey 508-764-5426
HOSTS MBLC Commissioners Comeaeau, Liz Babbitt, Dinane Carty
INVITED LEGISLATORS: Sen. Ryan Fattman, Rep. Curos, Rep. Fernandes

Meet 'n Greet and Tweet!

MLTA Board of Directors with Guest Speaker at the Annual Meeting in Northboro in November, 2014. Pictured above is MLTA Board Director Nancy Gilbert left and MLTA Membership Chair Ann Conant (right); at center is best selling author and Key Note Speaker for our Annual Meeting A.C. Gaughen. Nancy and Ann enjoyed hosting and greeting new members.

KEYNOTE SPEAKER **A. C. Gaughen** is the author of ***Scarlet*** and ***Lady Thief*** (Bloomsbury 2012, 2014). Gaughen serves as the Director of Girls' Leadership for Boston GLOW, a non-profit organization that creates opportunities to encourage and engage teen girls in the greater Boston area. She holds a master's in creative writing from St. Andrews University in Scotland, and is a teaching fellow at Harvard Univ.

JOIN US!

MLTA Membership:
JOIN by **FEB. 28** to be in our new MLTA DIRECTORY

Our Massachusetts Library Community depends on MLTA resources and MFOL resilience! We love our libraries and help our residents get the most from them! How can we the MLTA help you as a trustee?

*Networking
*Quarterly Newsletter
*MLTA-online.com website
*Regular meetings around the state
*Annual Joint Conference MLTA/MFOL Nov 2015
*Get in our NEW DIRECTORY members only
*Library Advocacy Ideas
*Management Strategies
*News you can use—up-to-date data
*Budget information to relay back to your board

Our Directors write to state house for budget advocacy

Name_____

Adddress_____Email_____

Phone_____ interest(s) (circle on right)

Membership good thru calendar year.

*Make checks payable to MLTA, complete form and send to : **'MLTA MEMBERSHIP' c/o Ann Conant, 2 Davis Road, Tyngsboro, MA 01879***

Trustee Name /Tel._____ _____

Town Library Name_____

Town Library Address_____ _____

Individual ($25/year)_____ (Senior $20)____

Individual Lifetime Membership ($100 forever)_____

Board ($100- / year)____

Board Members Name(s) *Emails*

_____ _____

_____ _____

_____ _____

IF YOU HAVE PAID DUES SEPT. 2014 on—you are considered current through December 2015

www.mlta-online.com Updated all year to keep up with state library advocacy!

MLTA
Massachusetts Library Trustees Association
P.O. Box 1503 Wakefield MA 01880

RSVP NOW! Details inside...

