

BELMONT MEMORIAL LIBRARY
MEETING OF THE BOARD OF LIBRARY TRUSTEES

BELMONT, MASSACHUSETTS
November 16, 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, Gail Mann, Sarah Phillips, Mary Alice Wistman, and director Peter Struzziero.

The minutes of the Trustees' meeting held on October 15, 2015 were approved on a motion by Trustee Phillips, seconded by Chair Keohane and voted unanimously.

Chair Keohane referenced the e-mail she had received from the Town Clerk regarding reconciliation of minutes on file for each noticed meeting of the Board of Library Trustees. She reported that she would work with Director Struzziero and Assistant Barnes to set up a process to coordinate with the Town of Belmont to monitor notice of meetings, cancellation of meetings, and filing of meeting minutes.

Updates

Long Range Plan: Director Struzziero reported that the Long Range Planning Committee had been working on a long range plan and that it would be presented as a draft at a public meeting on November 17, 2015 for input.

Contracts for Services: Director Struzziero reported that a contract for updating and improving the Library's website was awaiting signature. He also reported that the contract for digitization services with BMI imaging had been provided by the vendor and sent to the Director of Facilities for review but the Town is requiring use of Town forms for this procurement. Director Struzziero will update the Trustees as and when the contract for services is complete and the services commence.

Fines: Director Struzziero reported that fines collected on overdue DVDs from October 7 to the date of the meeting were approximately \$575.00. He noted that DVD circulation was down, likely as a result of streaming technology, but expected some improvement due to improved displays and casing. The Trustees requested another report in January on fines.

Director's Report:

Director Struzziero referred to the report included with the meeting materials.

Follow-up items: Director Struzziero noted that the Friends group and Paul C. Kelly Trust were providing some funds for the website improvement work, the contract for which had been submitted to the Town manager for final review.

Buildings and Grounds: Director Struzziero reported that the elevator repair was expected to be completed shortly. He noted various facility repairs recently completed as referenced in his report and that new DVD shelving was expected to arrive within a week. He noted that a storage shed discussed at prior meetings had been chosen by the Facilities department and purchased and would be installed in the location previously discussed. Director Struzziero also noted that there were insulation materials that had never been installed in the Library attic, and it was suggested that a work order be submitted to the Facilities Department for same.

General Update:

Director Struzziero reported that he had written to the chief executive officer of Innovative Interfaces Inc., a software company that provides integrated systems for library management, about the quality of services, noting that other libraries have also had problems with these systems.

Director Struzziero reported that the Friends' book sale was successful. He also reported that defibrillator training is scheduled for December, that homebound delivery has begun, and that a new reference librarian joined the staff November 9th.

Director Struzziero noted that One Book One Belmont discussions were ongoing, with a December deadline to decide whether a 2016 program is feasible.

Director Struzziero reported that a new position had been posted for a community services librarian at a pay grade above regular reference librarian and that a new job description had been drafted and approved by Town human resources and the union.

Director Struzziero noted that he would be on vacation the Thanksgiving week and that Deitre Barnes would be available for emergencies.

Opportunities:

Director Struzziero suggested that he and the Trustees review the Children's Room Internet and Computer Acceptable Use Policy at a future meeting.

The Trustees and Director Struzziero then had a general discussion about circulation and usage statistics for the Library, as reported in the meeting materials. It was noted that while attendance as measured by door counters was up, circulation was not, and that Director Struzziero and the staff should consider other means of capturing usage of the Library's services and programs.

New Business:

Trustee Wistman presented a report of the Marketing Task Force. She provided a branding and awareness campaign proposal from Myrna Greenfield of GoodEgg marketing and noted that the Friends group has allocated up to \$30,000 for marketing services to promote the Library and its services and programs.

Trustee Phillips presented the Friends of the Belmont Public Library report. She confirmed the successful October book sale, which grossed approximately \$6,000 and netted approximately \$5,000. She reported that the Friends had voted to approve \$2,000 for Library cards with the Friends' logo.

Director Struzziero led a discussion on winter closings. The Trustees referenced the decisions made at the February 19, 2015 Trustees' meeting and confirmed that those decisions would apply for the 2015-16 winter season.

Director Struzziero then referred to the proposed revisions to the Library's Museum pass policy, particularly with respect to limiting usage by the same patrons during busy times. On motion by Chair Keohane and seconded by Trustee Mann, the revised museum pass policy passed unanimously.

Director Struzziero next referred to the meeting room policy included with the meeting materials, and discussed current practice and possible revisions. After discussion, it was decided to revisit this at the December Trustees' meeting.

Director Struzziero then discussed plans for staff holiday celebrations, noting that the Friends' contributions as well as State aid funds would fund the planned events.

Future meetings:

In addition to the regular monthly meeting scheduled for December 17, 2015, the Trustees scheduled a thirty-minute meeting for 7:00 p.m., December 28, 2015. The Trustees' meetings for the first quarter of 2016 will be held at 7:00 p.m. on:

Thursday, January 21, 2016
Thursday, February 18, 2016
Thursday, March 17, 2016

Chair Keohane moved to adjourn the meeting and Trustee Phillips seconded the motion. The meeting adjourned at 8:50 p.m.

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

Respectfully submitted,
Gail Mann, Secretary

Exhibits:

Agenda: November 16, 2015
Minutes: October 15, 2015
Belmont Public Library Branding and Awareness Campaign Proposal
Director's Report – November 2015
BPL Activity Report for October 2015
BPL Expenditures year-to-date 2015, dated November 10, 2015
Museum Passes' policy and Museum Pass Checkout
Library Meeting Rooms' policy
Outdoor Storage Shed specifications
Town of Belmont FY 17 Budget Schedule