

BELMONT PUBLIC LIBRARY
MEETING OF THE BOARD OF LIBRARY TRUSTEES

BELMONT, MASSACHUSETTS 2016 JAN 25 AM 10:44
December 17, 2015

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, and director Peter Struzziero. Trustee Mary Alice Wistman was not present.

Minutes:

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

Updates

Long Range Plan: Director Struzziero referred to the Long Range Plan document included with the meeting materials for discussion and approval and submission to the Massachusetts Board of Library Commissioners (MBLC). The Trustees requested that the document be proofread one additional time and all statistics confirmed before submission to the MBLC. On motion by Trustee Alligood seconded by Chair Keohane, the Long Range Plan was approved unanimously, subject to final checks as noted and to amendments that may be suggested by the MBLC.

Website Contract: Director Struzziero reported that Stirling Technologies had been selected and approved by the Town as the vendor for the Library website upgrade. He noted that work was expected to start shortly, pending contract approval and signature by vendor, and be completed in approximately three months, with an option to continue work until the end of the fiscal year if needed.

Meeting Room Policy: Director Struzziero referred to the proposed revisions to the existing Meeting Room Policy and a discussion ensued about the policy, current practice, the organizations that use the Library's meeting rooms, and the fee history. It was agreed that Director Struzziero would undertake additional research on usage and fee history and report back to the Trustees at the January 2016 meeting.

Director's Report:

Follow-up Items: Director Struzziero referred to the report included with the meeting materials. He highlighted that in response to the request from the Town Clerk, he had worked with Deitra Barnes on meeting history and furnished missing meeting minutes dated back to 2011.

Meetings and Events: Director Struzziero reported on the events and public meetings he attended over the previous month.

Buildings and Grounds: Director Struzziero reported that the new main hall bookcases were on display. He noted that the tile and elevator work had been completed, but that elevator malfunctions continue with additional repairs necessary. Director Struzziero reported that the work order system with the Facilities Department was functioning satisfactorily. In response to a question, Director Struzziero reported that the purchase order process for the equipment shed was underway.

General Update: Director Struzziero reported that the fiscal 2017 budget work was in process and that he had been given a level funding direction. He noted that he was working toward a January kick-off presentation. Director Struzziero also reported that a supplemental budget request was being prepared to include an additional Children's librarian position.

Director Struzziero reported that Anita Diamant's novel *The Boston Girl* had been chosen for One Book One Belmont. He noted that the author was being scheduled and an announcement would follow shortly.

Director Struzziero advised that the Community Services Librarian position was being filled by Mary Carter, who was being promoted from her reference librarian position. He noted that a part-time librarian would be promoted to fill the open position.

New Business

Marketing Task Force: Director Struzziero presented the Task Force report in Trustee Wistman's absence. He reported that the marketing efforts are being funded and handled by a subcommittee of the Friends of the Belmont Public Library. He referred to the branding proposal furnished by GoodEgg Marketing and noted that Trustee Wistman would attend the website meeting to coordinate the website efforts with the marketing and branding work.

Friends' Report: No report was presented at the meeting as a representative of the Trustees was not present at the most recent Friends' meeting.

Children's Room Technology Policy: Director Struzziero then referred to the proposed revised Children's Room Technology Policy furnished with the meeting materials. He reviewed the suggested changes, additions and deletions and a discussion ensued about the policy and use of technology in the children's room. Director Struzziero noted that there would be use practices in place as well that would not be included within the policy. On motion by Trustee Mann and seconded by Trustee Alligood, the revised Children's Room Technology Policy was passed by the Trustees, with Trustee Carthy abstaining.

Feasibility Study Committee: Director Struzziero noted that there was a Trustees' meeting scheduled for December 28, 2015 at 7:00 p.m. for the purpose of appointing committee members and to describe the charter of the committee. He noted that the meeting would be cancelled or postponed in the event Chair Keohane and Director Struzziero were not able to contact potential committee members in time for the meeting.

Chair Keohane provided context for the committee's work, including reviewing an RFP for a project manager.

Activity Report: The Trustees discussed the November activity report and requested that Director Struzziero consider a different presentation of available data that more accurately reflects usage of all the Library's various programs and services.

Mid-Year Review of Director: Chair Keohane reported that she had presented Director Struzziero with a mid-year review as provided in his contract, noting that specific goals for the next 6 months were agreed upon.

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

Next meetings will be held on Monday, December 28, 2015 (subject to possible postponement) and Thursday, January 21, 2016 at 7:00 p.m.

Respectfully submitted,
Gail Mann, Secretary

Exhibits:

Agenda-December 17, 2015

Minutes-November 16, 2015

Director's Report –December 2015

BPL Activity Report for November 2015

BPL Expenditures year-to-date 2015, dated December 15, 2015

Belmont Public Library 2016-2020 Long Range Plan

GoodEgg Marketing Belmont Public Library Branding Proposal, date December 12, 2015

Children's Room Technology Policy, with proposed revisions

Town of Belmont Interdepartmental Memo re: FY 2017 Budget, dated November 3, 2015

Library Meeting Rooms' policy, proposed revisions