

BELMONT MEMORIAL LIBRARY
MEETING OF THE BOARD OF TRUSTEES

BELMONT, MASSACHUSETTS
MAY 16, 2012

Vice-Chair Mark Carthy called the meeting to order at 6:05 p.m. in the Belmont High School Auditorium prior to Town Meeting. Present were Trustees Elaine Alligood, Mary Keenan, Sarah Phillips, and Matt Sullivan and Director Maureen Connors. Trustee Chair Matt Lowrie was absent.

The minutes for the April 19 Annual Meeting and April 19 Meeting were approved unanimously on a motion by Trustee Alligood, seconded by Trustee Sullivan.

Old Business:

Budget: It was voted unanimously on a motion by Trustee Keenan and seconded by Trustee Phillips to turn back the \$11K for the digital microfilm reader printer and scanner as this is not the best use of funds given advances in technology.

BLF: The Belmont Library Foundation will nominate Sue Gladstone as fundraiser.

Field update: An open meeting with the School Committee will be held on May 24 to discuss the on-going question of a replacement field. Trustees Lowrie and Carthy and Director Connors will represent the library.

Town Meeting report: Director Connors sent an e-mail with Chair Lowrie's Town Meeting presentation. Please view same if you were not at Town Meeting and carefully note the timeline.

Union: Trustee Alligood reported on the finalization of the evaluation process with an annual and mid-year review. Each staff member will identify individual goals and department goals. This policy will be effective after the first year.

New Business:

Staff Day: This will be held on Friday June 22 from 9-1. On the agenda will be Team Building and Website update. It was asked that Customer Service also be reviewed. Trustee Alligood will forward some effective material on this to the Director.

Facilities consolidation: Action Item: Director Connors will inform the Town that the several questions that the Library posed regarding the facilities consolidation have not been addressed. Pending resolution, the Library is not part of this consolidation. Copies of the library's concern will be sent to Mark Paolillo, Chair of the Board of Selectmen and to the interim Town Administrator.

Amnesty: All library items will be included in the Amnesty – no fine – policy for the month of June. This policy is most helpful in having items returned; special publicity is given to the high school. This amnesty program for the month of June was voted unanimously on a motion by Trustee Alligood, seconded by Trustee Sullivan.

Other: The question was raised about the cut-off of donations to the Everyday Book Sale for the month of May. The two key individuals in this work are out-of-town at this time. It was suggested that a sale box of books be placed in the Children's Room. Strong arms and sturdy backs are needed for book sales!

Director's Report: The numbers for downloadable books continue to increase. Adult circulation is down but Children's circulation continues strong.

Friends' Report: Trustee Phillips, liaison to the Friends of the Library, reported that the Friends are willing to pay for painting the Assembly Room for a June 1 & 2 Garden Club event. However, as this work must be put out to bid, there is not time to do so. The room also needs much more attention than painting the walls.

The Friends will have a presence at Town Day.

The tablet chairs, gifted by the Friends, are in the West Wing.

Capital Expenditures - Revolving Fund: Director Connors explained that the Revolving Fund for the Copiers is now at \$34K; this is an accumulating fund for two new copiers and a new vend tower. The amount of \$22K must accumulate before purchase; \$12K is lost book money. Once these new items have been approved at Town Meeting, they will be purchased. The revolving Fund makes money on copiers and uses it for copier upkeep.

Next meeting Tuesday June 5th 7 p.m. NOTE CHANGE IN TIME TO 7 PM

The meeting was adjourned at 6:30 p.m. with a unanimous vote on the motion of Trustee Sullivan, seconded by Trustee Keenan.

Respectfully submitted,
Mary E. Keenan, secretary

DIRECTOR'S REPORT

Building and Grounds

The winter moth spraying has been completed. Asplundh will be coming in the next week or two to finally take care of pruning the trees.

Director's Report

Are we turning back the FY12 capital Budget monies for the digital microfilm reader printer and scanner for \$12,000? I need to let the Capital budget committee know one way or the other.

