

- Minutes of the Belmont Public Library Board of Trustees Meeting
- July 13, 2010 Claflin Room
-
- 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 7:37 p.m. The minutes for the meetings of June 7th and June 15th were approved unanimously on a motion by Trustee Alligood, seconded by Trustee Carthy.
- *ACTION: Director Conners will check with correspondents who send e-mails to determine if such communication may be discussed in open meeting.*
- Chair Lowrie suggested that the paragraph concerning the Open Meeting Law regarding union negotiations in Executive Session be revised to read so that discussion does not prejudice the trustees in negotiations.
-
- **Old Business:** Several trustees reported on meetings attended: Trustee Alligood attended the Belmont Library Foundation (BLF) meeting; she reminded the trustees of their responsibility in appointing two BLF board members. One of these currently serving is Nick Ipsalanti; a second member is needed. The BLF is very supportive as the trustees pursue a site.
- *ACTION: The need to find and restudy the report commissioned by the BLF and done by Jacques and Company was stressed.*
- Trustee Shubin reported on the Light Department meeting. The Light Dept. has selected the Purecoat site.
 - *ACTION: The trustees need to work with the School Committee to move forward on a site as well as determine whose approval is needed for land for library and library parking. Chair Lowrie will take action on this.*
- Director Conners noted that Town Administrator Tom Younger and the town attorney are putting together a package of information relating to the library site.
 - *ACTION: Director Conners and Chair Lowrie will call Mr. Younger and the Board of Selectmen to move this along.*
-
- Grant timeline – As time is short, steps need to be taken immediately to meet the deadlines of the grant timeline.
 - *ACTION: Chair Lowrie and Director Conners will delegate tasks to trustees based on their areas of expertise. Trustee Alligood will review the building program; Trustee Shubin will work with Director Conners on establishing an Advisory Committee; the previous RFP will serve as a template for the current RFP. Options must be clear: location of library on the north side of Concord Av. with three parking alternatives.*
 - *ACTION: Director Conners will be in contact with the School Committee and Athletic Director Jim Davis to discuss the square footage as it currently exists and to ask if other things are needed as the Field House is replaced.*
- Director Conners explained that a library consultant was needed to review the Building Program which is the responsibility of the Director, the staff, and Trustee Alligood.

- *ACTION: Director Connors and Trustee Alligood will choose a consultant.*
- A motion that Director Connors and Trustee Alligood choose a consultant, not to exceed \$10,000, was made by Trustee Shubin, seconded by Trustee Phillips, and voted unanimously. This is subject to review by Chair Lowrie on legal aspects.
- *ACTION: Trustee Shubin and Director Connors will create the advertisement for the project manager and for the architect.*
- Trustee Shubin reviewed the January 2009 meeting with AD Davis; at that time the need for interim space was noted. A conversation is needed on how the field house will be funded.
-
- Gift and fundraising for services – The generous offer of a library patron was discussed. Chair Lowrie will have a clarifying conversation with this patron.
-
- The cost for landscaping the new town IT generator is \$5,820. Trustees expressed their dissatisfaction with the prominent location and wish to see the plans.
-
- Evaluation is forthcoming.
- *ACTION: Chair Lowrie will send pertinent materials to Trustee Shubin.*
-
- **New Business:** Chair Lowrie will work with Director Connors on the DVD policy that she proposed; this will be revisited at next month's trustees meeting.
-
- At 9:24 p.m., Trustee Carthy moved to close the meeting to move into Executive Session to discuss contract negotiations with the union and to adjourn the meeting after Executive Session. In a roll call votes, Trustees Alligood, Carthy, Keenan, Lowrie, Phillips, and Shubin voted in the affirmative.
-
- Respectfully submitted,
- Mary E. Keenan, secretary
-
- Exhibits:
- Agenda
 - Minutes for meetings June 7 and June 15, 2010
 - Pilot Program – DVD Donations – proposed policy
- Waverly Landscape Associates Proposal for Landscape Improvements
 - Grant Timeline 2010-2011
 - Director's Report
 - Pares and Hession letter re. Underwood land 1962
- Owner's Duplicate Certificate for land used as park along Cottage Street 1911
- Procedures for posting a public meeting from Ellen O'Brien Cushman, Town Clerk
 - Belmont Public Library Expenditures June 2010
 - Activity Reports for May 2010 and June 2010
-

