

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, Gail Mann, and Mary Stearns and Director Peter Struzziero. Trustee Mark Carthy was not present. Chair Keohane confirmed that Mary Alice Wistman had resigned as Trustee.

Minutes:

The Minutes of the Trustees' April 14, 2016 meeting were approved on a motion by Trustee Alligood, seconded by Chair Keohane and voted unanimously.

Updates

FY2017 Budget Process: Director Struzziero reported that the FY2017 budget was still not final. He noted that he believed the Selectmen would approve a portion of the Library's supplemental request for additional hours for a Children's Librarian, specifically to allow for evening hours for the Children's room, as well as for a part-time library assistant.

Marketing Task Force: Director Struzziero provided the report in light of former Trustee Wistman's resignation. He noted that the task force had two in person meetings and one telephone consultation with the marketing consultant and expected to review the consultant's final report at the Task Force's meeting later in May. Director Struzziero reported that the focus of work so far was on the Library's key strengths and how it is perceived in the community, particularly as an evolving community resource. The Task Force will also be discussing slogans and a new logo for the Library as it continues its work. He confirmed that there was no public meeting scheduled, but that survey data and staff input had been gathered. Director Struzziero concluded by noting that the final report, which would be provided to the Trustees over the summer, would include a plan to increase the visibility of the Library and improve the Library's "brand". He suggested that another Trustee consider participating in the Task Force to replace Ms. Wistman.

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 Matt Lowrie's (former Chair of the Trustees) law firm had concluded its copyright analysis on the digitization project and that based on the analysis, Director Struzziero will be re-assembling quotes for the project.

Building and Grounds: Director Struzziero reported that the Facilities Department intended to add the Library to the School Department's cleaning contract when the Library's current cleaning contract expires. He noted that to further streamline services, the Library would be using the alarm company used by other Town departments. Director Struzziero reported that quotes for repair of the front walkway would be requested. He noted the installation of new carpeting on portions of the first floor, that new shelving for the Children's room had been ordered, new technology (Roku) had been purchased for circulation, and that depending on available budget, the Library would consider the purchase of a new copy machine.

General Update: Director Struzziero reported that the Purple Heart Ceremony held on April 22 was successful, and that a senior police department employee had done research on two deceased Belmont veterans. He also reported that staff training by the Police Department would likely be scheduled for June. The question of acquiring panic buttons was raised. Director Struzziero confirmed the importance of this for the staff and referenced town-wide efforts. The Trustees requested that Director Struzziero continue to explore this.

Staff development in general was discussed. Director Struzziero noted that it was a continuous process and that for the next budget cycle he was considering a staff development day on the subject of customer/patron service.

Chair Keohane confirmed that she would host an appreciation event at her home for the 2016 One Book One Belmont program that recently concluded.

New Business

June 6 Town Meeting: Chair Keohane reported that a brief report would be presented at the upcoming Town Meeting. She noted that the focus of the update at Town Meeting would be on the Library's services and the feasibility process.

Feasibility Committee: Director Struzziero reported on the Feasibility Committee's (and subcommittee's) work to date. He reported that Anne Paulsen and Pat Bruschi had signed off on the Program Statement to be submitted with the request for quotations. The Trustees and Director Struzziero discussed the issue of combining the Library and High School efforts in light of a letter received by the Trustees and others from a former member of the Warrant Committee raising the possibility and potential associated economies of scale. Chair Keohane noted that this possibility had not been rejected outright, but grant process and timing issues, along with other issues, created challenges.

Director Struzziero noted that the co-chairs would be scheduling a meeting of the full feasibility committee prior to the June 6 Town Meeting.

Open Trustee Seat: Chair Keohane reported that interest was being solicited and she reviewed the process for filling an open seat, which includes Trustees' evaluation and vote followed by Selectmen's vote, with the selected candidate running for Town-wide election in April.

Friends' Report: Trustee Stearns, the new liaison to the Friends, presented the report. She noted that the Friends need assistance with the book sale. She further reported that a committee would be formed early in 2017 for 2018 One Book One Belmont. Trustee Stearns noted that the annual meeting of the Friends was scheduled for June 2, 2016 at 9:30 a.m. and that the organization has 328 members, with a 73% membership renewal rate.

FMLA leaves by Staff: Trustee Struzziero reported that the head of circulation had been granted an FMLA leave for a family matter and that Gráinne Griffin would temporarily be serving as head of circulation. Director Struzziero confirmed that he had applied for FMLA leave for his July medical absence.

Fine Forgiveness: Consistent with past practice, the Trustees and Director Struzziero agreed to implement a fine forgiveness period during the first two weeks in June.

Activity Report: The Trustees commented on the data trending up, particularly with respect to total circulation. A question was raised about website traffic now that the upgrade was substantially complete. Director Struzziero noted that the website was easier to use, but that he and staff continued to work with the vendor on bugs and other fixes.

Minuteman Library Network annual contract: The annual contract was referenced, and the participation fee increase of approximately 2% noted. On motion by Trustee Mann, seconded by Trustee Stearns, the agreement was unanimously approved for signature.

Trustee Mann moved to adjourn the meeting and Trustee Stearns seconded the motion. The meeting adjourned at 8:35 p.m.

Next meeting will be held on Thursday, June 16, 2016 at 7:00 p.m.

Respectfully submitted,
Gail Mann, Secretary

Exhibits:

Agenda- May 12, 2016

Minutes- April 14, 2016

Director's Report – May 2016

Current Fiscal Year Data Comparison (Key Performance Indicators)

BPL Activity Report for April 2016

BPL Expenditures y-t-d FY 2016, dated May 9, 2016

Agreement by and Between Town of Belmont and the Minuteman Library Network