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BELMONT PUBLIC LIBRARY
MEETING OF THE BOARD OF LIBRARY TRUSTEES

BELMONT, MASSACHUSETTS
October 15, 2015

2015 NOV 17 PM 2:30

Chair Keohane called the meeting to order at 7:00 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.

Gerald Boyle, Director of Facilities for the Town of Belmont, was present for the first 30 minutes of the meeting. Mr. Boyle presented background on his position and the staff of the Facilities Department. He noted that the supervisor for building maintenance, Kevin Looney, had retired and the hiring process for a replacement had begun. Mr. Boyle also reported on the role of John Marzec, responsible for contract management. He noted that Mr. Marzec has a strong technical background, including experience with HVAC systems.

Mr. Boyle discussed plans for implementing the consolidation of facilities services for the Library pending finalization of the operative memorandum of understanding and sorting through the various budget tracking issues. He noted that the Facilities Department and the Library would be working together on various pending projects, including elevator repairs and replacement of asbestos flooring and carpeting. He highlighted the advantages of central group purchasing and noted that Director Struzziero and Administrator Barnes were now able to access the work order system. The Trustees highlighted the importance of maintenance services outside of normal business hours, since the Library serves the public during weekends and evenings.

Mr. Boyle reported that he would be involved in the feasibility study for the Library, particularly with respect to preparing RFPs and process administration. Director Struzziero noted that the Massachusetts Board of Library Commissioners (MBLC) suggests establishing a Feasibility Committee and designating an owner's project manager (OPM). Mr. Boyle recommended preparing an RFP to hire a third party to serve as the OPM, with the Trustees to consider whether they prefer to use similar resources as in the past or retain new project management and/or architecture professionals.

Director Struzziero then reported that he had spoken with the Conservation Commission regarding the location for the shed, and noted that a parking space would likely need to be used for the shed.

Minutes:

The minutes of the Trustees' meeting held on September 17, 2015 were approved on a motion by Trustee Carthy, seconded by Chair Keohane and voted unanimously.

The Trustees then further discussed the changes to library fines previously approved by the Trustees at the September meeting. Trustee Mann moved to delay implementation of the revised fine structure to reduce the revenue impact to the Town. The motion was seconded by Chair Keohane. The motion was approved and VOTED unanimously.

Updates

Long Range Plan: Director Struzziero reported that the Long Range Planning Committee had its first meeting, the agenda for which was principally to share ideas. He noted, as discussed earlier, that the MBLC suggests appointing a feasibility committee.

Digitization: Director Struzziero reported that the contract with BMI Imaging was being negotiated.

Sunshine Fund: The Trustees noted that they would continue to contribute to the Fund.

New Business

Marketing Task Force: Trustee Wistman discussed marketing efforts for the Library and perhaps creating a marketing task force, possibly as a subcommittee of the Friends of the Belmont Public Library. The Trustees and Director Struzziero discussed how best to deploy available marketing funds from the Friends organization.

Trustee Wistman referenced the outline prepared by Myrna Greenfield of GoodEgg Marketing, noting that the Trustees would need to determine whether Ms. Greenfield had sufficient bandwidth to provide marketing services. She also noted that the Belmont Library Foundation (BLF) might be able to provide marketing funds if and when a new or renovated building becomes an option. The Trustees suggested that Trustee Wistman obtain the BLF charter documents for review.

Friends' Report: Trustee Phillips reported that the Friends' would be holding its annual book sale the weekend of October 17-19, 2015.

Holiday Schedule: Director Struzziero requested that the Trustees consider changes to the regular schedule for the holiday season. He noted that the Library would be closed Thanksgiving Day and the Friday after Thanksgiving, per negotiated union contracts. Trustee Phillips moved, and Trustee Mann seconded the motion, that the Library hours be changed as follows for the 2015 holiday season:

November 25, 2015: 9:00 a.m.-5:00 p.m.

December 24, 2015: 9:00-a.m.-12:00 p.m.

December 26, 2015: Closed

December 31, 2015: 9:00 a.m.-5:00 p.m.

VOTED unanimously.

Director Struzziero then requested that the Trustees appoint the current ITAC Committee representative, Paul Roberts, to continue serving on the committee. On motion of Chair Keohane, seconded by Trustee Carthy, it was VOTED unanimously that Paul Roberts continue to serve as the Library's representative on the ITAC Committee. Chair Keohane suggested that Mr. Roberts report to the Trustees from time to time on the activities of the Committee.

Director's Report: Director Struzziero referred to the report included with the meeting materials and also reported on certain items not reflected in the report.

General Updates: Director Struzziero reported that he met with the police on patron issues, including violation of a "do not trespass order". He also reported that he was working on having panic buttons installed for staff safety.

Director Struzziero noted that he was also working on updating the parking signage to discourage use of the Library spaces for non-library usage.

Director Struzziero reported that reference librarian Corrine Chan had announced her retirement effective December 31, 2015. He also noted that he intended to use available funds, either state aid or from the Friends, for Belmont Public Library cards (rather than the standard minuteman network cards) to promote the Library.

Director Struzziero referred to the handout included with the meeting materials describing a "Girls who Code" group to be started at the Library. The organization supporting these groups brings computer science education to 6th-12th grade girls nationwide.

Follow-up Items: Director Struzziero referred to items included in the Directors' report, highlighting that the Library website RFP was open on the Central Register until October 23, 2015.

Opportunities: Director Struzziero noted his desire to revisit the Library's meeting room and museum pass policies and that further discussion would be planned for the November Trustees' meeting.

Trustee Carthy moved to adjourn the meeting and Chair Keohane seconded the motion. The meeting adjourned at 9:00 p.m.

Next meeting will be held on Monday, November 16 at 7:00 p.m.

Respectfully submitted,
Gail Mann, Secretary

Exhibits:

Agenda, October 15, 2015

Minutes September 17, 2015

Director's Report – October 2015

BPL Activity Report for September 2015

BPL Expenditures year-to-date 2015, dated October 14, 2015

Marketing and Communication Strategy outline (dated July 28, 2015)

Photograph of new Belmont Public Library sign

Description of Girls Who Code program