

BELMONT MEMORIAL LIBRARY, BELMONT, MASSACHUSETTS
MEETING OF THE BOARD OF TRUSTEES September 11, 2007

The meeting was called to order at 7:33 p.m. by Hal Shubin, Chair. Present were trustees Elaine Alligood, Mary Keenan, Matt Lowrie, Jil Westcott, and Director Maureen Connors. Heli Tomford was absent.

The minutes for May and June were approved on a motion by Trustee Lowrie, seconded by Chair Shubin that passed unanimously.

Belmont is now #8 on the state library building list. There is to be an expected \$20M bond bill. Chair Shubin reported on conversations with School Committee chair John Bowe and CPOC co-chair McLaughlin. The feeling is that the library building should be re-used, not demolished. Perhaps using it for a police station would make sense and then combine the library with the field house project. The CPOC will report to the Board of Selectmen on October 1st or 8th, after the town meeting warrant has closed on September 22nd. It does not make sense to have a warrant article for a library building committee prior to the CPOC report.

Director's Evaluation: Trustee Keenan moved that the evaluation of the director be accepted with a recommendation to the Town Administrator for the maximum raise for Director Connors. Trustee Alligood seconded the motion which passed unanimously.

Budget: The budget process for the town will begin earlier this year, in October.

Action Items: These include the Community Reads program, a revised web page, continuation of the weeding process, work with the cable access channel, National Library Card Week, evaluation of new formats (playaways), and focus on the DVD collection. The 5 Year Action Plan which requires community involvement is scheduled for next year.

Emily Reardon, Coordinator of Public Services, was commended for her leadership of the Community Reads program for One Book, One Belmont. The book chosen is Three Cups of Tea. Speakers, music program, discussion groups, author's talk, coordination with the Belmont World Film Program, and crafts and kites, are some of the planned activities. The book will be announced in December with the program in January and February.

The material on signature collecting in the library needs clarification. Director Connors will ask what exactly is at issue.

Policy change: There has always been a concern that while the charge for a lost book was the cost of the book, the charge for a lost magazine, regardless of its price, was set at \$15 to cover acquisition and catalogue costs. Now that periodicals are readily available on the Internet, this policy needs revision. Trustee Lowrie made a motion that the earlier policy to charge \$15 for each replacement copy of a magazine be revoked and that the charge be the actual replacement cost as is the case for books. Seconded by Trustee Westcott, the motion passed unanimously.

Circulation Desk reconfiguration: Architect David Johnson, who is working on this pro bono has made the needed adjustments to the plans. Circulation head Mary Hall and Director Connors are putting together the specs for the bid process; work will coincide with the Community Reads program. A script will be provided for those at the Circ Desk to answer patrons' questions. The library web site and cable TV will also provide an opportunity for the Director to address questions.

Director's Report: A broken, smoking AC unit costs \$8100 to replace; a window unit which will also provide heating and cooling costs \$2000. Trustee Westcott argued for replacement of the unit for the larger amount. After hearing that the elevator had been out of operation for a period of time during the summer, it was decided that the fiscally responsible position would be to go for

the lesser cost item. It seems the prophecy of pouring money into decaying equipment is being fulfilled. The downspouts (stolen for the copper) are a work in progress.

As town treasurer Barbara Haag is revising the trust fund set-up to an non-expendable trust, Trustee Westcott and Director Connors will meet with her to insure the library's ability to spend part of such funds on an annual basis.

Trustee Keenan will continue as liaison to the Friends Board; a representative to the HRC is needed.

The meeting moved into Executive Session. The motion to move to Executive Session was passed with Trustees Alligood, Keenan, Lowrie, and Shubin voting in the affirmative; Trustee Westcott was the sole negative vote. At the end of Executive Session, the meeting adjourned at 9:32 p.m.

The next meeting will be on Tuesday, October 9th or October 16th This is dependent on the timing of the CPOC report to the selectmen.

Respectfully submitted, Mary E. Keenan, Secretary

BELMONT MEMORIAL LIBRARY, BELMONT, MASSACHUSETTS
MEETING OF THE TRUSTEES IN EXECUTIVE SESSION September 11, 2007

The meeting moved into Executive Session. The motion to move to Executive Session was passed with Trustees Alligood, Keenan, Lowrie, and Shubin voting in the affirmative; Trustee Westcott was the sole negative vote.

The topic was union negotiations. Trustees Lowrie, Tomford and Westcott are on this sub-committee. Executive session ended on a motion by Trustee Keenan seconded by Trustee Westcott with Trustees Alligood, Keenan, Lowrie, Shubin, and Westcott voting in the affirmative.

Respectfully submitted,
Mary E. Keenan