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BELMONT MEMORIAL LIBRARY
MASSACHUSETTS
MEETING OF THE BOARD OF TRUSTEES

BELMONT,

JUL 23 8 18 AM '13

April 16, 2013

Secretary Mary Keenan called the meeting to order at 7:32 p.m. Present were Trustees Elaine Alligood, Mary Keenan, Sarah Phillips, Matt Sullivan, and Director Maureen Conners. Chair Matt Lowrie and Trustee Mark Carthy were absent. Belmont Library Foundation Chair Marcie Schorr Hirsch attended the meeting, as well as Cathy Keohane and Franklin Tucker.

The minutes for the meeting of March 26, 2013, were unanimously approved on a motion by Trustee Sullivan, seconded by Trustee Alligood.

Belmont Library Foundation Update: Director Conners outlined plans for presentations prior to Town Meeting, May 29. These included two public meetings to be held at the library. Trustee Alligood will work on an informational handout. BLF Chair Hirsch described the difficulty of forming partnerships in Belmont supportive of the library without a confirmed site for the replacement practice field. The selection of the "pool-only" option for the Underwood Pool and Park leaves the incinerator site as the only remaining site for the practice field. Trustee Keenan outlined the problems with this site, including time delays, cost and environmental issues. BLF Chair Hirsch suggested that finding an alternative field is an issue for all town leaders and not solely that of the library, if a new library is indeed a town priority. A general discussion about town priorities and the need for a coordinated town plan followed.

New Business

Director Conners will contact Chair Lowrie to update him and to discuss a possible meeting with town Selectmen. She will contact MBLC Acting Director Dianne Carty regarding the likelihood of a second extension of time on the state grant.

ITAC Representative – Trustees are still looking for a candidate for this opening and they are waiting to hear back from a suggested individual.

Financial Report – Director Conners reviewed expenditures through April 11, 2013. The budget is on track and there are no overages.

Friends Report – Trustee Phillips reported on topics discussed at the April meeting of the Friends, including a review of the Books in Bloom event, Town Day participation, and the Chenery Book Awards.

The meeting was adjourned at 8:55 p.m. with a unanimous vote on a motion by Trustee Alligood, seconded by Trustee Sullivan.

Respectfully submitted,
Sarah Phillips, Trustee

Exhibits:

Agenda for meeting April 16, 2013
Minutes for meeting March 26, 2013
Director's Report
Activity Report March 2013
Belmont Public Library Expenditures, April 2013

TRUSTEES MEETING
DIRECTOR'S REPORT
April 16, 2013

CLAFLIN ROOM
7:30 PM

Building and Grounds

The contractual cleaning contract expires in May. I put it out to bid. We had fifteen company's request the RFP and four company's that actually submitted a bid. The bids were opened and read by Mary Keenan in the Claflin Room. Only one company attended. The bids are as follows:

ABM Janitorial Services Northeast	Somerville	\$34,508.04
MP Building Services	Methuen	\$36,329.80
Jani-King	Burlington	\$36,452.00
TNT Cleaning Services, Inc	Framingham	\$42,413.28

I will go through each bid, making sure all documentation requested is enclosed, checking the math and their bid bond, references etc.

Director's Report

Melissa Lynch will give an update on the activities they would like to schedule before the Special Town Meeting in May.

Matt L. spoke to Myron Kassaraba regarding the ITAC position. He was not interested but they did come up with another individual, Melissa Shaffer. Melissa is interested and I did ask if she could attend our meeting. I have not heard back.

The rest of the meeting will be summarizing the meetings we have attended, conversations we have had and discussing what should happen next. Talking to the MBLC is probably the first step.

