

BELMONT MEMORIAL LIBRARY
MEETING OF THE BOARD OF LIBRARY TRUSTEES

BELMONT, MASSACHUSETTS
August 27, 2015

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Chair Keohane called the meeting to order at 7:05 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.

The minutes of the Trustees' meeting held on July 16, 2015 were approved on a motion by Trustee Mann, seconded by Trustee Phillips and voted unanimously.

Updates

Digitization: Director Struzziero reported that Floyd Carman had approved the alternative vendor for the digitization project, BMI Imaging, recommended by Director Struzziero and his team. He noted that Emily Reardon was doing additional work on scoping the project before the Library starts the contracting process. Chair Keohane requested that Director Struzziero provide the Trustees with regular updates on the progress of this project.

Long Range Plan: Trustee Alligood reported that invitations had been sent to potential committee members, and that eight of the invitees had to date responded favorably. Director Struzziero reported on the status of the preparation of the long-range plan, showing the Trustees a mock-up. Trustee Alligood described the intention of focusing on the "four I's": information, instruction, interaction and innovation.

Consolidation: Chair Keohane reported that the consolidation memorandum is done and awaiting signature. Chair Keohane will sign on behalf of the Library and request David Kale's signature in person.

Annual Report Information Survey (ARIS) Report Statistical Highlights: Director Struzziero provided the Trustees with a handout containing FY15 statistical highlights. He summarized the data, noting that attendance had increased, and while certain circulation numbers had not improved, e-book circulation had increased substantially. Director Struzziero led a discussion on an error regarding non-resident circulation numbers in the prior year report and noted that the data would be corrected. He also noted that the error would not impact state aid.

New Business

Review of Jane Dustan Funds: Trustee Phillips led a discussion about the two Dustan trust funds. With respect to the Children's Education & Enrichment Fund, she noted that the BPL uses 80% of the income from the fund each year for children's programming. She reviewed the trust language with the Trustees. After due consideration of the trust instrument's language and intent, the Trustees concluded that the fund's income can be used to pay performers, with approximately 20-25% of the monies available in any given year also to be available for program enhancements and supporting materials.

Trustee Phillips then discussed the Dustan Bequest Fund. She reported that no income or appreciation had ever been taken out of the fund. Trustee Phillips summarized the bequest, noting that if a new library building was not approved by Town Meeting within 10 years of receipt of the gift (September 12, 2015), the Trustees may, at their discretion, (i) use the funds for reconstruction, rehabilitation, improvement, expansion or relocation of the existing children's room, or the entire balance of the fund

will be added to the education fund. The Trustees inquired about whether the funds may be held in the existing account pending the conclusion of the feasibility study to be conducted for the Library. Trustee Phillips noted that she would further review the Memorandum of Agreement governing the bequest and propose a resolution at the September 2015 meeting for use of/dealing with these funds, consistent with the document.

Homebound Delivery Policy: Director Struzziero then referred to the proposed Homebound Delivery Policy for delivery of library materials to Town residents who are not able to travel to the Library. Director Struzziero noted that the policy incorporated the Council on Aging's delivery guidelines. The Trustees recommended minor amendments to the policy. The policy, with suggested amendments, was approved on a motion by Trustee Carthy, seconded by Chair Keohane and voted unanimously.

State Aid Spending: Chair Keohane and Director Struzziero next referred to the proposed State Aid spending agreement. Chair Keohane noted that the State Aid balance had built up considerably and that a process for normal run rate spending was appropriate. After discussion, the Trustees agreed to guidelines where the Library would seek to spend each year the annual State Aid plus approximately \$15,000 of the accumulated balance. Special items, such as the feasibility study, would be considered separately. Director Struzziero would present quarterly prospective spending recommendations and a summary of actual spending during the prior quarter. The Trustees agreed in principle with using State Aid for professional development as well as the other items noted in the proposed spending agreement.

Gift Offering: Director Struzziero reported that the Library had been offered a gift of a book, *My Life in Little Russia*, that ostensibly paints an unflattering picture of the Belmont Police Department. In the past, the book had been stolen from the Library, with the one remaining copy not in general circulation. The Trustees agreed to accept the gift, but because of the prior history of theft, decided that the gifted books would be held by the Library on a non-circulating basis.

Director's Report: Director Struzziero referred to the report included with the meeting materials. He highlighted the preliminary draft timeline for the long range plan, the building feasibility study and the state grant process, noting that it would be used to inform key stakeholders.

Director Struzziero reported that he was working with the Library staff unions to allow an intern from Simmons College to volunteer at the Library.

Follow-up items: Director Struzziero referred to his report. He noted in particular that he had checked with the Minuteman Library Network regarding placing comments on banned patrons' accounts and reported that the MLN policies do permit this.

Buildings and Grounds:

Director Struzziero reported that the elevator work would begin in September and that the project is larger than estimated. He also noted that electrical work would commence shortly to increase capacity and upgrade the Library's WiFi. He noted that the equipment shed location discussions were ongoing and that the shed would likely be on the southeast corner of the property due to setback requirements.

Director Struzziero reported that a new company, approved by Gerry Boyle, would be servicing the HVAC at the Library.

General Updates: Director Struzziero referenced his report and the written submissions included with meeting materials. He reported that one of the reference librarians was leaving and had written a letter of resignation that was very supportive of the Library.

Opportunities: Director Struzziero discussed various training opportunities and that he and the Trustees should plan in advance to budget for these opportunities that could be funded with State Aid.

Director Struzziero closed his report by referencing the Library goals and risks document prepared for the Town and noting that at the September Trustees' meeting he would follow-up on Library parking and an acknowledgment of Emily Reardon's contributions as Acting Director.

The Trustees meetings for the remainder of the year will be held at 7:00 p.m. on:

September 17

October 15

November 16

December 17

Chair Keohane moved to adjourn the meeting and Trustee Carthy seconded the motion. The meeting adjourned at 9:10 p.m.

Next meeting will be held on Thursday, September 17, 2015 at 7:00 p.m.

Respectfully submitted,

Gail Mann, Secretary

Exhibits:

Agenda August 27, 2015

Minutes July 16, 2015

Director's Report - August 2015

BPL Activity Report for July 2015

BPL Expenditures year-to-date 2015, dated August 20, 2015

Preliminary timeline for long-range plan, feasibility study and public sessions

Proposal to add one art print for the children's room

FY 2015 Statistic Highlights – FY 15 Annual Report Information Survey

Books on Wheels – Homebound Delivery Policy

State Aid Spending Agreement

List of Goals and Risks – Belmont Public Library