

BELMONT MEMORIAL LIBRARY  
MEETING OF THE BOARD OF TRUSTEES

BELMONT, MASSACHUSETTS  
JULY 16, 2013

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Chair Matt Lowrie called the meeting to order at 7:37 p.m. in the Claflin Room of the library. Present were trustees Elaine Alligood, Mark Carthy, Mary Keenan, Sarah Phillips, and Matt Sullivan and Director Maureen Connors. Melissa Lynch represented the Belmont Library Foundation.

The minutes for the June 11, 2013 meeting were unanimously approved on a motion by Chair Lowrie and seconded by Trustee Phillips.

### Old Business

#### *MBLC*

The action by the Massachusetts Board of Library Commissioners (MBLC) to deny the petition by the trustees to apply the current grant of \$7.5 M to the present site was discussed. The library is in a quandary as the present site could not be used in the grant round as the Town's Capital Project Overview Committee mandated another site. The MBLC stated that the site was in the control of the town. Thanks were expressed to Senator Brownsberger and Representative Rogers for their support of the library's petition. Chair Lowrie motioned that after the notification by the MBLC of the denial of the site change, that the library state that it would not take the grant money subject to confirming this in advance with the Board of Selectmen. Seconded by Trustee Sullivan, the motion passed unanimously.

Next steps for the library were discussed, raising the following questions:

- Is the money in the Belmont Library Foundation (BLF) accounts solely for a new building?
- What do the townspeople really want?
- Should there be a request for a vote at Town Meeting this fall to determine support?
- Should the Concord route (no state money) be followed?

Chair Lowrie cited three options:

1. limp along
2. apply for the next grant round - five to seven years out
3. have a plan in place for dealing with the failure to secure a new library and ask for Town Meeting action on this plan

Trustees commented on various aspects of the problem. Trustee Phillips checked the Dustin Trust and reported that money not used by 2015 for a new library could be used for reconstruction, rehabilitation, expansion, or renovation of the Children's room or for Children's programs. Trustee Alligood noted the minimal amount needed for new library to serve all the citizens of Belmont in the light of other projects. Trustee Carthy explained that the real authority of the town resides in Town Meeting; their knowledge of the problem and support is crucial. Trustee Sullivan realistically presented the options. Trustee Keenan added that the elevator

situation cannot continue – breaking down, impossibility of finding replacement parts, difficulties created, and that a new elevator must be addressed as the library will be in the present building for several years at minimum.

### ***Facilities Consolidation***

The meeting of the Town Administrator and the Superintendent of Schools (the present board of the new Facilities Consolidation Committee to be joined by a yet-to-be-named Director of Facilities) is scheduled for July 31<sup>st</sup>. The library MUST be represented on this board if the trustees are to give up control of the building and its budget.

### **New Business**

#### ***Capital Budget Prioritization Tool***

This survey created by the Capital Budget Committee is to be completed by the Library Director.

#### ***Director's Report***

Ms. Conners reviewed the usage figures; the library was open for one additional day in June 2012. July, to date, has been very busy with the Bingo book challenge for adults among other activities. \$37K was returned to the town at the end of the fiscal year; this amount had two sources: the library had been advised to increase its budget for natural gas and electricity and following a retirement, a replacement hire was at a lower salary level.

The Friends of the Library have committed significant funds to the library over the next two years for public relations work.

August 20 was set as a tentative meeting date should one be needed.

**September 23** – a Monday – at 6 p.m. will be the next trustees meeting as a planning meeting to consider options – make the building as useable as possible, do minimal repairs, choose a middle ground. The question of grants, individual funding, parking, and related issues will be on the table. Director Conners added that outreach to committees in town is an important component as the library goes forward.

The meeting adjourned at 8:50 p.m. on a motion by Chair Lowrie seconded by Trustee Phillips.

