

BELMONT PUBLIC LIBRARY  
BELMONT, MASSACHUSETTS  
MEETING OF THE BOARD OF TRUSTEES

AUGUST 12, 2008

The meeting was called to order at 7:34 p.m. in the Flett Room by Chair Hal Shubin. Present were Trustees Elaine Alligood, Mary Keenan, David Rich, and Heli Tomford, Director Maureen Connors, and Long Range Plan Committee member David Otte. Trustee Matt Lowrie was absent.

The minutes for the July 15th meeting were unanimously approved on a motion by Trustee Rich, seconded by Trustee Alligood.

Old Business:

Five year Long Range Plan (LRP) update - David Otte spoke to this as did Director Connors who said that the library staff is currently working on the drafts for committee review.  
YA position - Interviewing to fill this vacancy is continuing, but it is hampered by the fact that it is a part time position. If it were a 35 hour a week position, full-time, it would be much easier to fill. There was a brief discussion of making this important position a full-time one; this would necessitate finding \$10K in the budget.

Circulation Reconfiguration update - Architect David Johnson, who is doing all this work pro bono, is working with the contractor to check on the mill work. A much-needed media return box, at a cost of \$3K, has been ordered.

New Building -Chair Shubin has been involved in discussions about a new library with town officials and town committee members with state action on the library grant process. Belmont has been notified of its grant of over \$5M, with 16 months time line for town approval. The next step is to get the town's commitment to put the debt exclusion question on the November, 2009, ballot. The wording for this ballot question needs to be filed months in advance of the vote. Much work needs to be done - site determination, a feasibility study, resolution of property ownership, custodianship, and restrictions on the plots of town land on the north side of Concord Avenue, appointment of a building committee. Last spring the library trustees were advised by town officials to wait until the Capital Projects Overview Committee (CPOC) gave its report and the state grant was approved. Both have been done. The all-important question of fund-raising by the group created for this - the Belmont Library Foundation - was discussed.

Cleaning contract - Director Connors said that the new company commences on Monday.

Performance Review - Director Connors has as a goal the institution of goal-oriented performance reviews for staff. In answer to questions from the trustees, Director Connors stated that performance reviews are standard procedure in other public libraries, but, to date, not in Belmont.

New Business:

Budget - With \$10K, the YA position could be full-time. The question of the Benton branch was raised. Is this the best use for these funds? Trustee Keenan, who served with Director Connors and Trustee McCormick on a Benton sub-committee (2006-07) noted that the figure of \$12K given at that time did not include \$3K for books, repairs, or custodial expenses. Director Connors noted that staffing Benton short-changes the main library. There will be a meeting of the trustees on this topic with public notification for all interested parties to attend. Mr. Otte suggested this be on open forum on all library issues with representation from the Board of Selectmen, the town planning office, other related departments, with a cable TV presence. Chair Shubin said the Warrant sub-committee for the library should definitely be invited. Trustee Rich observed that a broader agenda with inclusion of the state grant as a topic would result in an audience more

representative of the town at-large. Trustee Tomford suggested that a mini- library charette be considered with several library issues presented.

Citizen-Herald - The editor's request for a brief summary of each of the topics discussed at trustees' meetings raised concern over the open meeting law provisions. The minutes of the trustees meetings constitute a legal document. The secretary could not determine such a summary without consultation with the entire board of trustees. The minutes are now posted on the town web-site, available to all interested parties.

Policy Committee - This committee will resume work in the fall.

Director's Report:

Financial Report - The town has requested that each department contribute to the shortfall. Director Connors was asked to find out more information about this and the possible town recommendations. Chair Shubin asked if the Warrant Committee and Board of Selectmen have been advised of continuing problems at the library with AC units and the roof. Director Connors replied in the negative, that the library takes care of these by itself. Kevin Looney has been advised about the roof leaks. Chair Shubin, noting that although the EBSCO work at the library has been completed, we still contribute to this expense. Director Connors was asked to find out the length of time the library will continue to pay this item.

LRP - There is need of a separate meeting to approve this; the state deadline is October 1st for submission to the Massachusetts Board of Library Commissioners.

Next meetings:

September 16 - regular meeting of the Board of Trustees

September 24 - meeting to vote on LRP

October 14 - trustees meeting - plan for open forum

October 21 - open forum

The meeting was adjourned at 9:53 p.m.; the motion by Trustee Tomford, seconded by Trustee Alligood, passed unanimously.

Respectfully submitted, Mary E. Keenan, secretary