BELMONT PUBLIC LIBRARY EXPENDITURES

APRIL 2013

11-Apr-13
12:28 PM

	ORIG/ADJ. APPROPRTNS.	TRANSFER	ADJUSTED BUDGET	SPENT APRIL	SPENT JULY - APRIL	BALANCE	PROJECTED 10 MONTHS	% EXP
LIBRARY ADMINISTRATION								
16114								
511000	SALARIES, FULL TIME		201,502.47	11,536.62	158,873.30	42,629.17	167,918.73	78.8%
511100	SALARIES, PART TIME		9,745.00	505.08	7,029.65	2,715.35	8,120.83	72.1%
513000	OVERTIME		9,209.00	513.21	7,649.73	1,559.27	7,674.17	83.1%
514800	LONGEVITY		925.00	0.00	925.00	0.00	770.83	100.0%
517000	HEALTH INSURANCE		22,413.00	0.00	22,413.00	0.00	18,677.50	100.0%
517200	WORKERS COMPENSATION		409.00	0.00	409.00	0.00	340.83	100.0%
517800	MEDICARE		3,091.00	0.00	3,091.00	0.00	2,575.83	100.0%
519000	UNIFORM		820.00	0.00	820.00	0.00	683.33	100.0%
16112								
521100	EBSCO		8,690.00	0.00	8,690.00	0.00	7,241.67	100.0%
522800	GAS		22,811.00	0.00	8,680.69	14,130.31	19,009.17	38.1%
522900	ELECTRICITY		37,181.00	0.00	21,236.79	15,944.21	30,984.17	57.1%
523100	WATER		5,000.00	0.00	1,869.21	3,130.79	4,166.67	37.4%
524300	MAINTENANCE BUILDING		80,398.00	8.00	51,923.11	28,474.89	66,998.33	64.5%
524400	MAINTENANCE GROUNDS		0.00	0.00	0.00	0.00	0.00	#DIV/0!
524500	REPAIRS & MAINTENANCE		0.00	0.00	0.00	0.00	0.00	#DIV/0!
530001	MAINTENANCE OFFICE EQUIP		5,032.00	0.00	4,139.88	892.12	4,193.33	82.3%
531700	MAINTENANCE LIBRARY EQUIP		0.00	0.00	0.00	0.00	0.00	#DIV/0!
531700	MEDICAL REPORTS & BILLS		285.00	0.00	155.00	130.00	237.50	54.4%
531900	EMPLOYEE TRAINING		300.00	0.00	0.00	300.00	250.00	0.0%
534500	ADVERTISING & PUBLIC RELA		250.00	0.00	0.00	250.00	208.33	0.0%
534700	POSTAGE		4,750.00	0.00	1,393.60	3,356.40	3,968.33	29.3%
542100	PRINTING		1,076.00	0.00	75.00	1,001.00	896.67	7.0%
545000	OFFICE SUPPLIES		857.00	0.00	0.00	857.00	714.17	0.0%
548900	CUSTODIAL SUPPLIES		9,682.00	0.00	7,572.50	2,109.50	8,068.33	78.2%
571000	GASOLINE		600.00	5.00	617.96	(17.96)	500.00	103.0%
573000	IN-STATE TRAVEL		330.00	0.00	166.97	163.03	275.00	50.6%
	DUES & MEMBERSHIP		0.00	0.00	0.00	0.00	0.00	#DIV/0!
	TOTAL LIBRARY ADMIN		425,356.47	12,567.91	307,731.39	117,625.08	354,463.73	72.3%

	ORIG./ADJ. APPROPRNTS.	TRANSFER	ADJUSTED BUDGET	SPENT APRIL	SPENT JULY - APRIL	BALANCE	PROJECTED 10 MONTHS	% EXP
LIBRARY PUBLIC SERVICE								
16121								
511000	WAGES, FULL TIME		641,179.37	36513.64	505,421.61	135,757.76	534,316.14	78.8%
511100	WAGES, PART TIME		201,442.87	10952.58	141,359.43	60,083.44	167,869.06	70.2%
513000	OVERTIME		0.00	0.00	0.00	0.00	0.00	#DIV/0!
514800	LONGEVITY		5,986.00	0.00	3,660.71	2,325.29	4,986.33	61.2%
517000	HEALTH INSURANCE		138,767.00	0.00	138,767.00	0.00	115,639.17	100.0%
517200	WORKERS COMPENSATION		1,455.00	0.00	1,455.00	0.00	1,212.50	100.0%
517800	MEDICARE		11,950.00	0.00	11,950.00	0.00	9,958.33	100.0%
517900	LIFE INSURANCE		0.00	0.00	0.00	0.00	0.00	#DIV/0!
18122								
530000	PROFESSIONAL SERVICES		810.00	0.00	565.00	245.00	675.00	69.8%
534100	TELEPHONE		7,852.00	0.00	5,202.62	2,649.38	6,543.33	66.3%
562900	BOOKS/PERFILM/CD/REC		306,005.00	90.50	228,173.86	77,831.14	255,004.17	74.6%
573000	DUES		0.00	0.00	0.00	0.00	0.00	#DIV/0!
	TOTAL LIB PUBLIC SERVC		1,315,447.24	47,556.72	1,036,555.23	278,892.01	1,096,206.03	78.80%
LIBRARY TECH SERVICE								
16131								
511000	SALARIES, FULL TIME		143,091.39	8,286.02	114,433.43	28,657.96	119,242.83	80.0%
511100	SALARIES, PART TIME		12,312.00	680.64	9,463.25	2,848.75	10,260.00	76.9%
514800	LONGEVITY		1,925.00	0.00	1,487.50	437.50	1,604.17	77.3%
517000	HEALTH INSURANCE		16,404.00	0.00	16,404.00	0.00	13,670.00	100.0%
517200	WORKERS COMPENSATION		399.00	0.00	399.00	0.00	332.50	100.0%
517800	MEDICARE		2,216.00	0.00	2,216.00	0.00	1,846.67	100.0%
16132								
530600	COMPUTER SERVICE		75,469.00	0.00	60,374.77	15,094.23	62,880.83	80.0%
542200	PROCESSING SUPPLIES		11,000.00	0.00	7,742.24	3,257.76	9,166.67	70.4%
573000	DUES		0.00	0.00	0.00	0.00	0.00	#DIV/0!
	TOTAL LIBRARY TECH SERV		262,816.39	8,976.66	212,520.19	50,296.20	219,013.66	80.86%
	TOTAL LIBRARY DEPARTMT		2,003,620.10	69,101.29	1,556,806.81	446,813.29	1,669,683.42	77.70%