*to be in the **2015 MLTA DIRECTORY**

*to **attend Legislative Breakfast** near YOU

BELMONT PUBLIC LIBRARY EXPENDITURES

FEBRUARY 2015

18-Feb-15
12:31 PM

		ORIG./ADJ. APPROPRTNS.	TRANSFER	ADJUSTED BUDGET	SPENT FEB	SPENT JULY - FEB	BALANCE	PROJECTED 8 MONTHS	% EXP
	LIBRARY ADMINISTRATION								
16111									
511000	SALARIES, FULL TIME	204,318.00		204,318.00	11,326.64	134,901.22	69,416.78	136,212.00	66.0%
511100	SALARIES, PART TIME	10,436.00		10,436.00	586.26	5,668.56	4,767.44	6,957.33	54.3%
513000	OVERTIME	9,950.00		9,950.00	1,227.57	6,858.22	3,091.78	6,633.33	68.9%
514100	SPECIALTY PAY/STIPEND	260.00		260.00	15.00	160.00	100.00	173.33	61.5%
514800	LONGEVITY	975.00		975.00	0.00	975.00	0.00	650.00	100.0%
517000	HEALTH INSURANCE	22,295.00		22,295.00	0.00	22,295.00	0.00	14,863.33	100.0%
517200	WORKER'S COMPENSATION	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
517800	MEDICARE	3,288.00		3,288.00	0.00	3,288.00	0.00	2,192.00	100.0%
519900	UNIFORM	820.00		820.00	0.00	820.00	0.00	546.67	100.0%
16112									
521100	EBSCO	8,690.00		8,690.00	0.00	8,690.00	0.00	5,793.33	100.0%
522800	GAS	16,500.00		16,500.00	0.00	4,641.05	11,858.95	11,000.00	28.1%
522900	ELECTRICITY	40,015.00		40,015.00	0.00	16,183.87	23,831.13	26,676.67	40.4%
523100	WATER	5,000.00		5,000.00	0.00	1,956.39	3,043.61	3,333.33	39.1%
524300	MAINTENANCE BUILDING	134,235.00		134,235.00	0.00	33,178.20	101,056.80	89,490.00	24.7%
	MAINTENANCE GROUNDS	0.00		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	0.00	#DIV/0!
524500	MAINTENANCE OFFICE EQUIP	5,515.00		5,515.00	0.00	0.00	5,515.00	3,676.67	0.0%
	MAINTENANCE LIBRARY EQUI	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
530001	MEDICAL REPORTS & BILLS	299.00		299.00	0.00	326.00	(27.00)	199.33	109.0%
531700	EMPLOYEE TRAINING	350.00		350.00	0.00	0.00	350.00	233.33	0.0%
531900	ADVERTISING & PUBLIC RELA	500.00		500.00	0.00	34.95	465.05	333.33	7.0%
534500	POSTAGE	2,800.00		2,800.00	6.63	1,343.20	1,456.80	1,866.67	48.0%
534700	PRINTING	1,500.00		1,500.00	0.00	195.80	1,304.20	1,000.00	13.1%
542100	OFFICE SUPPLIES	945.00		945.00	0.00	236.29	708.71	630.00	25.0%
545000	CUSTODIAL SUPPLIES	12,257.00		12,257.00	0.00	7,111.30	5,145.70	8,171.33	58.0%
548900	GASOLINE	398.00		398.00	6.00	24.00	374.00	265.33	6.0%
571000	IN-STATE TRAVEL	375.00		375.00	0.00	214.75	160.25	250.00	57.3%
573000	DUES & MEMBERSHIP	610.00		610.00	0.00	593.00	17.00	406.67	97.2%
	TOTAL LIBRARY ADMIN	482,331.00	0.00	482,331.00	13,168.10	249,694.80	232,636.20	321,554.00	51.8%

		ORIG./ADJ. APPROPRTNS.	TRANSFER	ADJUSTED BUDGET	SPENT FEB	SPENT JULY - FEB	BALANCE	PROJECTED 8 MONTHS	% EXP
	LIBRARY PUBLIC SERVICE								
16121									
511000	WAGES, FULL TIME	661,221.00		661,221.00	34082.28	397,445.69	263,775.31	440,814.00	60.1%
511100	WAGES, PART TIME	199,743.00		199,743.00	9580.71	104,210.72	95,532.28	133,162.00	52.2%
513000	OVERTIME	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
514800	LONGEVITY	6,696.00		6,696.00	0.00	3,983.93	2,712.07	4,464.00	59.5%
517000	HEALTH INSURANCE	115,740.00		115,740.00	0.00	115,740.00	0.00	77,160.00	100.0%
517200	WORKER'S COMPENSATION	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
517800	MEDICARE	12,581.00		12,581.00	0.00	12,581.00	0.00	8,387.33	100.0%
517900	LIFE INSURANCE	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
16122									
530000	PROFESSIONAL SERVICES	900.00		900.00	0.00	0.00	900.00	600.00	0.0%
534100	TELEPHONE	9,645.00		9,645.00	0.00	4,532.02	5,112.98	6,430.00	47.0%
552900	BOOKS/PER/FILM/CD/REC	293,270.00		293,270.00	191.75	158,834.05	134,435.95	195,513.33	54.2%
573000	DUES	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
	TOTAL LIB PUBLIC SERVC	1,299,796.00	0.00	1,299,796.00	43,854.74	797,327.41	502,468.59	866,530.67	61.34%
	LIBRARY TECH SERVICE								
16131									
511000	SALARIES, FULL TIME	146,948.00		146,948.00	8,442.15	92,300.90	54,647.10	97,965.33	62.8%
511100	SALARIES, PART TIME	12,034.00		12,034.00	694.26	7,590.58	4,443.42	8,022.67	63.1%
514800	LONGEVITY	1,975.00		1,975.00	0.00	1,537.50	437.50	1,316.67	77.8%
517000	HEALTH INSURANCE	48,855.00		48,855.00	0.00	48,855.00	0.00	32,570.00	100.0%
517200	WORKER'S COMPENSATION	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
517800	MEDICARE	2,334.00		2,334.00	0.00	2,334.00	0.00	1,556.00	100.0%
16132									
530600	COMPUTER SERVICE	78,665.00		78,665.00	0.00	59,223.73	19,441.27	52,443.33	75.3%
542200	PROCESSING SUPPLIES	12,133.00		12,133.00	0.00	4,574.57	7,558.43	8,088.67	37.7%
573000	DUES	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
	TOTAL LIBRARY TECH SERV	302,944.00	0.00	302,944.00	9,136.41	216,416.28	86,527.72	201,962.67	71.44%
	TOTAL LIBRARY DEPARTMT	2,085,071.00	0.00	2,085,071.00	66,159.25	1,263,438.49	821,632.51	1,390,047.33	60.59%