Respectfully submitted,  
Mary E. Keenan, secretary

#### **Exhibits:**

Agenda July 16, 2013

Minutes June 11, 2013

Major Capital Projects – Criteria and Priorities

Activity Report June 2013

Expenditures June 2013

MAJOR CAPITAL PROJECTS  
CRITERIA AND PRIORITIES

1. Core Mission	Department of Public Works Facility		Police Station	Belmont High School Renovation /Addition	Main Library	Skating Rink and White Field House	Underwood Pool
Does this facility serve a core mission of the Town? ( <i>public safety, education, etc.</i> )							
Is this facility necessary to deliver core services of the Town? OR							
Is this facility more like a nice amenity?							
Can functions required by this facility be adequately performed in it?							
<b>2. Usage</b>							
How many citizens are served by this facility on a regular basis?							
How many employees are housed in or use this facility on a regular basis?							
Is this a seasonal use facility? OR							
Is this a Year-round use facility?							
Does this facility serve multiple purposes or varied purposes during different seasons?							
Does this facility primarily serve the Belmont community or non-residents?							
What services are lost by not having this facility?							
What is the additional cost of not having this facility?							
How attractive will this facility be to non-residents?							
How long can the Town get by without this facility?							
<b>3. Safety, Condition, and Required Facilities</b>							
Is this a "sick" building?							
Is all or part of this building beyond repair?							
Is all or part of this building unsafe for employees or the public?							
Is this building in rough shape? OR							
Is this facility just old and tired?							
Is this building so out of date that it cannot be brought up to modern standards?							
Are there sufficient and equal citizens who may use/visit this building?							
Are there sufficient and equal facilities for employees of both genders? ( <i>Bathrooms, break room, locker rooms, handicapped access, etc.</i> )							
Are there sufficient and equal facilities for citizens to be served in this building?							

MAJOR CAPITAL PROJECTS  
CRITERIA AND PRIORITIES

	Department of Public Works Facility	Police Station	Belmont High School Renovation /Addition	Main Library	Skating Rink and White Field House	Underwood Pool
<b>4. Cost</b>						
What is the funding source?						
Debt exclusion?						
CPA funds?						
Grants and matching funds:						
Will they reoccur?						
At what level?						
At what time?						
Private funds?						
Self-funding?						
What is the impact of any debt service?						
On Town's bond rating?						
On the taxpayer?						
Is there a current (within three years) cost estimate?						
What is the cost of not doing the facility?						
Lost matching funds or grants?						
Legal suits?						
Need to provide the service elsewhere?						
What is the financial impact after construction?						
Additional operating funds?						
Additional staff?						
Expanded function?						
<b>5. Synergy</b>						
Can this project be clustered with other projects?						
Can this project be combined with another project?						
Will doing this project cause a domino effect of needing to do other projects?						
Can the functions of this facility be combined with another into one building or project?						
Are there other facilities in town that can fulfill this function?						
Are there other facilities outside of town that can fulfill this function?						
What is the cost of using out-of-town facilities?						

MAJOR CAPITAL PROJECTS  
CRITERIA AND PRIORITIES

	Department of Public Works Facility	Police Station	Belmont High School Renovation /Addition	Main Library	Skating Rink and White Field House	Underwood Pool
<b>6. Scope and Sighting</b>						
Is there a current feasibility study?						
Is the project right sized? (The scope and the size are reasonable.)						
Too big?						
Too small?						
Is the need for the project and/or its components legitimate?						
Overestimated?						
Underestimated?						
Is the popular interest in the project and/or its components legitimate?						
Overblown?						
Underestimated?						
Will the facility remain in its current location?						
Will the facility move to a new site?						
Are there ramifications for other departments on the new site?						
How fair or equitable would it be to place this project at the top of the list?						
How fair or equitable would it be to place this project at the bottom of the list?						
<b>Z. New Construction vs. Renovation</b>						
Is there clear, objective data (feasibility study) that recommends one or the other?						
How long will the newly constructed or renovated building last?						
Should the response to this project be pro-active or re-active?						
Will work on this facility trigger building and ADA codes?						
What is the effect on the program of new vs. renovation?						
What is the effect on the cost of new vs. renovation?						
What is the effect on the time-line of new vs. renovation?						