Belmont Public Library
Activity Report For The Month
of March 2013

Days open 2012: 31
Days open 2013: 30

Agency	<u>March 2013</u>	<u>Increase Over Mar 2012</u>	<u>Cumulated 2013</u>	<u>Cumulated Increase Over 2012</u>
Adult	24,203	(581)	72,016	902
Juvenile	<u>23,270</u>	<u>(921)</u>	<u>64,900</u>	<u>(3,814)</u>
Total	47,473	(1,502)	136,916	(2,912)

Downloadable Audiobooks (included in above figures)

Checkouts	901	3,095
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Average Daily Circulation

	<u>2013</u>	<u>2012</u>
Adult	807	799
Juvenile	776	780

Non-Book (included in above figures)

Adult	10,662	(86)	31,578	588
Juvenile	<u>4,424</u>	<u>(30)</u>	<u>12,605</u>	<u>(735)</u>
Total	15,086	(116)	44,183	(147)

DVD

Adult	7,635	15	22,706	498
Juvenile	<u>3,331</u>	<u>92</u>	<u>9,462</u>	<u>(418)</u>
Total	10,966	107	32,168	80

Internet Use

Internet	2,048	5,707
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Interlibrary Loan:

Borrowed	34	95
Loaned	40	128
Faxed	-	2

Young Adult Circulation

1,843	(138)
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ACTIVITY REPORT FOR THE MONTH OF MARCH 2013

Reference and Information

	<u>March 2013</u>	<u>Increase Over Mar 2012</u>	<u>Cumulated 2013</u>	<u>Cumulated Increase Over 2012</u>
Adult	3,810	245	10,746	489
Email	10	7	29	22
Total	<u>3,820</u>	<u>252</u>	<u>10,775</u>	<u>511</u>

Book Processing

Added:	1,573
Withdrawn:	1,295
Repaired:	63

Meeting Room Use

<u>Room</u>	<u>Times Used</u>	<u>Attendance</u>	<u>Cumulated Times Used</u>	<u>Cumulated Attendance</u>
Assembly	33	1,555	78	3,442
Flett	31	734	91	2,157
Misc.	8	165	25	462
Total	<u>72</u>	<u>2,454</u>	<u>194</u>	<u>6,061</u>

Library Sponsored Programs (included in above figures)

Adult	3	145	11	375
Juvenile	35	1,306	92	3,162
Young Adult	4	60	13	178
Total	<u>42</u>	<u>1,511</u>	<u>116</u>	<u>3,715</u>

Circulating Passes:

		<u>Pass Cumulated</u>
Aquarium	24	57
Audubon	7	9
Boston By Foot	- (Pass not available in Mar.)	-
Children's	18	56
DeCordova	10	19
Discovery	13	30
Essex/Peabody	10	30
Fine Arts	37	92
Gardner	12	35
Harvard Art	4	8
Harvard Natural History	10	34
Institute of Contemp. A	11	26
Kennedy Library	-	5
Mass Parks Pass	-	-
Plimoth Plantation	3	3
Science	36	98
Zoos	11	22
Total	<u>206</u>	<u>524</u>