

The meeting was called to order at 7:35 p.m. by Matt Lowrie, Chair in the Claffin Room. Present were Trustees Elaine Allgood, Mark Carthy, Mary Keenan, Sarah Phillips, Matt Sullivan, Director Maureen Connors, and Scott Ferson and Marcie Schorr Hirsch from the Belmont Library Foundation (BLF).

The discussion with the BLF representatives opened with a review of BLF funds on hand - \$700,000. The need for reinvigoration of the Foundation was noted as the group seeks an opening event. It is difficult to ask for donations for a new library until there is a final determination by the town on the site. Before the "quiet stage," and prior to the campaign going public, it is imperative to determine what can be offered to donors by the way of naming rights.

The present timetable of a July grant announcement and a November Town Meeting raised the question of when the campaign should begin. Chair Lowrie expressed the opinion that the BLF should try for "soft dollars" prior to the Town Meeting or announce at Town Meeting a commitment of \$2.5M. Ms. Hirsch stated that a vote at Town Meeting is needed for a successful campaign. The agenda of the next BLF meeting - June 9, 7:30 p.m. - includes setting a plan/timetable; figuring out naming rights; determining status of present names - legal and ethical restrictions.

Ms. Hirsch requested the assistance of the trustees in identifying potential donors.

The minutes for the April 19th meeting were corrected to read "and" not "land" to follow "15 minutes parking spaces." The minutes were voted unanimously on a motion by Trustee Carthy with a second by Trustee Sullivan.

Old Business:

The FY12 Budget has been approved by Town Meeting; included in this budget are funds for opening 30 Sundays from 1 to 5 p.m. The Capital Budget approved a microfilm reader for the library. The question was raised if it would cost less to digitize the Belmont Citizen-Herald collection than purchase a microfilm reader to access it.

Action item: Director Connors will check the cost of digitizing this collection.

Chair Lowrie will check on the appropriate copyright law.

The Field sub-committee reported that Hittinger Field is the first choice for a replacement field.

Action item: Chair Lowrie will follow-up with town officials on the library's need for a site and replacement field.

Trustee Phillips reported on Rock Meadow. In June of 1968 when the town purchased Rock Meadow from the McLean Hospital, there were two softball fields on-site used by the town.

Director Connors reported that lines in the parking lot have been painted. She also noted the dire condition of the trees (victims of winter moths) and conferred with the Tree Warden.

The opening meeting part of this Trustees' meeting was adjourned to go into Executive Session. The open meeting will not reconvene.

Next meeting - Tuesday June 14th 7:30 p.m.

Respectfully submitted,
Mary E. Keenan, secretary

Exhibits:

Agenda

Minutes April 19, 2011 meeting

Activity Report April 2011

Expenditures May 2011

FY12 Budget Requests

Director's Report

Recap of Library Funds for Fiscal Year 2010

FY10 Trustee Fund Activity

Evaluation Instrument - Library Director

Volunteer Procedures

BUDGET PROJECTION 2012 FY12 BUDGET

ORG	OBJECT	PROJ	ACCOUNT	DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	DEPARTMENT	PERCENT CHANGE
16111	511000		Library Admin FT Salary		192,950.00	192,950.00	193,610.00	.34
	0100-LB-6110-0000-001-000-0000-511000							
16111	511100		Library Admin PT Salary		5,805.00	5,805.00	6,944.00	19.62
	0100-LB-6110-0000-0000-001-000-0000-511100							
16111	513000		Library Admin Overtime Salary		6,000.00	6,000.00	8,000.00	33.33
	0100-LB-6110-0000-0000-001-000-0000-513000							
16111	514800		Library Admin Longevity		700.00	700.00	750.00	7.14
	0100-LB-6110-0000-0000-001-000-0000-514800							
16111	517000		Library Admin Health Insurance		21,548.00	21,548.00	22,413.00	4.01
	0100-LB-6110-0000-0000-001-000-0000-517000							
16111	517200		Library Admin Workers Comp		356.00	356.00	356.00	.00
	0100-LB-6110-0000-0000-001-000-0000-517200							
16111	517800		Library Admin Medicare		2,923.00	2,923.00	2,923.00	.00
	0100-LB-6110-0000-0000-001-000-0000-517800							
16111	519900		Uniform Allowance		675.00	675.00	675.00	.00
	0100-LB-6110-0000-0000-001-000-0000-519900							
16112	521100		Lib Admin ESCo Lease Payment		8,690.00	8,690.00	8,690.00	.00
	0100-LB-6110-0000-0000-002-000-0000-521100							
16112	522800		Library Admin Natural Gas		19,577.00	19,577.00	22,147.00	13.13
	0100-LB-6110-0000-0000-002-000-0000-522800							
16112	522900		Library Admin Electricity		36,476.00	36,476.00	37,181.00	1.93
	0100-LB-6110-0000-0000-002-000-0000-522900							
16112	523100		Library Admin Water		5,000.00	5,000.00	5,000.00	.00
	0100-LB-6110-0000-0000-002-000-0000-523100							
16112	524300		Library Admin R&M Bldg/Grounds		67,000.00	67,000.00	68,060.00	1.58
	0100-LB-6110-0000-0000-002-000-0000-524300							
16112	524400		Lib Adm Repair & Maint Veh		400.00	400.00	412.00	3.00
	0100-LB-6110-0000-0000-002-000-0000-524400							
16112	524500		Library Admin R&M Library Eq		4,003.00	4,003.00	4,909.00	22.63
	0100-LB-6110-0000-0000-002-000-0000-524500							
16112	530001		Lib Admin - Medical Bills		120.00	120.00	120.00	.00
	0100-LB-6110-0000-0000-002-000-0000-530001							

