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BELMONT MEMORIAL LIBRARY  
ANNUAL MEETING OF THE BOARD OF LIBRARY TRUSTEES  
2015 JUN 16 AM 9:00

BELMONT, MASSACHUSETTS  
APRIL 29, 2015

Vice Chair Carthy called the annual Trustees meeting to order at 7:35 p.m. in the Claflin Room of the Library. Also present were trustees Elaine Alligood, Kathleen Keohane, Gail Mann, Sarah Phillips, newly elected trustee Mary Alice Wistman, acting director Emily Reardon, and newly appointed director (effective May 4, 2015) Peter Struzziero.

Trustee Carthy nominated Trustee Alligood to serve as chair. Trustee Alligood nominated Trustee Keohane to serve as chair and nominated herself to serve as Vice Chair for the coming year. Trustee Phillips seconded Trustee Alligood's motion and the motion passed unanimously. The Trustees congratulated Chair Keohane and all noted that they looked forward to working together under her chairmanship.

Trustee Phillips then nominated Trustee Mann to serve as Secretary and Trustee Alligood seconded the motion. The motion passed unanimously.

Liaison Roles: The trustees considered various liaison roles with other organizations and Town departments. It was noted and confirmed that Trustees Phillips and Wistman would serve as liaisons to the Friends of the Belmont Public Library, Trustee Alligood as liaison on union matters, Chair Keohane on budget matters, Trustee Carthy for library policy matters, Trustee Alligood as liaison to the School Committee, and Trustee Carthy and Chair Keohane as liaisons to the Belmont Selectmen.

Chair Keohane moved to adjourn the annual Trustees meeting and Trustee Mann seconded.

The annual meeting adjourned at 7:50 p.m.

Chair Keohane called the meeting to order at 7:50 p.m. in the Claflin Room of the Library. Also present were Trustees Elaine Alligood, Mark Carthy, Kathleen Keohane, Gail Mann, Sarah Phillips, Mary Alice Wistman, acting director Emily Reardon, and newly appointed director (effective May 4, 2015) Peter Struzziero.

The minutes of the Trustees' meetings held on March 19 and March 26, 2015 were approved on a motion by Trustee Alligood, seconded by Trustee Mann and voted unanimously.

### Old Business

Position vacancies – Acting director Reardon reported that there were 30 applicants for the position of young adult librarian, including a strong internal candidate.

Acting director Reardon also reported that Carol Baer, a long-serving reference librarian, had notified the Library that she would be retiring at the end of June. She noted her desire to post for the position before the summer. The trustees requested that newly appointed director Peter Struzziero and acting director Reardon consider the job description and additional or revised qualifications for the position, including looking at what other communities are doing, before posting for the position.

Building Issues – Acting director Reardon reported on various facilities' issues included in her monthly report. She reported that the Library was awaiting approval for the planned elevator repair from the architectural board and that work would begin when the approval is received. The funds for this repair are in the capital budget so the monies will be carried over into the next fiscal year. She also noted that the Library will soon be included in the Town's elevator maintenance contract.

Acting director Reardon next reported that the Town (Gerry Boyle) was seeking estimates for removing the asbestos tiles in the downstairs rooms and that the repair would require the Library to close. The preparatory work will be done while the Library is open with a goal of doing the work over a Sunday and Monday for completion prior to the summer season when the Assembly Room is used for children's programs. The cost of this repair would likely come out of the fiscal 2015 capital budget and the painting item in the FY 2015 capital budget would be delayed. Acting director Reardon reported that the Library was still waiting for information on necessary permits and plans on the storage shed for gas-powered equipment. She also reported that the front steps at the entrance were beginning to buckle and that the Trustees and the Town might need to evaluate this situation.

Capital Budget Update: Acting Director Reardon suggested starting the capital budget process earlier to provide sufficient time to obtain estimates for necessary repairs.

CPA Update: Acting director Reardon and Chair Keohane reported that they had presented to the Warrant Committee and the League of Women Voters on the digitization project and would be presenting to Town Meeting the next week. They noted that the annual hosting fees would be covered out of the operating budget.

Consolidation: Chair Keohane reported that she was waiting for a formal reply to the Library's letter from David Kale.

*New Building Process Update:* Acting director Reardon, together with newly appointed director Struzziero, updated the Board on what they had learned about the timing of the next grant round. Currently, it is believed the next round will be January 2017. It was agreed that a proposed timeline would be circulated for discussion at the May Trustees' meeting.

### **New Business**

*Town Meeting Preparation:* The Board discussed the new Chair addressing Town Meeting about the Library, including introducing the new director and presenting an update on facilities' issues and utilization statistics.

*Reception for Matt Lowrie:* There will be a reception for outgoing chair Matt Lowrie on June 15 from 4:00-6:00 p.m. (followed by a Trustees' meeting at 6:30 after all guests have departed and the room is cleaned up). Trustee Phillips agreed to prepare a first draft of a proclamation and Trustee Keohane will check with the Town Clerk about the process for signature. All Trustees agreed to assist. Trustee Wistman agreed to provide a contact for food service.

*Friends report:* Trustee Phillips reported that the Friends of the BPL will have a table at the May 16 Town Day. Newly appointed Director Struzziero will be introduced at the upcoming Friends' annual meeting.

*Director's Report:* Acting director Reardon reported that the two-week amnesty period in April was successful. She also reported that the "Path Appears" event was a big success, drawing over 600 people, and that the Library was called out as a key participant. Acting director Reardon noted that the pool construction and work on the gas main were affecting parking and could have an impact on circulation.

Trustee Carthy moved that the meeting go into Executive session regarding a matter involving the investigation of criminal misconduct. The regular meeting will not reconvene. Trustee Alligood seconded the motion. The roll call vote to move into executive session was as follows: Trustee Alligood: aye; Trustee Carthy: aye; Chair Keohane: aye; Trustee Mann: aye; Trustee Phillips: aye; Trustee Wistman: aye.

*Next meeting will be held on Wednesday, May 20, 2015 at 6:30 p.m.*  
*(June meeting to be held on June 15, 2015 at 6:30 p.m.)*

Respectfully submitted,  
Gail Mann, Secretary

Exhibits:

Agenda April 29, 2015

Minutes March 19, 2015

Minutes March 26, 2015

Massachusetts Board of Library Commissioners letter re: FY 2015 state aid to the Belmont Public Library

Memorandum from acting director Emily Reardon to David Kale re: capital budget and sharing cost of feasibility study

Letter of resignation from Carol Baer, reference librarian, dated April 27, 2015

Acting Director's Report, April 29, 2015

BPL Activity Report for March 2015

BPL Expenditures for April 2015, dated April 28, 2015

Library Budget Summary