

BELMONT PUBLIC LIBRARY
MEETING OF THE BOARD OF LIBRARY TRUSTEES

BELMONT, MASSACHUSETTS
June 16, 2016

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Chair Keohane called the meeting to order at 7:03 p.m. in the Claflin Room of the Library. Also present were Trustees Mark Carthy, Gail Mann, and Mary Stearns and Director Peter Struzziero. Trustee Alligood was not present.

The first order of business was a presentation of the Friends of the Belmont Public Library Marketing Task Force. Participating in the meeting for this item were task force members Nancy Dignan, Mary Carter, Margery Miller, and Sally Martin, and Myrna Greenfield with GoodEgg Marketing. Ms. Greenfield referred to the report included with the meeting materials on Phase 1 of the Branding Project, noting that Phase 2 would be focused on building out the Library's brand, logo design, and related campaigns. She noted the limited outreach conducted during Phase 1, and confirmed that the goal of the project includes understanding how the Library perceives itself (Identity) and how the Library is perceived by the Community (Image) and working toward alignment of Identity and Image.

Ms. Greenfield, members of the Task Force and the trustees discussed the branding project's purpose, the process followed by the Task Force, and internal and public components of the Library's brand. The Trustees commented on work and conclusions to date, made suggestions, and Ms. Greenfield and the Task Force agreed to consider the input and report back as work continues.

Ms. Greenfield and the Task Force members left the meeting after this discussion.

Minutes:

The Minutes of the Trustees' May 12, 2016 meeting were approved on a motion by Chair Keohane, seconded by Trustee Mann and voted unanimously.

Updates

Feasibility Committee: Director Struzziero reported that RFQ packages were provided in May, with approximately 40 firms requesting the package. 15-20 firms attended a pre-bid meeting at the Library, and three firms submitted bids. The Committee decided to interview all three firms, but one of the three has since dropped out of the process. Director Struzziero reported that interviews would be conducted on June 20 by the subcommittee, and a recommendation presented to the full Feasibility Committee on June 29.

FY 2017 Budget Process: Director Struzziero confirmed that the Library's supplemental budget request for an additional part-time Children's Librarian had been approved, which will allow the Children's Room to remain open for three weekday evenings. He also reported that the capital budget request to fund a new boiler had been approved.

Director's Report: Director Struzziero referred to the report included with the meeting materials.

Follow-up Items: Director Struzziero reported that new quotes for the digitization contract to be funded with CPA funds had been assembled, and that he was scheduled to meet with the assistant Town Administrator about this.

Building and Grounds: Director Struzziero reported that a cleaning contract for the Library was still not in place and that the current contractor was providing services on a pay as you go basis until the matter is resolved by the Facilities Department working in concert with Director Struzziero. Director Struzziero also reported on new installations, including an alarm, shelving, and copy machines. He noted that the Library was testing self-checkout machines. The Trustees suggested that in conjunction with the possible automation initiative, he consider longer-term staffing implications.

Director Struzziero next reported that quotes were being assembled for ceiling insulation and improved lighting.

General Update: Director Struzziero reported on a patron medical emergency that was successfully handled. He confirmed that he will be attending the ALA conference in Florida later in the month and that staff training by the Police Department was scheduled for August. The fine forgiveness program was implemented, and the Trustees requested that this be scheduled for two weeks in June each year.

New Business

Annual Director Review: Chair Keohane led a discussion of Director Struzziero's performance during his first year of service. Accomplishments and areas for improvement were noted, and the Trustees thanked him for his service and contributions. On motion by Trustee Carthy, seconded by Trustee Stearns, the Trustees voted unanimously for a two (2%) increase (in addition to the 3% increase approved after six months of service) to Director Struzziero's salary.

Trustee Meeting Schedule: The Trustees confirmed the scheduled summer meetings, noting that Director Struzziero will be on medical leave for the July 21st meeting.

Friends' Report: Trustee Stearns presented the report. She noted that the annual meeting of the Friends was held June 2, 2016, at which a new slate of officers was elected, including Gail Gorman, President, Sally Martin, Secretary, and Sue Black and Hannah Fischer, co-Treasurers. She reported on a very successful everyday book sale, membership count of 331 members, a brunch at which volunteers and Library staff were recognized, and the Middle School Book Award.

Other matters: Chair Keohane discussed a possible partnership between Belmont High School and the Library. The Trustees also discussed, pending completion of the Feasibility Study, smaller scale renovation, including of the Children's Room.

Chair Keohane moved to adjourn the meeting and Trustee Carthy seconded the motion. The meeting adjourned at 8:55 p.m.

Next meeting will be held on Thursday, July 21, 2016 at 7:00 p.m.
(Joint meeting of the Board of Selectman and the Trustees of the Library is scheduled for 8:00 a.m., June 21, 2016 for the purpose of interviewing and considering candidates for the vacant Trustee position. Minutes of the Board of Selectmen's meeting will reflect the proceedings and decisions at that meeting.)

Respectfully submitted,
Gail Mann, Secretary

Exhibits:

Agenda- June 16, 2016

Minutes- May 12, 2016

Director's Report – June 2016

Sample Trustees Meeting annual calendar

Trustee candidate submissions: Corinne Olmsted and Marcie Schorr Hirsch

Current Fiscal Year Data Comparison (Key Performance Indicators)

BPL Activity Report for May 2016

BPL Expenditures y-t-d FY 2016, dated June 14, 2016

Belmont Public Library Branding Project (GoodEgg Marketing, June 13, 2016)