FY12
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RECAP OF LIBRARY FUNDS FOR FISCAL YEAR 2010

LIBRARY FUNDS	OPENING BALANCE 7/1/2009	DONATION TRANSFER IN FY10	INCOME FY10	EXPENDITURE/ TRANSFER OUT FY10	ENDING BALANCE 6/30/2010
Library Gift Fund	\$158,040.04	\$500.00	\$963.32	\$1,332.31	\$158,171.05
Michael E Deluty	\$15,207.51		\$90.73	\$282.62	\$15,015.62
Katharine W Atkins	\$21,506.33		\$128.30	\$399.64	\$21,234.99
Margaret Wisley	\$18,605.40		\$113.03	\$345.73	\$18,372.70
Esther Burdick	\$12,112.59		\$72.29	\$225.10	\$11,959.78
Blanche Howe Jenney	\$16,079.26		\$633.93	\$690.10	\$16,023.09
Jane Gray Children's Educ Fund	\$581,150.66		\$3,457.66	\$11,001.87	\$573,606.45
Jane Gray Children's Expense Acct	\$7,446.71	\$11,001.87		\$11,104.20	\$7,344.38
Dustan Library Bequest	\$290,850.80		\$1,276.34		\$292,127.14
Library Capital Building fund	\$20,218.40	\$310.00	\$122.17		\$20,650.57
Special Fund "72" Expenditure only	\$0.00	\$1,943.19		\$1,780.89	\$162.30
TOTAL	\$1,141,217.70	\$13,755.06	\$6,857.77	\$27,162.46	\$1,134,668.07

The Board of Library Trustees'
ANNUAL EVALUATION
OF THE
DIRECTOR OF THE BELMONT PUBLIC LIBRARY

The purposes of the annual evaluation shall be:

- (1) to assist the Director in formulating his/her goals and objectives for the upcoming year;
- (2) to provide a process by which the Board of Library Trustees, as the elected representatives of the town, can give meaningful recognition, direction, and suggestion to the Director;
- (3) to appraise the performance of the Director.

It is the prime responsibility of each member of the Board of Trustees to be objective and constructive in all comments. Ratings should reflect an evaluation of the Director's actual performance. Trustees are urged to include written comments, citing specific policies, behaviors, observations, initiatives, and/or decisions.

The following rating system is to be used:

- "O" Outstanding – performs in an exemplary manner which helps to set the Belmont Library apart from libraries in other communities.
- "E" Excellent – frequently performs above job standards and responsibilities.
- "G" Good – consistently satisfies all job standards and responsibilities.
- "N" Needs Improvement – performs below job standards; cannot be relied upon to always fulfill job responsibilities.

B. GENERAL MANAGEMENT

_____ 9. Assumes responsibility for the efficient operation of the library, including monitoring plant management, and supervising maintenance and other service personnel.

_____ 10. Administers the library in accordance with state and federal laws, the rules and regulations of the Massachusetts Board of Library Commissioners, and the policies of the Trustees.

