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BELMONT PUBLIC LIBRARY
MEETING OF THE BOARD OF LIBRARY TRUSTEES

2016 APR 19 PH 2: 33

BELMONT, MASSACHUSETTS
March 17, 2016

Chair Keohane called the meeting to order at 7:07 p.m. in the Claflin Room of the Library. Also present were Trustees Elaine Alligood, Mark Carthy, Gail Mann, and Sarah Phillips. Trustee Mary Alice Wistman and Director Peter Struzziero were not present.

Facilities Department representative Fred Domenici participated in the first part of the meeting. He summarized his professional background, noting that he was previously supervisor of buildings and grounds for the School Department, and since the consolidation, he has reported to Facilities Director Gerry Boyle as Supervisor of Building maintenance. In that capacity he works with Director Struzziero on Library projects. Mr. Domenici noted that the attic insulation project had commenced, that scrap materials were being recycled, and that he and John Marzec, Supervisor of Contracts Management, would provide oversight for the project. He reported that he would do more on-site visits during Director Struzziero's absence.

Chair Keohane and Mr. Domenici noted that the proposed FY2017 capital budget was prepared in conjunction with the Facilities Department and that Director Struzziero will defend the budget with assistance from Mr. Boyle at an upcoming meeting scheduled for March 31.

Minutes:

The minutes of the Trustees' meeting held on February 18, 2016 were approved on a motion by Trustee Mann, seconded by Trustee Phillips and voted unanimously.

Updates

Feasibility Committee: Chair Keohane reported that the committee met on March 9 and that a subcommittee had been approved to manage the RFQ process with the Library's consultant. She reported that the full committee would review and approve the subcommittee's output. It is expected that the subcommittee's work will include a high level plan of what needs to be included in the feasibility study, consistent with Town requirements to address the three options of a new building, renovation, and addition. Chair Keohane further reported that the Committee recognized that the Town's requirements may not be in sync with those of the Massachusetts Board of Library Commissioners, and that given other Town priorities, including the High School project, the Library would not be applying for the next scheduled MBLC grant round.

FY2017 Budget Process: Chair Keohane reported on progress, noting that she and Director Struzziero had provided the selectmen with a one-page summary of accomplishments and that the budget discussion was positive. She further reported that the Library had submitted a supplemental request in addition to its budget submission for funding for an additional children's librarian. She noted that two of three selectmen indicated their willingness to fund a ½ time librarian. Chair Keohane also noted that she and Director Struzziero had discussed the feasibility study and the importance of making the current site work for an improved Library facility. The timeline discussed for the feasibility study was to conclude by October 2016 and possibly report out to Town Meeting at that time.

Purple Heart Ceremony: Chair Keohane confirmed that the VFW would be conducting a ceremony at the Library and that the Library should publicize the event.

One Book One Belmont: Chair Keohane reported that Emily Reardon was managing the project and that several events had already been planned, with the focus on the immigrant experience. Author's night is scheduled for April 26.

CPA Grant- Digitization: Chair Keohane reported that former Chair Matt Lowrie's law firm had provided counsel on copyright issues. Work with that firm will continue, and once bids are reassembled and a contract is prepared the project will move forward.

Director's Report: Chair Keohane referred to the report included in the package of materials for the meeting.

Follow-up Items: Trustee Carthy noted that Director Struzziero was working with the staff to obtain rolling 12-month and historical data for a newly formatted activity report. Trustee Carthy, together with Chair Keohane, discussed existing circulation data and the various costs associated with acquiring, processing, and storing physical books. The Trustees agreed that this discussion would continue.

FY 2017 Budget: Chair Keohane reported that the Warrant Sub-committee was scheduled for March 31. She noted that Ellen Schreiber had attended a previous budget meeting.

New Business

Marketing Task Force: This report was deferred until the April meeting due to Trustee Wistman's absence. It was suggested that an alternative Trustee be designated to support this effort.

Friends' Report: Trustee Phillips reported that the Friends did not have a proposed slate of officers for the upcoming year, and that the current officers are working on this. The Friends' annual meeting will be held in June.

Memorial Rededication: The rededication is scheduled for Friday, April 22, 2016 at 10:00 a.m.

Circulation Policy: This item was deferred until Director Struzziero's return, as the Trustees had questions on the policy, particularly regarding items per account.

Coverage during Director Struzziero's absence: The Trustees discussed this issue, and it was agreed that Chair Keohane would consult with the Town's human resources department about alternatives.

Trustee Phillips upcoming retirement from the Board: Trustee Phillips discussed her duties with respect to maintaining trust and gift accounts and attending meetings of the Friends of the Library. The Trustees agreed to decide about re-allocating responsibilities at the first Trustees meeting following the Town election. The trustees formally thanked Trustee Phillips for her many contributions to the Library during her six years of service.

Trustee Phillips moved to adjourn the meeting and Trustee Carthy seconded the motion. The meeting adjourned at 8:15 p.m.

Next meeting will be held on Thursday, April 14, 2016 at 7:00 p.m.

Respectfully submitted,
Gail Mann, Secretary

Exhibits:

Agenda- March 17, 2016

Minutes- February 18, 2016

Director's Report – March 2016

Current Fiscal Year Data Comparison (Key Performance Indicators)

BPL Activity Report for February 2016

BPL Expenditures y-t-d FY 2016, dated March 15, 2016

Belmont Public Library Circulation Policy

Letter from Massachusetts Board of Library Commissioners regarding receipt and approval of Belmont Public Library Long Range Plan