

• BELMONT MEMORIAL LIBRARY BELMONT,  
MASSACHUSETTS  
• MEETING OF THE BOARD OF TRUSTEES MAY  
19, 2009

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• The meeting was called to order at 7:37 p.m. by Vice-Chair David Rich. Present were trustees Mary Keenan, Matt Lowrie, Hal Shubin, and Heli Tomford and Director Maureen Connors. Trustee Lowrie took the chair at 7:40 p.m. Trustee Elaine Alligood was absent.

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• In considering the minutes for the meeting of April 14<sup>th</sup>, the question of reporting unofficial conversations was raised. On a motion from Trustee Keenan, seconded by Trustee Rich, and voted unanimously, the minutes were so amended to delete mention of such conversations. A motion by Trustee Shubin, seconded by Trustee Tomford, was voted unanimously to approve the minutes.

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• **Old Business:** The FY10 budget is still under consideration with further cuts by the town and the addition of funds to meet the MAR (Municipal Appropriation Requirement). Town Administrator Tom Younger has asked departments to submit the scenario of cutting one person on staff. This will warrant future discussion.

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• By-Laws – Samples of by-laws from other libraries were included in the packet of information and discussed. Trustee Shubin will take a closer look at these and recommend a course of action to the Board; Trustee Tomford noted the importance of any potential by-laws' coordination with those of the town.

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• Kindle gift – Trustee Keenan reported on conversation with the generous individual who wishes to gift the library with some Kindles. A plan of usage by the library is important for this gift's acceptance; Director Connors will draft a statement and circulate it to the sub-committee of Trustees Keenan and Rich as the next step. This is a very exciting technological opportunity for the library and the trustees are very grateful to the thoughtful donor. Chair Lowrie emphasized acknowledgement and publicity for this gift.

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• Site – Chair Lowrie addressed the importance of the library being a presence in town discussions on land usage, notably the Light Department's discussion of this on May 21<sup>st</sup>. Trustee Shubin will attend for the trustees.

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• **New Business:** The trustees voted unanimously to authorize Director Connors and Chair Lowrie to approve the library as an emergency evacuation site for the Wellington School Care program; the motion made by Chair Lowrie was seconded by Trustee Shubin. Director Connors was asked to tell Director Lois Polloct that the library is happy to do this, if we have the program's plan with numbers of students, supervisors, etc., and to advise Ms. Polloct of the library's 5 p.m. closing in case of an emergency situation developing after that hour on that day.

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- Volunteers and CORI (Criminal Offender Record Information) checks – The trustees voted unanimously to approve the motion by Chair Lowrie, seconded by Trustee Rich, that the library require CORI checks for volunteers 18 years of age and older. Director Conners will follow-up with the School Department to learn their policy for community service volunteers younger than 18.
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- Ideas – Chair Lowrie asked the Board to think of ways to improve the lives of trustees, staff, and patrons; for example –for trustees – a different meeting room, etc.
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- Staff Day - Director Conners reviewed plans for Staff Day: Microsoft Word training with Rita Gravelis from Metrowest; workshops on Facebook and Tweeter; planning sessions for One Book One Belmont.
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- **Committee Reports:** After minor wording changes, the policy for Gifts of Cash and Financial Assets was approved unanimously as amended on a motion by Chair Lowrie seconded by Trustee Rich.
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- **Director’s Report:** Ms. Conners is still pursuing with the Town Administrator the issue of collecting money to be used for the DVD collection and given entirely voluntarily by patrons.
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- The Massachusetts Board of Library Commissioners (MBLC) has notified the library of its approval of the Belmont Library Long-Range Plan.
- Director Conners has informed the Warrant Committee that the library will open on summer Saturdays from 9 to 1 even though this money was not in the budget; the issue of a custodian is still pending for this four hour Saturday time period.
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- **The next meeting will be Tuesday, June 16<sup>th</sup>, at 7:30 p.m.**
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- The meeting was adjourned at 9:21 p.m. on a motion by Trustee Shubin, seconded by Trustee Rich, and voted unanimously.
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- Respectfully submitted, Mary E. Keenan, secretary