_____ 11. Analyzes building and grounds needs and recommends improvements, repairs or additions, as necessary, to the Trustees and other appropriate authorities.

_____ 12. Implements policies on collection development and weeding.

_____ 13. Responds to community requests and interests in collection development.

_____ 14. Analyzes circulation development and responds appropriately.

COMMENTS:

D. PERSONNEL MANAGEMENT

_____ 21. Provides positive leadership in establishing effective working relationships and communications, ensuring high productivity and quality public service.

_____ 22. Recommends to the Trustees proposals for staff recruitment, selection, transfer, promotion, and termination which strengthen library services.

_____ 23. Effectively directs and supervises all library employees for optimal services to the public.

_____ 24. Approaches personnel decisions in a non-discriminatory and impartial manner, and is alert to those issues which affect staff morale.

_____ 25. Develops and oversees orientation programs, in-service training, and continuing education opportunities for personnel at all levels.

_____ 26. Informs and advises the Trustees in appropriate matters of collective bargaining and grievance hearings, and participates in union negotiations as necessary.

_____ 27. Proposes and administers fair and equitable personnel policies.

COMMENTS:

F. PUBLIC RELATIONS

FRIENDS OF THE LIBRARY AND BELMONT LIBRARY FOUNDATION

_____ 34. With the library staff, provides adequate support to these organizations.

COMMUNITY

_____ 35. Promotes the library and its services to the community utilizing brochures, posters, newsletters, displays, and television presentations as necessary.

_____ 36. Encourages community involvement in the library.

_____ 37. Interacts with patrons and community groups in a warm and open manner.

_____ 38. Presents a strong and positive attitude in building public support for the library.

COMMENTS:

Volunteer Procedures

- Initial Interview – Meet the person; find out what their background is and why they want to volunteer. Describe what kind of volunteer tasks there are at the library; see if there is a match between the volunteer and the task.
- Application – The application asks for contact and emergency information; and availability.
- CORI - Required by the town.
- Schedule a Training session (for shelving, indexing, orientation) – start a time sheet; introduce volunteer to library staff.
- Schedule a regular date and time to come on weekdays 9 – 5. No nights or weekends as staff may not available should they need help. Volunteers also like interaction with the staff.
- Work with the volunteer so the volunteer understands the task and what is expected.

**ADULT VOLUNTEER APPLICATION
BELMONT PUBLIC LIBRARY**

Today's Date _____

Name _____

Address _____ Cell Phone _____

Belmont, MA 02478

Home Phone _____

E-mail Address _____

Please print clearly.

Emergency contact:

Name _____ Phone _____

Relationship to volunteer _____

I would like to participate in this program for the following reasons:

_____ to earn community service hours towards a service award

other _____

Do you have any special hobbies / talents / interests that you'd like to share with the library?

_____ speak a language other than English, what language(s)? _____

_____ computer skills

_____ graphic art skills

What weekdays are you available and what hours of the day?

_____ M _____ T _____ W _____ Thu _____ Fri

_____ 9-11 _____ 11-1 _____ 1-3 _____ 3-5



MAUREEN M. CONNERS, *Library Director*

Belmont Public Library
336 Concord Avenue, P.O. Box 125
Belmont, Massachusetts 02478
Tel: 617-993-2851 Fax: 617-993-2894

**BELPL
172H
G**

CHAPTER 6, § 172H CORI REQUEST FORM

Belmont Public Library is requesting all the available criminal offender record information (CORI) on the following individual from the Criminal History Systems Board pursuant to Chapter 6, § 172H which mandates organizations primarily engaged in providing activities or programs to children 18 years of age or less that accepts volunteers, to obtain all CORI regarding volunteers prior to accepting any person as a volunteer.

VOLUNTEER INFORMATION (PLEASE TYPE)

LAST NAME FIRST NAME MIDDLE NAME

MAIDEN NAME OR ALIAS (IF APPLICABLE) PLACE OF BIRTH

DATE OF BIRTH SOCIAL SECURITY NUMBER *ID Theft Index PIN
(Requested but not required) (if applicable)

MOTHER'S MAIDEN NAME

CURRENT AND FORMER ADDRESSES:

SEX: _____ HEIGHT: _____ ft. _____ in. WEIGHT: _____ EYE COLOR: _____

STATE DRIVER'S LICENSE NUMBER: _____
(include state of issue)

***THE INFORMATION WAS VERIFIED WITH THE FOLLOWING FORM OF GOVERNMENT ISSUED PHOTOGRAPHIC IDENTIFICATION:

REQUESTED BY: _____
SIGNATURE OF CORI AUTHORIZED EMPLOYEE

*The CHSB Identify Theft Index PIN Number is to be completed by those applicants that have been issued an Identity Theft Index PIN Number by the CHSB. Certified agencies are required to provide all applicants the opportunity to include this information to ensure the accuracy of the CORI request process.