The Selectmen voted the supplementary budget for the library. It includes the funding to make Young adult librarian full-time, \$8,000 for emergency call-in, children's summer evening hours and a one time allocation of \$40,000 - \$20,000 for materials and \$20,000 for ereaders and online databases.

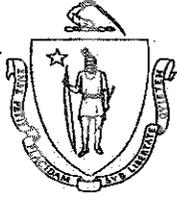
The BLF will schedule a meeting to discuss the hiring of a consultant. Both candidates were highly recommended by the references. I also sent an email with the name of an individual interested in becoming a member of the BLF. The person, a Harvard professor, was recommended by Rubi Lichauc, who does the children's music and movement program here at the library. Rubi is a big library supporter and so is her friend that she has recommended. I haven't heard back from either Marcie or Scott regarding a meeting time to discuss the consultant.

Fields - received the same information as before from Jim Fitzgerald. I have asked the recreation department for their schedules for usage of the fields - Jennifer is working on it. Mark Paolillo has scheduled a meeting regarding the field for May 24 at 7 PM in the Selectmen's meeting room. Laurie has asked that Jim Davis attend this meeting. Laurie also will place Matt L. on the SC agenda for a May meeting.

Matt will discuss TM and his report.

I would like to close the library from 9-1 on Friday, June 22 for the annual staff day. We are hoping to schedule someone to conduct a team building program as one of the activities. Staff attended a customer service webinar presented by ALA a couple of weeks ago. A vote is required.

I would like to have Amnesty month (or at least a couple of weeks) in June. A vote is required.



Commonwealth of Massachusetts Board of Library Commissioners

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(800) 952-7403 in state • (617) 725-1860 • (617) 725-0140 fax

April 25, 2012

Mr. Matthew Lowrie, Trustee Chair
74 Shaw Rd.
Belmont, MA 02478

re: Belmont Public Library

Dear Mr. Lowrie:

The Board of Library Commissioners is pleased to issue a second and final State Aid to Public Libraries award to the Town of Belmont in these amounts:

FY2012 Library Incentive Grant (LIG)	\$ 5,632.48
FY2012 Municipal Equalization Grant (MEG)	\$ 2,596.18
FY2012 Nonresident Circulation Offset Award	\$ 6,332.80

Total	\$ 14,561.46
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The state treasurer's office will issue the check within the next few weeks. With this payment, Belmont will have received a total of \$ 28,371.47 in FY2012 State Aid to Public Libraries funds.

These awards are funded by Chapter 68, Acts of 2011, which states that awards should be placed in a separate account to be expended by the public library, without appropriation.

We have notified your municipal treasurer about this FY2012 State Aid to Public Libraries payment. However, you should contact the treasurer and/or accountant about the award amounts and confirm that the funds will be made available to the library.

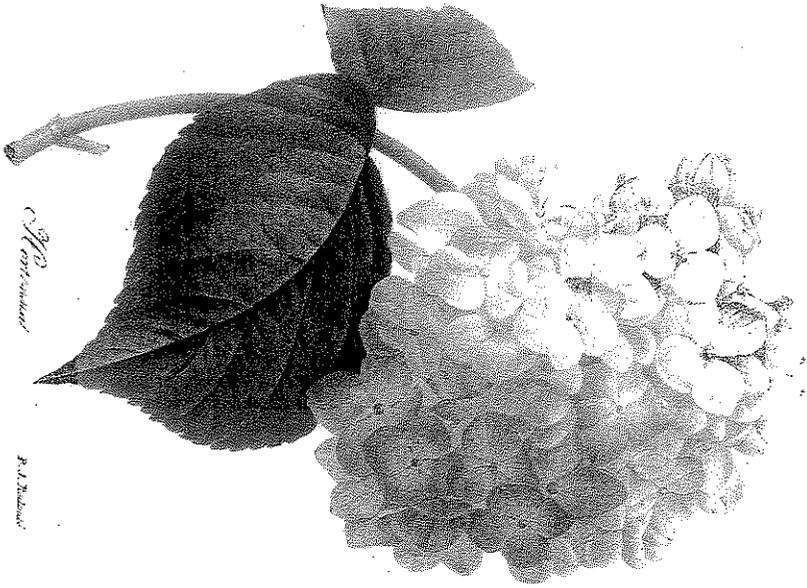
Sincerely,

A handwritten signature in cursive script that reads "Robert C. Maier".

