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BELMONT PUBLIC LIBRARY
MEETING OF THE BOARD OF LIBRARY TRUSTEES

BELMONT, MASSACHUSETTS
April 14, 2016

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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 for the entire meeting were Trustees Elaine Alligood, Gail Mann, and Mary Stearns and Director Peter Struzziro. Trustee Mark Carthy attended the meeting commencing at 7:55 p.m. Trustee Mary Alice Wistman was not present due to illness.

Director Struzziro notified the Trustees that he would be out on medical leave in July for approximately three weeks. Chair Keohane reported that she had consulted with the Town's human resources department and determined that Librarians Emily Reardon and Fred Dooe could be in charge of Library affairs during an extended absence by the Director, and that the plan would be for Librarian Reardon to be in charge of Library affairs during Director Struzziro's planned absence this summer. Director Struzziro noted that July was a traditionally slower time for administration and that the FY 2016 budget could be closed successfully prior to July.

The Trustees also referenced Trustee Wistman's absence due to illness and discussed the process for filling a vacancy should she resign. The Trustees agreed to discuss the matter during the summer if Trustee Wistman is not able to resume her duties.

Minutes:

The Trustees and Director Struzziro noted proposed changes to the minutes of the Trustees' meeting held on March 17, 2016 included with the meeting materials, including the name of the organization sponsoring the Purple Heart Ceremony scheduled for later in April – the Veterans Service Office. The Minutes as amended were approved on a motion by Trustee Mann, seconded by Trustee Alligood and voted unanimously.

Appointment of Officers and Assignment of Responsibilities

Chair Keohane noted that the Trustees needed to appoint officers for the upcoming year. On a motion by Trustee Alligood nominating Chair Keohane to serve as chair of the Board of Library Trustees for the upcoming year, seconded by Trustee Stearns, the appointment of Kathleen Keohane as Chair of the Board of Library Trustees was unanimously approved. Chair Keohane next moved to nominate Trustee Alligood to serve as Vice Chair of the Board for the upcoming year, seconded by Trustee Mann, and the appointment of Trustee Alligood as Vice Chair of the Board of Library Trustees was unanimously approved. Chair Keohane then moved to nominate Trustee Mann to serve as Secretary of the Board for the upcoming year, seconded by Trustee Alligood, and the appointment of Trustee Mann to serve as Secretary to the Board of Library Trustees was unanimously approved.

Chair Keohane led a discussion about key responsibilities of the Trustees, noting necessary changes with the conclusion of former Trustee Sarah Phillips' term and the town-wide election of Trustee Mary Stearns. The Trustees agreed on the following allocation of responsibilities:

- Community Preservation Act liaison: Chair Keohane
- Liaison to the Friends of the Belmont Public Library: Trustee Stearns
- Liaison to the School Committee: Trustee Alligood
- Union subcommittee: Trustee Alligood

- Budget Affairs liaison: Chair Keohane and Vice Chair Alligood

The Trustees noted that all the trustees would serve as liaisons to the selectmen as necessary. Trustee Mann noted that she would work with former Trustee Sarah Phillips to learn about the various Library trust and gift accounts. The Trustees deferred assigning a liaison for the marketing task force, pending more information on Trustee Wistman's status, and noted that the Friends were heading up these marketing efforts and work was continuing with the consultant whose proposal had been previously reviewed by the Trustees. Director Struzziero reported that there was no definitive time line for completion of the marketing task force's work. Trustee Stearns, the liaison to the Friends, will ask the President of the Friends for an update on the marketing work being handled by the consultant. Director Struzziero also reported that the website upgrade work was complete and the site had a new url: Belmontpubliclibrary.net (Belmontpubliclibrary.com will also take users to the Library's website.)

Chair Keohane noted that Trustee Carthy would continue his efforts on data collection for the new activity report format.

Updates

Feasibility Committee: Director Struzziero reported that the RFQ subcommittee held one meeting at the end of March to review a draft RFQ prepared based on input from the Library's consultant. He noted that the consultant had additional time available under his contract and would be working with the subcommittee to finalize the RFQ and that the document would be circulated to the full committee for review and comment.