BELMONT PUBLIC LIBRARY EXPENDITURES

16-Jul-13  
4:02 PM

JUNE 2013

	ORIG./ADJ. APPROPRTS.	TRANSFER	ADJUSTED BUDGET	SPENT JUNE	SPENT JULY- JUNE	BALANCE	PROJECTED 12 MONTHS	% EXP
LIBRARY ADMINISTRATION								
16111								
511000	201,502.47		201,502.47	19,227.70	201,174.29	328.18	201,502.47	99.8%
511100	9,745.00		9,745.00	1,364.03	9,552.40	192.60	9,745.00	98.0%
513000	9,209.00		9,209.00	916.46	9,226.05	(17.05)	9,209.00	100.2%
514800	925.00		925.00	0.00	925.00	0.00	925.00	100.0%
517000	22,413.00		22,413.00	0.00	22,413.00	0.00	22,413.00	100.0%
517200	409.00		409.00	0.00	409.00	0.00	409.00	100.0%
517800	3,091.00		3,091.00	0.00	3,091.00	0.00	3,091.00	100.0%
519900	820.00		820.00	0.00	820.00	0.00	820.00	100.0%
16112								
521100	8,690.00		8,690.00	0.00	8,690.00	0.00	8,690.00	100.0%
522800	22,811.00	-3,603.62	19,207.38	315.76	11,710.76	7,496.62	19,207.38	61.0%
522900	37,181.00		37,181.00	2,448.50	27,230.91	9,950.09	37,181.00	73.2%
523100	5,000.00		5,000.00	890.17	3,313.68	1,686.32	5,000.00	66.3%
524300	80,398.00		80,398.00	18,889.74	78,674.94	1,723.06	80,398.00	97.9%
524400	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
524500	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
	5,032.00		5,032.00	1,100.00	5,239.88	(207.88)	5,032.00	104.1%
	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
530001	285.00		285.00	0.00	155.00	130.00	285.00	54.4%
531700	300.00		300.00	137.33	329.32	(29.32)	300.00	109.8%
531900	250.00		250.00	69.19	277.99	(27.99)	250.00	111.2%
534500	4,750.00		4,750.00	1,070.60	2,577.08	2,172.92	4,750.00	54.3%
534700	1,076.00		1,076.00	242.29	1,362.70	(286.70)	1,076.00	126.6%
542100	857.00		857.00	1,210.25	1,237.25	(380.25)	857.00	144.4%
545000	9,682.00		9,682.00	0.00	9,682.00	0.00	9,682.00	100.0%
548900	600.00		600.00	6.00	623.96	(23.96)	600.00	104.0%
571000	330.00		330.00	0.00	371.92	(41.92)	330.00	112.7%
573000	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
TOTAL LIBRARY ADMIN	425,356.47	-3,603.62	421,752.85	47,888.02	399,088.13	22,664.72	421,752.85	94.6%

	ORIG./ADJ. APPROPR.TNS.	TRANSFER	ADJUSTED BUDGET	SPENT JUNE	SPENT JULY-JUNE	BALANCE	PROJECTED 12 MONTHS	% EXP
<b>LIBRARY PUBLIC SERVICE</b>								
16121								
511000	641,179.37		641,179.37	61597.40	641,027.28	152.09	641,179.37	100.0%
511100	201,442.87	-1,521.08	199,921.79	18325.82	182,525.97	17,395.82	199,921.79	91.3%
513000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!
514800	5,986.00		5,986.00	1950.00	5,610.71	375.29	5,986.00	93.7%
517000	138,767.00		138,767.00	0.00	138,767.00	0.00	138,767.00	100.0%
517200	1,455.00		1,455.00	0.00	1,455.00	0.00	1,455.00	100.0%
517800	11,950.00		11,950.00	0.00	11,950.00	0.00	11,950.00	100.0%
517900	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
16122								
530000	810.00		810.00	173.03	738.03	71.97	810.00	91.1%
534100	7,852.00		7,852.00	1,029.76	6,917.89	934.11	7,852.00	88.1%
552900	306,005.00	3,603.62	309,608.62	24,622.04	310,549.75	(941.13)	309,608.62	100.3%
573000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!
	1,315,447.24	2,082.54	1,317,529.78	107,698.05	1,299,541.63	17,988.15	1,317,529.78	98.63%
<b>LIBRARY TECH SERVICE</b>								
16131								
511000	143,091.39	1,521.08	144,612.47	13,826.68	144,852.10	(239.63)	144,612.47	100.2%
511100	12,312.00		12,312.00	1,247.84	12,072.37	239.63	12,312.00	98.1%
514800	1,925.00		1,925.00	437.50	1,925.00	0.00	1,925.00	100.0%
517000	16,404.00		16,404.00	0.00	16,404.00	0.00	16,404.00	100.0%
517200	399.00		399.00	0.00	399.00	0.00	399.00	100.0%
517800	2,216.00		2,216.00	0.00	2,216.00	0.00	2,216.00	100.0%
16132								
530600	75,469.00		75,469.00	4,464.57	75,240.47	228.53	75,469.00	99.7%
542200	11,000.00		11,000.00	1,567.29	10,997.74	2.26	11,000.00	100.0%
573000	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
	262,816.39	1,521.08	264,337.47	21,543.88	264,106.68	230.79	264,337.47	99.91%
	2,003,620.10	0.00	2,003,620.10	177,129.95	1,952,735.44	40,883.66	2,003,620.10	97.96%

