

FLETT ROOM, BELMONT MEMORIAL LIBRARY  
BELMONT, MASSACHUSETTS

MEETING OF THE BOARD OF TRUSTEES JUNE 20, 2006

The meeting was called to order by Chairman Hal Shubin at 7:30 pm. Present were trustees Elaine Alligood, Mary Keenan, Larry McCormick, Heli Tomford, Jil Westcott, Director Maureen Connors, and an observer, Anthony Oberdorfer.

**New Business:**

**Endowment Funding:** Director Connors expressed the opinion that endowment funds should fill in as needed rather than replace operating funds. The Board decided that it needs clarification on the operational role of endowment funds in a new library. Trustee Keenan suggested that endowment funds ought to be used for special, non-recurring things that the library finds difficult to fund. Trustee Tomford pointed out that endow by definition means in-perpetuity support. Director Connors expressed that in order to align our mutual goals; the Belmont Library Foundation (BLF) requested the Trustees' input on the handling of BLF endowment funds encouraging the trustees to provide it soon. Trustee Alligood and Chair Shubin suggested holding a joint planning meeting with the BLF trustees to address this issue.

**Planning for the Year:**

Chair Shubin led the discussion on planning for the upcoming year. Trustee Alligood proposed exploring a collaborative pilot project between the Library and the School Department to expand the existing information literacy and management skills training program into the high school. The Trustees agreed to develop this pilot project further. Trustee Alligood will report back at the next Meeting.

Trustee Keenan prepared a calendar for Trustees' long range planning for the annual cycle. Chair Shubin encouraged the Trustees to attend the capital budget meeting to ensure that when the committee has questions about library capital projects they get answered and supported by trustees. Trustee Keenan emphasized that none of the library's capital requests were funded this year. Chair Shubin added that we need to speak to Pat Bruschi soon about the circulation area redesign issues. Director Connors noted that the action items for the Long Range Plan are easier to develop, but the Five Year Plan requires several months to fully flesh out.

**Old Business:**

Director Connors requested that the Trustees establish a policy for use of state grant funds that explicitly addresses what the funds are to be used for. Director Connors surveyed other library systems for guidance on how they handled state grant funds particularly for operating expenses such as weekend openings. Only five systems replied to her. Bedford and Holliston use it for weekend hours (both libraries have been renovated in recent years); Brookline (also newly renovated) emphatically opposes using state grant funds for weekend opening/operating costs. Some

systems use the funds for pilot projects to test interest or feasibility, and/or for purchases that are one-time only or difficult to obtain in a short time frame. Most importantly, since state grant funds may be accumulated over time they can be held for the new library. Trustees discussed various options and issues that might underlie a State Grant Funds Policy. The notion was suggested that we might look into using these funds to leverage other funds to support fund raising. Trustees will consider the options and discuss this policy issue at a later meeting.

An update on the recent recurrence of the Elevator leak resulted in identifying the source of this leak and repairing it under the 10 year warranty for the recent elevator renovation.

Trustee Keenan reported on the Friends of the Belmont Public Library meeting. She described how Selectmen Firenze spoke about the building of a new and his support for the cluster approach and how an education process is needed to make the town aware of the wide range of compelling reasons for the new building. Utilizing the Belmont public access TV channels was encouraged to get the message out and promote the library's importance to town students, the elderly, and town businesses. The trustees agreed that Belmont CATV was a good way to disseminate these important messages about the library.

The new building was addressed next. Selectman Firenze's revival of the cluster approach sparked interest in the trustees to follow-up with Selectmen Solomon and Brownsberger to elicit their support. Chair Shubin spoke to them prior to this meeting and Selectman Solomon suggested talking to others who were involved in the Cluster Project in 2003 to gauge further interest. Savings of several million dollars could be gained by not tearing down the current structure and digging the parking garage—ensuring no disruption in library services. Additionally, the town could designate an alternate use or sell the current building at additional project cost savings. The May Director's report identifies approximate savings of 3.4 million plus the potential sale price of the current building and land of at another 3-7 million.

Appointments of Library representatives to the Belmont Library Foundation Board of Directors and the Town's Information Technology Advisory Committee were discussed. The Trustees need to complete these appointments soon. Trustee Tomford developed a form to encourage potential volunteers to express interest. Trustees agreed the form was good and gathers the right sort of information for these important appointments. Several potential volunteers were discussed and will be contacted prior to the next meeting.

### **Committee Reports:**

Chairman Shubin created a committee membership table showing the trustees' current assignments and vacancies. Several trustees added their names to the current vacant slots resulting the filling of all vacancies. Upcoming committee work to be done includes but is not limited to: Library hour's changes and the resulting

library Unions' negotiations, Revolving Funds issues and planning, Meeting room policies, Naming opportunities for the new building need to be planned for, along with identifying and projecting scenarios for the new building's operating expenses.

**Director's Report:**

- Dandis Painting will begin the painting of the Library's wood trim in a couple weeks after they finish up at the new fire station.
- Several personnel actions impacting the budget were reported resulting in evaluation of current positions in Technical Services and Reference.
- The Benton branch is set to be open on Wednesday's from 1:00 p.m. to 6:00 p.m. This begins on July 1<sup>st</sup>.
- Summer Saturday hours begin on July 8, 2006 from 9:00 a.m. until 1:00 p.m.
- The Library now has a pass to over 50 Massachusetts Parks entitling the user to free parking at over 50 day-use parks and facilities in the Commonwealth. The pass was donated by the Massachusetts Department of Conservation and Recreation as part of their new program: *Use Nature as Your Library*.

Chairman Shubin moved to approve the minutes of May 16, 2006, May 30, 2006. The motion was seconded and both minutes were approved.

NEXT MEETING --- TUESDAY --- JULY 18, 2006 at 7:30 p.m. in the Flett Room.

Respectfully submitted,  
Elaine Alligood, Secretary