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BELMONT PUBLIC LIBRARY
MEETING OF THE BOARD OF LIBRARY TRUSTEES

BELMONT, MASSACHUSETTS
September 17, 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, Sarah Phillips, Mary Alice Wistman, and director Peter Struzziero. Trustee Mann was absent.

The minutes of the Trustees' meeting held on August 27, 2015 were approved as amended on a motion by Trustee Phillips, seconded by Trustee Wistman and voted unanimously.

Updates

Long Range Planning Update: Director Struzziero and Trustee Alligood reported that a committee of 10 to 12 members was being finalized, and that a meeting schedule would be set next week. Three committee meetings plus a public forum in November are envisioned. The committee's charge will be prepared and sent to Town Clerk Cushman.

BMI Imaging Contract: Director Struzziero reported that he had contacted the Cambridge Public Library for suggestions on the digitization process. The contract with BMI Imaging is ready for signature.

Minuteman Server Issues: Director Struzziero described the recent difficulties experienced with the Library's Sierra System, available through Minuteman. It was not functioning for days, and Library employees were forced to use an off-line circulation system. The problem was diagnosed as a Verizon problem between BPL and Minuteman servers, and the decision made to switch to Comcast hard wire for the Sierra System. This will not affect the Library's recently upgraded Wi-Fi, provided by Verizon. Chair Keohane requested that a report describing the problem, its duration and solution be sent to Town Selectmen.

Dustan Bequest: The Trustees continued their August discussion of the *Memorandum of Agreement Regarding a Gift by the Trustees of Jane Gray Dustan*, dated August 2005. While Belmont Town Meeting did not approve and appropriate funds for construction of a new library within 10 years, in accordance with Paragraph 6 of the Memorandum, funds towards the feasibility study were approved at Town Meeting in June 2015. Discussions regarding another State grant round are ongoing. In light of these developments, the Trustees determined that it would not be prudent to immediately apply the Dustan Bequest for renovations/improvements to the existing Dustan Children's Room [as provided in Paragraph 6(i)], or to add the Dustan Bequest to the Dustin Education Fund [Paragraph 6(ii)], but instead to postpone specific plans for a reasonable period of time pending the resolution of the grant application. While not at the meeting, Trustee Mann separately agreed with this conclusion. On motion by Trustee Phillips, seconded by Chair Keohane, it was VOTED to defer a decision on the specific application of the Dustan Bequest until the Trustee Meeting in September 2016.

New Business

Trust Fund Review: Trustee Phillips reviewed FY15 Activity of the various trust funds benefiting the Library, including the accumulation and expenditure of trust income, and ending balances. This report

provided a guide for available funds to spend in FY16, as detailed on spreadsheets provided. Trustee Phillips also reviewed the conservative investment portfolio for the group.

On motion by Trustee Phillips, seconded by Trustee Alligood, it was VOTED to transfer \$1,774.59 from the Special Funds to the Special Fund "72" Expenditure Account; \$12,007.49 from the Jane Dustan Children's Educational Fund to the Jane Dustan Children's Expense Account; and \$3,559.35 from the various Library Gift Funds to their expenditure account – a total transfer of \$17,341.43.

Friends Report: Trustee Wistman reported that the Friends had voted at their September meeting to give the Library \$2,000 for comfortable seating in the reading area, and up to \$7,500 towards the design and installation of a new Library website. The Friends also voted to renew their earlier gift of \$30,000 for marketing services but not yet spent by BPL. The Trustees all expressed their deep gratitude for the Friends' continued support.

Books on Wheels Program: Director Struzziero updated the Trustees on this program to provide free delivery to homebound library patrons. Delivery has been delayed due to Senior Center van repairs and writing procedure guidelines, but should begin in October.

Support for Donner Family: Director Struzziero described efforts to provide support for a local family of Library patrons whose home was recently destroyed by fire. Any late fines have been forgiven, and he is working with the Friends to replace some of the children's home library with book sale donations.

Belmont Savings Bank: This local bank contacted Director Struzziero to discuss ways to support some Library activities, sponsor individual programs, or offer educational programs. It was agreed that such a partnership would be valuable, and a discussion of the role of local businesses in municipal facilities followed. Chair Keohane suggested that Director Struzziero obtain more specific information about any relationship from the bank, for further Trustee consideration.

Director's Report

Director Struzziero referred to the report included with the meeting materials. He highlighted the issue of lack of adequate Library parking. Trustee Carthy stressed the need to enforce existing parking regulations, to avoid pool or commuter parking on Library property. Director Struzziero will put together a plan for signage on Library grounds, as a first step.

An opportunity highlighted for discussion was the possibility of reducing or eliminating BPL fines, as has been done in several area libraries. Director Struzziero recommended this in order to maintain or even increase circulation, and led a discussion of the various options. On motion by Chair Keohane, seconded by Trustee Carthy, it was VOTED to reduce fines on DVD's to 50 cents per day, and to reduce all fines in the Children's Room to 5 cents per day; fines on adults books to remain at 10 cents per day.

Director Struzziero gave additional detail on the Capital Improvement List being developed with the Facilities Department. Projects mentioned included a new air conditioning unit, attic insulation, repairs to front steps or improved fencing, curbs around the parking area, and quiet study areas. He will obtain pricing quotes for these projects for further consideration.

Chair Keohane moved to adjourn the meeting, seconded by Trustee Alligood. The meeting adjourned at 9:00 p.m.

Next meeting will be held on Thursday, October 15, 2015, at 7:00 p.m.

Respectfully submitted,
Sarah Phillips, Secretary pro tem

Exhibits:

Agenda September 27, 2015
Minutes August 27, 2015
Director's Report - September 2015
BPL Activity Report for August 2015
Patron Traffic for August 2015
BPL Expenditures year-to-date 2015, dated September 14, 2015
Recap of Library Funds for FY 2015
FY 2015 Trustee Funds Activity
FY 2016 Trustee Funds to Spend