

- Minutes of the Belmont Public Library Board of Trustees Meeting
- August 19, 2010 Claflin Room
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- Present: Director Maureen Conners, Trustees Elaine Alligood, Mark Carthy, Mary Keenan, Matt Lowrie, Sarah Phillips, and Hal Shubin.
  - Chair Lowrie called the meeting to order at 7:35 p.m. The minutes for the meeting of July 13<sup>th</sup> as revised were accepted by a unanimous vote on a motion by Trustee Shubin, seconded by Trustee Alligood. Two corrections were noted: Chair Lowrie and not Trustee Carthy is to work with Director Conners on the DVD policy. It was Chair Lowrie who clarified the Open Meeting Law for Executive Session. The minutes of the Executive Session meeting on July 13<sup>th</sup> were unanimously approved on a motion by Trustee Shubin, seconded by Trustee Alligood. Chair Lowrie stated that these minutes can be made public.
- - **Old Business:**
    - Meeting Report – Feasibility Study Committee
  - Chair Lowrie and Director Conners reported on this wide-ranging discussion that included the site, the need for a functional equivalent of the Field House, and the issuance of the Request for Proposals (RFP). Members of this committee include Patricia Brusch (Permanent Building Committee), Steve Sala, and a representative from the Friends of the Belmont Library (FOBL). The School Committee representative will be Dan Scharfman.
    - *ACTION: Director Conners will ask Bill Lynch of the Warrant Committee and the Capital Project Overview Committee for a representative from each group or state that they decline. Director Conners will also ask Scott Ferson of the Belmont Library Foundation (BLF) to join the committee or send a designee.*
  - - Trustee representatives for committees are
    - For the Project Manager Selection – E. Alligood, M. Carthy, S. Phillips
    - For the Architect Selection – E. Alligood M. Carthy, M. Keenan
    - Each committee will recommend three finalists from whom the Board of Trustees will select one.
  - After a discussion of the review of the Scope of Services for Architect, Chair Lowrie moved that the RFP for the architect include Options 1 and 2 from the Belmont Planning Taskforce Report and confirm a review of the existing plan on the current site without underground parking. Seconded by Trustee Phillips, the motion passed with a majority vote.
  - - *ACTION: All trustees will send to Director Conners revisions to questions for the project manager and architect selection process by Monday, August 23, 2010.*
    - *Director Conners will add the dates for appropriate meetings to the RFP.*
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- **New Business:**

- Trustee Carthy reviewed his proposal for additional Sunday openings as well emphasizing the need to plan for Sunday openings as part of the regular budget. The trustees discussed the ramifications of accepting private donations for some Sunday hours. Considering a level services budget, are we building a structural deficit? Accepting private funds for a short time would grant additional time to work toward the already stated goal of looking at library operations.

- *ACTION: Director Connors will report what technologies MinuteMan decides can be restricted to the patrons of a single town library and not shared on the MinuteMan network.*

- *Chair Lowrie will continue discussions with a potential donor to determine the suitability of using monies for technology versus Sunday hours.*

- The meeting was adjourned at 9:55 p.m. on a motion by Trustee Shubin, seconded by Trustee Alligood, and voted unanimously.

- Trustees are advised to consult the Schedule of Meetings for the month of September. Sub-committees for the project manager and for the architect will meet on assigned dates. The full board will meet on Tuesday September 21 at 7:30 p.m. and on Tuesday September 28 at 7 p.m.

- Respectfully submitted,
- Mary E. Keenan, secretary

- Exhibits:
  - Agenda

- Minutes for July 13, 2010 meeting and for Executive Session July 13, 2010 meeting
  - Activity Report for the month of July 2010
    - Belmont Public Library Expenditures August 2010
    - Belmont Public Library Expenditures Final FY2010
      - Director's Report
  - Options 1 & 2, A & B Belmont Capital Planning Cluster Task Force 2002
    - Scope of Service statement for Feasibility Study