FY2017 Budget Process: Chair Keohane and Director Struzziero reported that the FY2017 budget had gone through four rounds of review, including with Town management, the Board of Selectmen, Capital Budget Committee and the Warrant Subcommittee. Director Struzziero noted that the capital budget would be changed after additional work on how best to deal with energy insulation issues and that the FY 2017 capital budget would likely focus on the Library's boiler. Director Struzziero reported that there was general support for the additional children's librarian position and limited evening hours for the children's room.

One Book One Belmont: Director Struzziero reported that the scheduled events to date had been well-attended, particularly Barbara Berenson's talk on April 12. The author's night is scheduled for April 26.

Website Launch: Director Struzziero reported, as discussed above, that the website project is complete and the upgraded website has launched.

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

Follow-up Items: Director Struzziero reported that work on the CPA digitization continued, and that he was working with Matt Lowrie's (former Chair of the Trustees) law firm on a letter of support. He noted that the project was more complex than originally anticipated. Director Struzziero reported that the Library's cleaning contract would expire in July and he was working with the Facilities Department to have a new contract in place at that time.

Meetings and Events Attended: Director Struzziero reported that he had attended the court hearing regarding the video game theft and that the Library would be receiving restitution for losses incurred as a result of the theft. The court will be administering the restitution, with a monthly payment schedule.

Buildings and Grounds: Director Struzziero reported that the outside walkway at the front of the building would be surveyed to develop a cost estimate for repair as part of the feasibility study. He noted that quotes were being assembled for west wing carpeting and stairwell tile abatement. He further noted that new carpeting was being installed in the southwest corner of the building and that a new outdoor media drop had been purchased.

General Update: Director Struzziero referred to his report, highlighting a couple of items. He reported that the Purple Heart Ceremony scheduled for April 22nd would be attended by Phyllis Marshall and Chair Keohane. He also reported that members of the staff had received CPR and defibrillator training, and the training program would continue for other staff members. Director Struzziero noted that he was working on emergency procedures training for the staff in conjunction with the Police Department and that the acquisition of additional safety equipment was being investigated.

New Business

Friends' Report: Director Struzziero reported that he had attended the last Friends' meeting and noted that the meeting addressed expenditures and budget matters as well as One Book One Belmont events. He further noted that the One Book One Belmont program was over budget at the Library and that the Friends would likely cover the shortfall. He concluded his report noting that the Friends were still sourcing potential new officers for the upcoming year.

Circulation Policy: Director Struzziero then referenced the Circulation Policy included with the meeting materials. He responded to questions relating to the number of items per account and the number of requests per account, and noted that both were standard Minuteman Network practice. Director Struzziero also discussed the charges relating to loss of items sourced from outside the Minuteman Network. On motion by Chair Keohane, seconded by Trustee Carthy, the proposed circulation policy was unanimously approved, subject to approval by the Children's Librarian of a proposed change to permit children age 3 and above who are able to write their own name to obtain a Library card.

Director Struzziero and the Trustees next discussed the continuing use of the Clafin room for Trustees' meetings held on Thursdays. It was determined to use the room for all meetings scheduled for the remainder of the fiscal year and the summer months.

The Trustees also agreed to schedule summer meetings for July 21 and August 25, 2016, with meetings commencing at 7:00 p.m.

Chair Keohane moved to adjourn the meeting and Trustee Carthy seconded the motion. The meeting adjourned at 8:35 p.m.

Next meeting will be held on Thursday, May 12, 2016 at 7:00 p.m.

Respectfully submitted,
Gail Mann, Secretary

Exhibits:

Agenda- April 14, 2016

Minutes- March 17, 2016

Director's Report – April 2016

Current Fiscal Year Data Comparison (Key Performance Indicators)

BPL Activity Report for March 2016

BPL Expenditures y-t-d FY 2016, dated April 11, 2016

Belmont Public Library Circulation Policy

Letter from Massachusetts Board of Library Commissioners regarding State Aid to Public Libraries award