Robert C. Maier
Director

cc: Maureen Conners,
Belmont Public Library, Belmont
Treasurer, Town of Belmont

26 April 2012



Dear Eugene -

I think you all so
much for the Pardonment
- honoring Eddie's grave as
Dwight of the Highway.

There was Belinfort
before Robert class of 1943.
Hugh Robert before the
you weeks before died
graduated his father died
for the Leprosy. I'll be
went on to then spent
a year and then home.
Three years in the home.
I think he was to Belmont
that to get back to home
the word wanted to leave
again. I'll be up a few -
feet next for him!!

Sincerely
Lucille Alexander

BELMONT PUBLIC LIBRARY EXPENDITURES									
MAY 2012									
2-May-12 2:07 PM									
	ORIG./ADJ. APPROPRTNS.	TRANSFER	ADJUSTED BUDGET	SPENT MAY	SPENT JULY - MAY	BALANCE	PROJECTED 11 MONTHS	%	
LIBRARY ADMINISTRATION									
16111									
511000	SALARIES, FULL TIME	195,430.00	195,430.00	7,497.68	165,695.46	29,734.54	179,144.17	84.8%	
511100	SALARIES, PART TIME	6,944.00	6,944.00	349.18	6,204.66	739.34	6,365.33	89.4%	
513000	OVERTIME	8,000.00	8,000.00	249.06	7,489.59	510.41	7,333.33	93.6%	
514800	LONGEVITY	750.00	750.00	0.00	950.00	(200.00)	687.50	126.7%	
517000	HEALTH INSURANCE	22,413.00	22,413.00	0.00	22,413.00	0.00	20,545.25	100.0%	
517200	WORKERS COMPENSATION	356.00	356.00	0.00	356.00	0.00	326.33	100.0%	
517800	MEDICARE	2,923.00	2,923.00	0.00	2,923.00	0.00	2,679.42	100.0%	
519900	UNIFORM	675.00	675.00	0.00	725.00	(50.00)	618.75	107.4%	
16112									
521100	EBSCO	8,690.00	8,690.00	0.00	8,690.00	0.00	7,965.83	100.0%	
522800	GAS	22,147.00	22,147.00	0.00	8,802.67	13,344.33	20,301.42	39.7%	
522900	ELECTRICITY	37,181.00	37,181.00	0.00	23,222.42	13,958.58	34,082.58	62.5%	
523100	WATER	5,000.00	5,000.00	0.00	2,783.98	2,216.02	4,583.33	55.7%	
524300	MAINTENANCE BUILDING	88,060.00	88,060.00	169.90	56,462.04	11,597.96	62,398.33	83.0%	
524400	MAINTENANCE GROUNDS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	
524500	REPAIRS & MAINTENANCE	412.00	412.00	0.00	0.00	412.00	377.67	0.0%	
524500	MAINTENANCE OFFICE EQUIP	4,909.00	4,909.00	0.00	3,900.00	1,009.00	4,499.92	79.4%	
530001	MAINTENANCE LIBRARY EQUIP	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	
530001	MEDICAL REPORTS & BILLS	120.00	120.00	0.00	585.00	(465.00)	110.00	487.5%	
531700	EMPLOYEE TRAINING	300.00	300.00	0.00	172.61	127.39	275.00	57.5%	
531900	POSTAGE	250.00	250.00	0.00	0.00	250.00	229.17	0.0%	
534500	ADVERTISING & PUBLIC RELA	4,670.00	4,670.00	0.00	2,780.86	1,889.12	4,280.83	59.5%	
534700	PRINTING	1,050.00	1,050.00	0.00	45.05	1,004.95	962.50	4.3%	
542100	OFFICE SUPPLIES	840.00	840.00	0.00	523.00	317.00	770.00	62.3%	
545000	CUSTODIAL SUPPLIES	9,446.00	9,446.00	0.00	10,333.05	(887.05)	8,658.83	109.4%	
548900	GASOLINE	950.00	950.00	0.00	165.69	784.31	870.83	17.4%	
571000	IN-STATE TRAVEL	250.00	250.00	0.00	250.05	(0.05)	229.17	100.0%	
573000	DUES & MEMBERSHIP	620.00	620.00	0.00	460.00	160.00	568.33	74.2%	
	TOTAL LIBRARY ADMIN	402,386.00	402,386.00	8,265.82	325,933.15	76,452.85	368,853.83	81.0%	