Belmont Public Library  
Activity Report For The Month  
of June 2013

Days open 2012: 26  
Days open 2013: 25

Agency	June <u>2013</u>	Increase Over <u>June 2012</u>	Cumulated <u>2013</u>	Cumulated Increase <u>Over 2012</u>
Adult	23,203	(808)	138,986	(1,403)
Juvenile	<u>22,421</u>	<u>(564)</u>	<u>129,836</u>	<u>(5,166)</u>
Total	45,624	(1,372)	268,822	(6,569)

Downloadable Audiobooks & eBooks (included in above figures)

Checkouts	<u>1073</u>	5,893
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Average Daily Circulation

	<u>2013</u>	<u>2012</u>
Adult	928	924
Juvenile	897	884

Non-Book (included in above figures)

Adult	9,437	(846)	59,909	(802)
Juvenile	<u>4,027</u>	<u>(460)</u>	<u>24,384</u>	<u>(2,332)</u>
Total	13,464	(1,306)	84,293	(3,134)

DVD

Adult	6,616	(616)	42,967	12
Juvenile	<u>2,945</u>	<u>(345)</u>	<u>18,101</u>	<u>(1,589)</u>
Total	9,561	(961)	61,068	(1,577)

Internet Use

Internet	<u>2,594</u>	12,183
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Interlibrary Loan:

Borrowed	35	194
Loaned	44	251
Faxed	-	3

Young Adult Circulation

<u>2,242</u>	(160)
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ACTIVITY REPORT FOR THE MONTH OF JUNE 2013

Reference and Information

	June <u>2013</u>	Increase Over <u>June 2012</u>	Cumulated <u>2013</u>	Cumulated Increase <u>Over 2012</u>
Adult	2,800	(115)	20,100	752
Email	<u>4</u>	<u>-</u>	<u>43</u>	<u>17</u>
Total	2,804	(115)	20,143	769

Book Processing

Added:	1,065
Withdrawn:	1,297
Repaired:	29

Meeting Room Use

<u>Room</u>	<u>Times Used</u>	<u>Attendance</u>	<u>Cumulated Times Used</u>	<u>Cumulated Attendance</u>
Assembly	14	512	143	5,629
Flett	9	129	161	3,751
Misc.	<u>25</u>	<u>635</u>	<u>69</u>	<u>1,391</u>
Total	48	1,276	373	10,771

Library Sponsored Programs (included in above figures)

Adult	3	178	24	832
Juvenile	12	423	174	5,823
Young Adult	<u>13</u>	<u>308</u>	<u>31</u>	<u>557</u>
Total	28	909	229	7,212

Circulating Passes:

		<u>Pass Cumulated</u>
Aquarium	27	121
Audubon	12	42
Boston By Foot	6	9
Children's	20	113
DeCordova	16	54
Discovery	10	55
Essex/Peabody	3	47
Fine Arts	37	196
Gardner	12	77
Harvard Art	-	13
Harvard Natural History	13	59
Institute of Contemp. A	12	52
Kennedy Library	8	19
Mass Parks Pass	2	5
Plymouth Plantation	2	21
Science	45	199
Zoos	<u>19</u>	<u>75</u>
Total	244	1,157