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MEETING OF THE BOARD OF LIBRARY TRUSTEES

May 20, 2015

2015 JUN 16 AM 9:06

Chair Keohane called the meeting to order at 6:35 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, and director Peter Struzziero.

The minutes of the Trustees' meetings held on April 29, 2015 were approved on a motion by Trustee Wistman, seconded by Trustee Phillips and voted unanimously.

Old Business

Capital Budget Update: Chair Keohane reported that the capital budget had been approved for submission to Town Meeting in June.

CPA Update: Director Struzziero and Chair Keohane reported that the Library's CPA grant for the digitization project had been approved. Chair Keohane requested that Director Struzziero and other appropriate staff proceed to review estimates and implement the project.

Consolidation: Chair Keohane reported that the Library had received a draft consolidation letter from David Kale. It was agreed that the trustees would send comments to the letter to Trustee Mann, who would prepare proposed revisions for consideration by the Trustees at the June meeting.

New Business

Friends report: Trustees Phillips and Wistman reported that the Friends are looking for new board members, but that membership remains stable. The Friends set up a table at Town Day, with Director Struzziero, other staff members, and members of the Friends group participating. Trustee Wistman also reported that the Belmont Library Foundation had a table and had prepared a handout with relevant statistics about library usage and funding. Director Struzziero reported that he was interviewed for cable television.

Director's Report:

Buildings and Grounds: Director Struzziero reported that the Library would close for one day for the asbestos tile repair and that David Kale had been advised of this and concurred. The anticipated closure date is currently June 22; staff scheduled to work on the closure day have been approved for a paid day off. Director Struzziero reported that the elevator variance had been granted and the repairs could proceed. He noted that the elevator would be out of commission for approximately five weeks and that the Library would try to schedule the repairs for a low circulation month. He also reported that the shed to house gas-powered equipment had been approved and that the Library carpets and bathrooms were scheduled for deep cleaning during Sundays in June.

Director Struzziero reported that he had conducted one-on-one meetings with staff and had met with various town officials. He noted that he had presented at the Massachusetts Library Association conference on customer service improvements.

Director Struzziero reported that the young adult librarian position had been filled by an internal candidate, Kylie Sparks, and that the open reference librarian position had been posted, with the job description amended to include technology support as discussed at the April trustees' meeting.

Director Struzziero noted that he would identify opportunities for improvement in each report; he discussed the possibility of replacing the DVD cases to free up space and make access to the collection easier. He discussed the activity report, and the trustees requested that comparative "doorcount" data, as well as additional electronic usage data, be added to the activity report.

Long Range Planning:

Chair Keohane opened the discussion of long range planning and noted the importance of taking an integrated approach to the work necessary to participate in the next state grant round. Several trustees recommended that a citizen survey be conducted about library services and facilities. Pat Bruschi, a member of the Town's permanent building committee who is a liaison for the Library project, attended the meeting and provided useful input on the building process. A discussion ensued about the process of preparing a long-range plan in anticipation of participation in the grant round. The Trustees requested that Director Struzziero prepare a timetable for the various tasks comprising this project.

Director Struzziero then noted that he had received for signature the agreement for the Library's participation in the Minuteman network, including funding. It was agreed that review and approval of this agreement should be on the agenda for the next Trustees' meeting.

Trustee Mann moved to adjourn the meeting and Trustee Alligood seconded.
The meeting adjourned at 8:35 p.m.

Next meeting will be held on Monday, June 15, 2015 at 6:30 p.m.

Respectfully submitted,
Gail Mann, Secretary

Exhibits:

Agenda May 20, 2015

Minutes April 29, 2015

Draft letter from Town Manager regarding BPL participation in the Belmont Facilities Department

Director's Report - May 2015

FY 2016 Operating Budget Highlights

Letter from Town of Belmont to Schindler Elevator Corp. dated April 30, 2015 re: maintenance contract

May 8, 2015 letter from Town of Belmont regarding approval of Community Preservation Act funds

Mass Public Library Construction Program—Preliminary 2016-17 Construction Grant Application Calendar

Reference Librarian job description

BPL Activity Report for April 2015

BPL Expenditures year-to-date 2015, dated May 18, 2015