

Minutes of the Belmont Public Library Board of Trustees Meeting
June 15, 2010 Claflin Room

Present: Director Maureen Conners, Trustees Elaine Alligood, Mark Carthy, Mary Keenan, Matt Lowrie, Sarah Phillips, Hal Shubin. Guests: Scott Ferson, president, and Marcie Schorr Hirsch of the Belmont Library Foundation (BLF).

Chair Lowrie called the meeting to order at 7:35 p.m. The minutes for the meeting of May 18, 2010, were unanimously approved.

Old Business:

Chair Lowrie reported on the Board of Selectmen (BOS) meeting of June 7th at which he presented the library's case for pursuing the new Massachusetts Board of Library Commissioners (MBLC) grant round. The BOS gave the library its approval to proceed with the grant round process. The next steps include talking with the School Committee and with Tom Younger, Town Administrator, who will inform Town Counsel. The BLF representatives, Mr. Ferson and Ms. Hirsch, were informed of the time line of the grant round. All in attendance agreed that a decision on a site is critical to proceeding. Once a site is secured, public relations will be key as various constituencies must be brought on board.

ACTION: Chair Lowrie will speak with members of the School Committee; the June meeting of the School Committee is on June 23rd.

ACTION: Director Conners will work with Mr. Younger so Town Counsel will approve the library's site request.

There has been no final decision on the generator; plans for placement are forthcoming from Kevin Looney of the Town Building Dept.
The Director's evaluation is pending.

There will be a pilot program of accepting donations of DVDs at the library's discretion.

ACTION: Director Conners will formulate a policy on DVD donations.

New Business:

Chair Lowrie reviewed the new Massachusetts Open Meeting Law. Highlights include the need to

- post notice and minutes for any multi-person sub-committee meeting,
- post agendas 48 hours in advance (not including Saturdays) of any meeting in a place accessible 24 hours (exception – an emergency meeting),
- explicitly state reason for Executive Session.

The only exceptions are social meetings, site inspections, and meetings of other government bodies where no discussion of business is permitted.

Meeting participation via technology is permitted for members, not the chair. E-mails about scheduling meetings are permitted. Minutes must include an exhibit list for the meeting.

Committee Reports:

The Revised Behavior Policy and the Internet/Computer Use Acceptable Use Policy were discussed; policies are posted. Trustee Carthy's motion that both policies be approved was seconded by Trustee Alligood; it was voted unanimously.

The Friends of the Belmont Library had a successful annual meeting on June 3rd, Trustee Keenan reported. Selectman Paolillo was the speaker; the new web-site was unveiled, and volunteers were recognized.

Union negotiations will be forthcoming. This committee includes Chair Lowrie, Trustee Alligood, and Director Conners. When the resignation of Technical Services Department clerk was announced, Trustee Alligood asked if the hours in the job description could be shifted to facilitate scheduling. The only union that the trustees bargain with is the eight member librarian union.

ACTION: Director Conners is to ask the BOS to renegotiate the hours of clerk with the town union as the Warrant Committee has consistently asked the trustees to make library staff hours more flexible.

Trustee Phillips' offer to review the trust instruments and annual accounts was gratefully accepted by the Board that recognizes her expertise in this area.

Director's Report:

Trustee Carthy asked that circulation figures be included for per diem usage.

ACTION: Director Conners will add a column to the report for this purpose.

Patron Rita Mandosa's letter re. air quality was recognized; yes, there is a policy to keep the temperature between 70 and 72 degrees, a daunting task given 7 HVAC units.

With increased expenses for the web-site, Trustee Carthy made a motion that another \$1,500 be approved for this expense. Seconded by Trustee Phillips, the motion passed unanimously. Trustee Phillips commended the work of Technology Librarian Emily Smith; all concurred.

The meeting adjourned at 9:25 p.m. on a motion by Trustee Shubin, seconded by Trustee Carthy, and voted unanimously.

NEXT MEETINGS JULY TUESDAY JULY 13TH
AUGUST **THURSDAY** AUGUST 19TH

Respectfully submitted,
Mary E. Keenan, secretary

Attached – exhibit list

Exhibit list Board of Trustees Meeting June 15, 2010

Agenda

Minutes of the Board of Trustees Meeting May 18, 2010

Director's Report

Resignation Letter to Director Connors from Margaret C. O'Brien

Behavior Policy for Patrons

Internet/Computer Acceptable Use Policy

Letter from patron Rita Mandosa re. air quality

Thank you from patron Joan Doyle to Public Services Dept. Head Emily Reardon

Activity Report May 2010

Budget to date – expenditures and projections

Addendum of Belmont Public Library Web-Site Redesign Project – June 2, 2010