	ORIG./ADJ. APPROPRIATIONS	TRANSFER	ADJUSTED BUDGET	SPENT MAY	SPENT JULY - MAY	BALANCE	PROJECTED 11 MONTHS	% EXP
LIBRARY PUBLIC SERVICE								
16121								
511000	WAGES, FULL TIME		560,768.00	21600.64	462,962.46	97,805.54	514,037.33	82.6%
511100	WAGES, PART TIME		231,936.00	8223.54	174,868.03	57,067.97	212,608.00	75.4%
513000	OVERTIME		0.00	0.00	0.00	0.00	0.00	#DIV/0!
514800	LONGEVITY		6,150.00	0.00	4,053.57	2,096.43	5,637.50	65.9%
517000	HEALTH INSURANCE		138,767.00	0.00	138,767.00	0.00	127,203.08	100.0%
517200	WORKERS COMPENSATION		1,266.00	0.00	1,266.00	0.00	1,160.50	100.0%
517800	MEDICARE		10,501.00	0.00	10,501.00	0.00	9,625.92	100.0%
517900	LIFE INSURANCE		227.00	0.00	227.00	0.00	208.08	100.0%
16122								
530000	PROFESSIONAL SERVICES		790.00	0.00	511.55	278.45	724.17	64.8%
534100	TELEPHONE		7,660.00	0.00	5,668.00	1,992.00	7,021.67	74.0%
552900	BOOKS/PERFILM/CD/REC		257,960.00	2,482.34	223,994.33	33,965.67	236,463.33	86.8%
573000	DUES		0.00	0.00	0.00	0.00	0.00	#DIV/0!
	TOTAL LIB PUBLIC SERV		1,216,025.00	32,306.52	1,022,818.94	193,206.06	1,114,689.58	84.11%
LIBRARY TECH SERVICE								
16131								
511000	SALARIES, FULL TIME		138,915.00	5,327.87	117,497.04	21,417.96	127,338.75	84.6%
511100	SALARIES, PART TIME		19,001.00	553.20	11,032.56	7,968.44	17,417.58	58.1%
514800	LONGEVITY		875.00	0.00	1,487.50	(612.50)	802.08	170.0%
517000	HEALTH INSURANCE		16,404.00	0.00	16,404.00	0.00	15,037.00	100.0%
517200	WORKERS COMPENSATION		347.00	0.00	347.00	0.00	318.08	100.0%
517800	MEDICARE		2,231.00	0.00	2,231.00	0.00	2,045.08	100.0%
16132								
530600	COMPUTER SERVICE		74,000.00	4,084.26	67,026.32	6,971.68	67,833.33	90.6%
542200	PROCESSING SUPPLIES		11,000.00	62.48	10,696.93	303.07	10,093.33	97.2%
573000	DUES		0.00	0.00	0.00	0.00	0.00	#DIV/0!
	TOTAL LIBRARY TECH SERV		262,773.00	10,027.81	226,724.35	36,048.65	240,875.25	86.28%
	TOTAL LIBRARY DEPARTMT		1,881,184.00	50,600.15	1,575,476.44	305,707.56	1,724,418.67	83.75%