

2015 JUL 21 AM 9:09

BELMONT MEMORIAL LIBRARY
MEETING OF THE BOARD OF LIBRARY TRUSTEESBELMONT, MASSACHUSETTS
June 15, 2015

Chair Keohane called the meeting to order at 6:30 p.m. in the Claflin Room of the Library. Also present were Trustees Elaine Alligood, Mark Carthy, Gail Mann, Sarah Phillips, Mary Alice Wistman, and director Peter Struzziero. Selectman Mark Paolillo also participated in the meeting.

Long-Range Planning Process

Director Struzziero and Chair Keohane discussed how to coordinate the process required by the Massachusetts Board of Library Commissioners and the Town of Belmont to participate in the next grant ground offered by the Commonwealth. Director Struzziero reviewed a notional timeline to develop a long range library services plan, conduct a feasibility study, including an outline and evaluation of alternatives and development of a conceptual design for the selected alternative, and the planning process. He discussed the grant review and award process, including award and waiting list, and the importance of demonstrating broad community support. Chair Keohane noted that a community outreach effort should precede the design phase. Selectman Paolillo suggested perhaps combining community outreach with a selectmen's meeting, and emphasized the importance of fundraising to defray the debt load for a new building or major renovation.

Selectman Paolillo and the trustees discussed how best to use the dollars budgeted for a feasibility study, in the context of the overall capital budget for the library. Alternatives for conducting a town survey were discussed, including an independent survey or as part of a general survey on capital projects. Selectman Paolillo agreed to introduce Director Struzziero to survey professionals. He also stressed using Library usage data to build the needs case, and the importance of engaging the various stakeholders in the community, including the selectmen, warrant committee and school committee.

Minutes

The minutes of the Trustees' meeting held on May 20, 2015 were approved on a motion by Trustee Phillips, seconded by Trustee Carthy and voted unanimously.

Updates/Old Business

Minuteman Library Network agreement: Director Struzziero referenced the agreement for continued participation in the Minuteman Library Network, noting that the participation fee was approved in the Library's budget. Assuming no significant changes to the agreement from the prior year, the Trustees authorized Director Struzziero to sign the agreement.

CPA Update - digitization: Director Struzziero reported that he was further exploring services and costs for the project before deciding on a vendor. He and the trustees discussed the timeline for using CPA funds and the importance of starting the approved project within a reasonable time frame.

Consolidation: Director Struzziero and Chair Keohane reported that the Library's participation in the consolidation of facilities' services program was scheduled to begin in 2016. The Trustees discussed the proposed revision provided by Trustee Mann to the draft memorandum for participation provided by David Kale. Trustee Mann agreed to draft additional changes related to the MAR (acquisition regulations) to ensure that the Library's state aid eligibility remains the same.

Friends report: Trustees Wistman and Phillips reported that the Friends of the Library had approved funds for a picnic table and various marketing services. Trustee Wistman noted that the Friends were looking for additional ways to increase the visibility of the Friends' organization's contributions to the Library.

Town Meeting presentation: Chair Keohane reported that the presentation about the Library was well received at Town Meeting and that regular communication with Town Meeting and other stakeholders should continue. She noted that the presentation slides had been sent to Town Meeting members.

Director's Report:

Building and Grounds:

Director Struzziero reported that the Library was scheduled to be closed June 22 for removal of damaged asbestos tiles. He also reported that the deep cleaning of carpeting at the Library had been done and the special bathroom cleaning was scheduled.

Director Struzziero reported that the Library was awaiting approval for the placement location for the equipment shed approved in the capital budget and that electrical work for additional outlets and ports was scheduled, to be paid for with previously committed fiscal 2015 budget funds.

General Updates:

Director Struzziero presented various updates, including:

- staff participation in a webinar about digitization of information;
- the expedited search for a new reference librarian to replace a retiring librarian;
- interest expressed by the Town's facilities director, Gerry Boyle, to participate in Library RFPs and to participate in an upcoming Trustees' meeting; and
- plan to institute on a trial basis the use of DVD locking security cases only for the most selective TV series and newer titles, thereby providing additional DVD space and shorter transaction time.

Opportunities:

Director Struzziero identified opportunities to improve the Library and its services, including:

- Books on Wheels, a proposed collaborative offering with the Friends of the Library and the Council on Aging, to be brought forward to the Trustees at the next meeting;
- Free Little Libraries, which are small structures to be placed at strategic locations around Belmont for book exchanges, an idea that has DPW support; and
- Working with the Friends to acquire weather proof outdoor furniture for the Library.

Activity Report: Director Struzziero reported that certain Library usage numbers, including visits and daily circulation were down for the month of May and year-over-year. He noted initiatives being considered to increase usage and explained certain external factors affecting Library usage in 2015, including the unusually harsh winter and the Underwood pool construction. The Trustees requested additional analysis on how to improve usage and circulation.

