

• BELMONT PUBLIC LIBRARY BELMONT,  
MASSACHUSETTS

• MEETING OF THE BOARD OF TRUSTEES  
DECEMBER 16, 2008

•  
• The meeting was called to order at 7:34 p.m. by Hal Shubin, Chair. Present were Trustees Elaine Alligood, Mary Keenan, Matt Lowrie, David Rich, and Heli Tomford and Director Maureen Conners. Also present were Emily Smith, Technology Librarian, John Bell, and former trustees Vera Dreyer, Lawrence McCormick, and Jil Westcott.

•  
• Chair Shubin introduced Emily Smith, the recently-hired Technology Librarian. Her plans include indexing the data bases and expanding the library's web site. Ms. Smith was welcomed by all in attendance.

•  
• Honoring Jil Westcott, a trustee until last December, was next on the agenda. Ms. Westcott served on the board for a decade, and chaired the board for part of her tenure. She was thanked for her service and commitment to the Belmont Library and was given a map of 19<sup>th</sup> century Belmont.

•  
• The minutes for the meeting of November 25<sup>th</sup> were accepted unanimously on a motion by Trustee Tomford, seconded by Trustee Rich.

•  
• Old Business:

• Director Conners reported on the level funded budget, explaining that with an increase in costs, there would be a decline in services, including no Sunday openings. The trustees discussed ways to find money – use of state grant funds and contributions to keep the library open on Sundays with an approximate cost of \$700 a Sunday. Once again the question of closing to the public for two mornings a week was raised, but Director Conners said this would not result in any savings. Director Conners will check with the library directors in Arlington and Lexington regarding funding from outside sources. Trustee Lowrie asked if a future level-services budget would thus contain Sunday openings. It is presumed that it would. Trustee Rich asked if the library could raise funds. Director Conners replied that the Town Administrator's office had said that the library could not raise money in the library. Trustee Tomford asked that Ms. Conners check with the Massachusetts Board of Library Commissioners (MBLC) policy on fund-raising. Director Conners also noted some inconsistencies in the library budget report as printed by the town when compared with the one submitted by the trustees. Director Conners reported that she had clarified for the library sub-committee of the Warrant Committee the MBLC ruling that state grant funds cannot be used to meet the MAR (the municipal appropriation requirement).

•  
• To add to budget woes, the weekend custodian is resigning and the town's hiring freeze precludes hiring a replacement. With ten public lavatories and a busy children's room with the possibility of a sick child, this is a major concern

exacerbated by the winter season when the weekend custodian also does snow shoveling. Tom Younger, the Town Administrator, has advised the library to do what it can. Chair Shubin asked Director Conners to reopen this question with the Town Administrator.

- 
- Other old business included a report on the renovation of the Circulation Desk – there are only two items remaining on the punch list. Chair Shubin is trying to contact the Athletic Director Jim Davis to continue site talks for a new library building. The last day for the Benton branch library will be Wednesday, December 31<sup>st</sup>. David Johnson, the tireless pro bono architect for library projects asked that consideration be given to the team effort of the Circulation Desk project.

- 
- New Business:

- After the Director explained the need for a book desensitizer for the first floor of the library where many books are processed, Trustee Alligood made a motion that \$3,600 of state grant funds be expended for the purchase of a 3M Book check Unit. The motion, which was seconded by Trustee Keenan, passed unanimously.

- 
- The Policy Committee (Director Conners, Trustees Keenan and Tomford) requested that a new standing committee be established to review gifts to the library. The Policy Committee will incorporate Trustee Lowrie’s suggestions for revision of the gift policy – a list of ways to give securities, etc. - in said policy.

- The revised policy on Confidentiality of Records was considered. This revision is based on ALA (American Library Association) recommendations, Director Conners will ask the Town Administrator for the necessary referral to town counsel outside of business hours for the town but hours when the library is open. Trustee Keenan moved that the board accept the policy as presented with the elimination of “Model Staff” and “Office for Intellectual Freedom” phrases. Seconded by Trustee Alligood, the motion passed unanimously.

- 
- Trustee Tomford reported that the Friends of the Belmont Library unanimously approved requests for monetary support to honor a previous trustee and the pro bono architect for the Circulation Desk. Director Conners added that the Friends Board is continuing to work with Carol Lasky on developing a web-site for the Friends of the Belmont Library.

- 
- The concern regarding the asbestos in the floor tiles in the lower floor corridor of the library which Director Conners brought to the attention of the trustees at the November 25<sup>th</sup> meeting was raised by Trustee Keenan. Director Conners explained that Mr. Kearney, the town’s person for such matters, had looked at the corridor and said that at present there was not much of a problem but that monitoring the situation is needed as there will be a problem when the tiles crack. The trustees discussed the need for action versus waiting as Kearney reported on, as Trustee Lowrie explained, the possibility of a problem. Chair Shubin, noting the constant abrasion, said that waiting until they crack is waiting

too long. What will be the situation when the tiles do crack? asked Trustee Rich. Trustee Tomford did an on-the-spot check and discovered that the entry area tiles are already worn through. Director Conners was asked to obtain an estimate of removal and replacement of the asbestos tiles.

- 

- Trustee Keenan related an incident in the library on December 10<sup>th</sup> when it was necessary to ask if any patron in the library owned the blue/black Honda parked on Concord Av. which had just been hit by another car. How much easier it would be if there were a public address system in the library. Perhaps the Friends would fund this improvement which would be most helpful if there were a lost child in the library, etc. Trustee Rich said a wireless system is what is needed. Director Conners will get estimates on the cost of installation of such a system.

- 

- The next meeting of the Board of Trustees is **TUESDAY – JANUARY 20<sup>TH</sup>**. (Yes, Inauguration Day.)

- 

- The meeting was adjourned at 9:27 p.m. on a motion by Chair Shubin, seconded by Trustee Tomford, and voted unanimously.

- 

- Respectfully submitted, Mary E. Keenan secretary

-