

Chair Keohane called the meeting to order at 7:00 p.m. in the Claffin Room of the Library. Also present were Trustees Elaine Alligood, Mark Carthy, Gail Mann, Corinne McCue Olmsted, Mary Stearns and Acting Director Emily Reardon.

Minutes:

The Minutes of the Trustees' June 16, 2016 meeting were approved on a motion by Trustee Stearns, seconded by Trustee Carthy and voted unanimously.

Chair Keohane and the trustees welcomed new Trustee Corinne Olmsted.

**Director's Report:** Acting Director Reardon referred to the report included with the meeting materials.

**Building and Grounds:** Acting Director Reardon reported that the Library's night cleaner is no longer working at the Library. A new cleaner from MP Cleaning has been assigned, but Friday hours are now the same as Monday – Thursday (5:00-10:00 p.m) The Trustees requested an update in August.

Chair Keohane noted that she and others would follow up with the Facilities Department about the attic insulation work.

Acting Director Reardon reported on several other items, including receipt of a quote for electrical work to connect the self-check-out machine in the Children's Room, creation of a walk-through from reference to the West Wing, and the repair and re-installation of the door counter.

**General Updates:** Acting Director Reardon reported that a previously banned patron had entered the Children's Room. A police report has been filed and Director Struzziero and a staff member will make an appearance in court later in the year. She also reported that staff training on handling emergencies to be given by ~~two~~ Police Department officials is scheduled for August 26 and requested that the Trustees approve that the Library be closed for four hours for the training. On a motion by Trustee Mann, seconded by Trustee Carthy, the Trustees unanimously approved closure of the Library for four hours on August 26, 2016 to accommodate staff training.

Acting Director Reardon also reported that the Library would be hosting a health department display and that a ceremony recognizing Purple Heart recipients would be held at the Library at 1:00 p.m. on August 7. The Trustees noted that upon Director Struzziero's return, he should follow up with the appropriate persons about use of the building and grounds on that date. Acting Director Reardon concluded this part of her report by noting that the part-time position for the Children's room to cover additional evening hours starting in the fall, as approved for the FY 2017 budget, has been posted.

**Opportunities:** Acting Director Reardon reported that the Meet Belmont event was scheduled for 6:00-8:30 p.m. on Tuesday, August 30<sup>th</sup>. The Friends' Board will be staffing a table and Trustees are invited to attend. Acting Director Reardon noted a feature on the website home page, highlighting local and national news about libraries. She also referenced the overview of upcoming programs and outreach in Belmont attached to the Directors' report.

Acting Director Reardon and the Trustees then discussed the activity report and KPI data, noting that usage and circulation were up over the prior year. Trustee Carthy highlighted the new information presented on volunteers, and volunteer hours worked.

### **New Business**

*Feasibility Committee:* Chair Keohane and Vice Chair Alligood confirmed that Johnson Roberts Associates (Stewart Roberts' firm) had been selected to conduct the feasibility study. They noted that only three firms applied and one dropped out before the final selection was made, and that one of the remaining two firms had not done public projects in Massachusetts. All involved noted the importance of looking at the project with "fresh eyes". It was noted that the cost of the study, and each invoice, would be funded 50% out of the Library's budget (through State aid funds) and 50% from the Town capital budget authorization.

Chair Keohane also reported that the Trustees were asked to submit questions to the state building authority concerning the option of a joint high school-library project, and Chair Keohane requested that the Trustees submit possible questions to her.

*Friends' Report:* Trustee Stearns noted that the Friends organization does not meet over the summer and that the transition to the new president would occur in August.

*Marketing Task Force Representative:* Either Trustee Stearns or Trustee Olmsted will replace former Trustee Mary Alice Wistman as the Trustees' representative on the Marketing Task Force, and they will report back on who will serve this role.

The Trustees next confirmed the late summer and fall calendar for Trustees' meetings for the remainder of 2016, all of which will start at 7:00 p.m.:

August 25: Claflin Room  
September 15: Claflin Room  
October 20: Flett Room  
November 10: Assembly Room  
December 15: Flett room

Chair Keohane moved to adjourn the meeting and Trustee Mann seconded the motion. The meeting adjourned at 8:10 p.m.

**Next meeting will be held on Thursday, August 25, 2016 at 7:00 p.m.**

Respectfully submitted,  
Gail Mann, Secretary

### **Exhibits:**

Agenda- July 21, 2016  
Minutes- June 16, 2016  
Director's Report – July 2016

Current Fiscal Year Data Comparison (Key Performance Indicators)

BPL Activity Report for June 2016

BPL Expenditures y-t-d FY 2017, dated July 19, 2016

July and August calendar and program descriptions

July 4, 2016 New York Times article on New York public libraries