All CORI request forms that include this field are required to be submitted to the CHSB via mail or by fax to 617-660-4614.

BELMONT PUBLIC LIBRARY
BELMONT, MASSACHUSETTS

AGENDA
Trustees Meeting
May 24, 2011
Claflin Room - 7:30 PM

Building and Grounds

The 15 minute parking signs are up - there are two just outside of the children's room entrance.

The lines for the parking lot will be painted within the next week or so.

The Garden Club placed some small rocks along the edge of the garden so people will not park on top of the newly seeded grass.

It seems that most of the trees on the library property have had their new leaves eaten already. Last year we had a similar problem and the damage was caused by gypsy moths. This looks very similar and is probably the culprit again. I have a call into the tree warden.

The Town is installing a new key pad for key card access to the Network room. This was a recommendation from their security study that was done last year for all town buildings. The key card access is what the Town has installed in the Homer Building.

The Town is also planning a software upgrade to all the phone systems in Town in FY13. The library will be included in this as part of the Capital Budget which will be presented by Kevin Looney.

Director's Report

Trust Funds - I guess I lost track of the funds due to the grant so we will only transfer funds for this year out of the Jane Gray Dustan trust. Normally the trustees vote in September or October to transfer 80% of the interest earned on the trusts in the previous fiscal year to be spent in the current fiscal year. This year (FY11) we will vote to transfer 80% of the interest earned in FY10 on the Dustan trust to be spent in FY 11. The amount is \$2,766.13 which is 80% of the interest earned in 2010.

Evaluation form - Enclosed in your packet is the evaluation form that the trustees use to evaluate me. For the new trustees - here is a bit of history. Maybe 4 years ago or more - at TM - it was voted that the Town Administrator would evaluate all Town Department Heads including the Library Director. The evaluation of the library director was the responsibility of the Board of Library Trustees. This somehow got through TM without the trustees knowing ahead of time that they were losing this responsibility. The reason

without requiring a label to indicate the item's destination. When MLN is ready to convert to sort-to-light shipping, Optima sorting staff will be able to scan the external barcode on items to determine the destination. The major goals for the switch were to provide overnight statewide delivery and at the same time reduce the workload at libraries for processing incoming and outgoing items. Optima will replicate current delivery schedules and frequency as much as possible. MLN would like to be ready by the fall of this year.

This will require placing barcodes on the outside of all material. Fortunately we have been placing our barcodes on the outside of our books for several years. About 50% of the collection has been done. In order to complete the rest of the collection, we will purchase a barcode duplicator. There is a group purchase price of \$590 for the scanner. We will begin the project in June using volunteers and staff. The duplicator will also be used for call number labels and to replace damaged barcodes so it will be used after the sort-to-light barcode project is completed.

Staff Day - I would like to close the library for half a day on June 24 for staff day. The library would open at 1 PM that day. One of the trainings will be on downloading ebooks to different devices. This seems to be the most asked question right now and most staff (unless they have their own device) are uncomfortable trying to walk patrons through the process. OverDrive is still rather cumbersome. Em Smith (now back from maternity leave) will do the training. We haven't settled on another topic yet- usability testing on website (which I would like) and team building are a couple of suggestions.

Amnesty - We haven't had Amnesty for a couple of years. MLN usually does a system purge of old outstanding or billed items at the end of June. It was suggested that perhaps having amnesty before the kids got out of school would be a good idea. The dates would be for a two week period - June 6 - June 18. School is out on June 17th.

Volunteers - What we do right now when someone volunteers. Our application form is on the website. Corinne Chan is the volunteer coordinator and put together this brief procedural manual.