Belmont Public Library
Activity Report For The Month
of January 2015

Days open 2014: 28
Days open 2015: 27

Agency	January 2015	Increase Over January 2014	Cumulated 2015	Cumulated Increase Over 2014
Adult	23,473	(733)	23,473	(733)
Juvenile	20,767	(1,466)	20,767	(1,466)
Total	44,240	(2,199)	44,240	(2,199)

Downloadable Audiobooks & eBooks (included in above figures)

OverDrive	2051	2,051
Hoopla	206	206

Average Daily Circulation

	2015	2014
Adult	869	865
Juvenile	769	794

Non-Book (included in above figures)

Adult	9,621	(863)	9,621	(863)
Juvenile	3,728	(228)	3,728	(228)
Total	13,349	(1,091)	13,349	(1,091)

DVD

Adult	7,132	(490)	7,132	(490)
Juvenile	2,727	(219)	2,727	(219)
Total	9,859	(709)	9,859	(709)

Internet Use

Internet	1,661	1,661

Interlibrary Loan:

Borrowed	8	8
Loaned	15	15
Faxed		

Young Adult Circulation

	1,625	(192)

ACTIVITY REPORT FOR THE MONTH OF JANUARY 2015

Reference and Information

	January 2015	Increase Over January 2014	Cumulated 2015	Cumulated Increase Over 2014
Adult	3,364	(464)	3,364	(464)
Email	10	(5)	10	(5)
Total	3,374	(469)	3,374	(469)

Book Processing

Added:	756
Withdrawn:	1,207
Repaired:	19

Meeting Room Use

Room	Times Used	Attendance	Cumulated Times Used	Cumulated Attendance
Assembly	23	964	23	964
Flett	31	606	31	606
Misc.	7	126	7	126
Total	61	1,696	61	1,696

Library Sponsored Programs (included in above figures)

Adult	7	67	7	67
Juvenile	32	1,300	32	1,300
Young Adult	4	56	4	56
Total	43	1,423	43	1,423

Circulating Passes:			Pass Cumulated
Aquarium	29		29
Audubon	1		1
Boston By Foot	-	(Pass not available in Jan.)	-
Children's	14		14
DeCordova	5		5
Discovery	8		8
Einstein's Workshop	12		12
Essex/Peabody	6		6
Fine Arts	32		32
Fruitlands	-	(Pass not available in Jan.)	-
Gardner	13		13
Harvard Art	7		7
Harvard Natural Histor	7		7
Institute of Contemp. A	5		5
Kennedy Library	-	(Pass not available in Jan.)	-
Mass Parks Pass	-		-
Orchard House	1		1
Plimoth Plantation	-	(Pass not available in Jan.)	-
Science	25		25
Zoos	3		3
Total	168		168