

FLETT ROOM, BELMONT MEMORIAL LIBRARY
BELMONT, MASSACHUSETTS

MEETING OF THE BOARD OF TRUSTEES JULY 18, 2006

The meeting was called to order by Chairman Hal Shubin at 7:30 pm. Present were trustees Elaine Alligood, Mary Keenan, Larry McCormick, Director Maureen Conners, with David Rich guest observer.

Director Conners introduced the new Young Adult Librarian, Caron Guigli, to the Trustees. She has been working at the Belmont Public Library for almost two years. Ms. Guigli expressed her enthusiasm for the young adult and reference work she's been doing and described some of her plans for the year.

Director Conners took the Trustees upstairs for a demo of the CybrariaN program for public Internet terminal sign-up. The CybrariaN system simplifies and automates patron sign up relieving reference staff from this mainly clerical task. Director Conners also demonstrated the new downloadable audio books service.

Chair Shubin then introduced David Rich as the prospective Information Technology Advisory Council (ITAC) representative for the Library. Mr. Rich has significant experience in high tech and customer support activities. He's attended an ITAC meeting to understand his prospective role and is enthusiastic about representing the Library on the Council. Mr. Rich mentioned his wide experience as a library user in numerous Minuteman Network libraries.

New Business:

Sunday Hours for the coming year were discussed. Director Conners presented the options for the forced reduction in Sunday hours required by the cutting of the Library budget by 90K. The goal is to target the 16 Sundays that can be afforded (instead of the 32 Sundays budgeted last year) to the period of expected peak usage. Thus it was agreed that January 7, 2007 through May 20, 2007 will comprise the 16 Sundays that the library will be open from 1:00 p.m. until 5:00 p.m.

Next Director Conners presented a proposed change in loan periods for the DVD, video cassette, and multi-disk/cassette series loans. The change is to do one week renewals for a total of a two week period. Following the MLN policy for series sets the Trustees agreed to bundle series together as a whole program rather than splitting them up. A motion was made to approve both the new period and the bundled sets; it was seconded and approved by the board.

Next Director Conners asked the Trustees to approve adopting a \$0.25 per page charge for color copies on the new color copier. A motion was made to approve it; it was seconded and approved by the board.

Old Business:

Director's Review: Chairman Shubin presented the new town process for setting the Library Director's merit raise. The Selectmen meet on this issue July 19, 2006 and will set a range for Town employees in these salary categories. The Trustees can recommend a percentage to Tom Younger, Town Manager, as he makes a decision based on our Board recommendation and the Selectmen's agreed upon range. Union employees will receive a 3% raise. The Board of Trustees recommended to the Town Manager that the Director receive the maximum amount set by the Selectmen as she does such a great job as Director especially without the benefit of an Assistant Director, unlike most of our neighboring towns who all have Assistant or Associate Directors who shoulder the significant administrative burden of running a busy public library system.

Elevator Update: Director Connors reported on the recent discovery of a small amount of water in the elevator pit. It has been reported to Alpha Waterproofing under the warranty and will be fixed in two weeks.

Chair Shubin announced that the Belmont Library Foundation (BLF) and Information Technology Advisory Council (ITAC) representatives need to be appointed by the Trustees as soon as possible. Chairman Shubin then moved that the Trustees approve the appointment of David Rich to the ITAC representative position. The Trustees then voted unanimously to appoint Mr. Rich. Director Connors suggested that Mr. Rich meet with Christine, the Library's technology librarians to get an in-depth picture of the Library's technologies and related issues.

Several names were suggested for the potential representatives to the Belmont Library Foundation and one in particular will be contacted by Chairman Shubin to gauge his interest in serving.

The new building plans were discussed next as Chairman Shubin had a meeting with Elizabeth Gibson, Chair of the School Committee, to discuss the re-vitalization of the cluster plan for locating the new library. Unfortunately, Chair Gibson is not impressed by re-visiting this idea; the School Committee is willing to talk but is not willing to give up any playing field space to a new library building.

The Board next voted unanimously to approve a small change in the painting contract to include the stucco sections on the building in the painting plan along with the replacement of two badly damaged windows. This was a small addition to the costs and well under the total allocated funds for the job.

Trustee Mary Keenan reported on her discussions with the members of the informal group of Benton Branch supporters on July 18. They are interested in affiliating with the Friends of the Library, but are concerned that the Friends do not have 503C tax status for managing these funds. They will continue to research their options. The Trustees discussed the Benton group's questions and issues and

suggested several points for the group to be aware of. The Library, as with all Town departments, must serve all the Town's citizens; greatest good to the greatest number given limited resources. Rarely if ever does a Town department change its budget or services at the request of a specific Town neighborhood. What this group needs to do is demonstrate need and usage for those residences within the Benton neighborhood boundaries, collect data from this specific part of town showing the Board a clear, unemotional picture of the situation; right now all the Trustees can see is a group of 20+ folks passionate about the Benton Branch. Trustee Keenan agreed to convey the Board's points to the group when she next meets with them.

Director's Report:

- The Director addressed the Library Volunteers program and reported that the improvements to volunteer training and orientation have had a great impact. Pairing volunteers with a staff person and requiring the commitment to a schedule by signing a contract has formalized and re-vitalized the activity; things work better now. Trustee Tomford's form for application to be a volunteer is now on the Library website increasing its utility and visibility.
- The Director reported that the Library's Internet Service Provider (ISP) will be changing due to an MLN wide change to a new provider. This will take place on Friday July 28, 2006. Also, the recent Amnesty brought back 15 books from the high school and middle school.
- The Board decided to postpone the rest of the discussions on Finances and union negotiations until the full board was in attendance. The next trustees meeting is scheduled for August 15, 2006.

Chairman Shubin moved to adjourn the meeting at 9:15. The motion was seconded and approved.

NEXT MEETING --- TUESDAY --- AUGUST 15, 2006 at 7:30 p.m. in the Flett Room.

Respectfully submitted,
Elaine Alligood, Secretary