Union - close to a settlement

BELMONT PUBLIC LIBRARY EXPENDITURES

MAY 2011

18-May-11
12:31 PM

	ORIG./ADJ. APPROPRTNS.	TRANSFER	ADJUSTED BUDGET	SPENT MAY	SPENT JULY - MAY	BALANCE	PROJECTED 11 MONTHS	% EXP
LIBRARY ADMINISTRATION								
<u>16111</u>								
511000	SALARIES, FULL TIME		192,950.00	14,836.00	171,422.88	21,527.12	176,870.83	88.8%
511100	SALARIES, PART TIME		5,805.00	590.92	5,374.69	430.31	5,321.25	92.6%
513000	OVERTIME		6,000.00	0.00	5,997.18	2.82	5,500.00	100.0%
514800	LONGEVITY		700.00	0.00	562.50	137.50	641.67	80.4%
517000	HEALTH INSURANCE		21,548.00	0.00	21,548.00	0.00	19,752.33	100.0%
517200	WORKER'S COMPENSATION		356.00	0.00	356.00	0.00	326.33	100.0%
517800	MEDICARE		2,923.00	0.00	2,923.00	0.00	2,679.42	100.0%
519900	UNIFORM		675.00	0.00	1,450.00	675.00	56.25	214.8%
<u>16112</u>								
521100	EBSCO		8,690.00	0.00	8,690.00	0.00	7,965.83	100.0%
522800	GAS		19,577.00	987.57	13,979.34	5,597.66	17,945.58	71.4%
522900	ELECTRICITY		36,476.00	0.00	24,349.34	12,126.66	33,436.33	66.8%
523100	WATER		5,000.00	0.00	2,407.98	2,592.02	4,583.33	48.2%
524300	MAINTENANCE BUILDING		67,000.00	0.00	48,922.84	18,077.16	61,416.67	73.0%
524400	MAINTENANCE GROUNDS		0.00	0.00	0.00	0.00	0.00	
524500	REPAIRS & MAINTENANCE		400.00	0.00	31.71	368.29	366.67	7.9%
524500	MAINTENANCE OFFICE EQUIP		4,003.00	0.00	3,938.15	64.85	3,669.42	98.4%
530001	MEDICAL REPORTS & BILLS		0.00	0.00	0.00	0.00	0.00	
531700	EMPLOYEE TRAINING		120.00	0.00	266.00	(146.00)	110.00	221.7%
531900	ADVERTISING & PUBLIC RELA		250.00	0.00	0.00	250.00	229.17	0.0%
534500	POSTAGE		250.00	0.00	211.48	38.52	229.17	84.6%
534700	PRINTING		3,900.00	922.67	2,315.89	1,584.11	3,575.00	59.4%
542100	OFFICE SUPPLIES		1,000.00	0.00	183.70	816.30	916.67	18.4%
545000	CUSTODIAL SUPPLIES		800.00	0.00	138.80	661.20	733.33	17.4%
548900	GASOLINE		8,996.00	0.00	8,841.43	154.57	8,246.33	98.3%
571000	IN-STATE TRAVEL		950.00	0.00	605.73	344.27	870.83	63.8%
573000	DUES & MEMBERSHIP		225.00	88.50	88.50	136.50	206.25	39.3%
			590.00	0.00	570.00	20.00	540.83	96.6%
	TOTAL LIBRARY ADMIN		389,184.00	20,825.69	325,175.14	64,008.86	356,752.00	83.6%

Belmont Public Library
Activity Report For The Month
of April 2011

Days open 2010: 25
Days open 2011: 27

Agency	April <u>2011</u>	Increase Over <u>Apr 2010</u>	Cumulated <u>2011</u>	Cumulated Increase <u>Over 2010</u>
Adult	22,839	685	94,758	(710)
Juvenile	<u>21,334</u>	<u>1,553</u>	<u>85,771</u>	<u>3,653</u>
Total	44,173	2,238	180,529	2,943

Average Daily Circulation

	<u>2011</u>	<u>2010</u>
Adult	846	886
Juvenile	790	791

Non-Book (included in above figures)

Adult	9,750	414	41,505	(181)
Juvenile	<u>4,570</u>	<u>289</u>	<u>18,508</u>	<u>(125)</u>
Total	14,320	703	60,013	(306)

DVD

Adult	6,580	313	28,475	636
Juvenile	<u>2,911</u>	<u>(86)</u>	<u>13,557</u>	<u>603</u>
Total	9,491	227	42,032	1,239

Downloadable Audiobooks

Checkouts	190	526
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Internet Use

Internet	4,071	14,757
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Interlibrary Loan:

Borrowed	38	138
Loaned	36	147
Faxed	-	4

Young Adult Circulation

1,551	253
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