

2016 SEP 29 AM 9:08

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

Minutes:

The Minutes of the Trustees' July 21, 2016 meeting were approved, as amended, on a motion by Trustee Mann, seconded by Trustee Alligood and voted unanimously.

Feasibility Committee Update: Director Struzziero noted that he and Stewart Roberts, architect, held several meetings with stakeholders over the past few weeks, together with other committee members, to gather information germane to the feasibility study. He noted other stakeholders to whom he would reach out. Director Struzziero reported that the first open forum meeting was scheduled for September 14, 2016 to which the Trustees would be invited and that Director Struzziero, the architect and select members of the Feasibility Committee would be meeting with the Conservation Commission on October 4. Chair Keohane recommended scheduling a meeting with the Capital Budget Committee in the fall. She also requested that Director Struzziero prepare a timeline and schedule of deliverables for presentation to the Trustees at their regularly scheduled September meeting.

Maintenance Work Orders: Director Struzziero reviewed with the Trustees the facilities' work orders presented during the latter half of FY2016. The Trustees noted that they would stress with the Facilities Department the importance of responding in a prompt fashion and to view Director Struzziero as a partner in these efforts, as the safety of patrons and staff is of paramount importance. Director Keohane suggested that Director Struzziero prepare a spreadsheet detailing the status and priority of outstanding work orders.

Director's Report: Director Struzziero referred to his report included with the meeting materials. He reported on developments since he prepared his report, including a medical emergency involving a patron and problems with air conditioners at the Library.

Building and Grounds: Director Struzziero reported on actions taken over the summer, including progress with respect to the attic insulation and associated lighting project included in the FY 2016 capital budget, electrical quotes for additional data ports, and miscellaneous other items being researched or for which quotes are being requested. Trustee Olmsted suggested that the "no parking" zone in front of the book drop be repainted for parking lot safety. Director Struzziero also reported that the cleaning contract that applies to cleaning services for the Library is expected to be signed shortly.

Follow-up items: Director Struzziero reported that the CPA-funded digitization contract has been reviewed by Town counsel and that the contract is currently being reviewed by the vendor. He reported that he is working with Phyllis Marshall to conclude this by the end of the calendar year. Director Struzziero noted those digitized materials that would be available remotely and those that would be accessible in the Library. He also noted that he was considering new ideas for CPA funding.

Director Struzziero confirmed that panic buttons were scheduled to be installed August 29 and that the police training for the staff was scheduled for August 26.

General Update: Director Struzziero referenced matters in his report. He highlighted that the Library was now circulating ROKU devices and that review of union agreements would commence in September, with Trustee Alligood as the Trustee representative for this effort. Trustee Mann noted that the various trust accounts should be reviewed in September or October and that Deitre Barnes should contact her to set up a meeting to discuss this.

New Business:

Director Struzziero reviewed highlights from the FY 2016 Annual Report Information Survey, noting overall year-over-year increases in circulation and program attendance. Director Struzziero referenced the key performance indicators, noting that the activity report form would be sunsetted in favor of the KPI format. The Trustees suggested that charts containing the KPIs would be useful for public meetings.

Director Struzziero referenced an incident involving a patron that had been banned from the Library in 2015.

Friends' Report: The Friends does not meet during the summer months; no report was presented.

Policy Review: Director Struzziero referenced the Belmont Public Library Circulation Policy included with the meeting materials. The Trustees recommended that Rokus be referenced in the policy. On a motion by Trustee Mann, seconded by Trustee Carthy, the Belmont Public Library Circulation Policy, as amended, was voted unanimously.

Meet Belmont: Director Struzziero reminded the Trustees that the annual Meet Belmont event was scheduled for August 30, 2016. Trustee Olmsted confirmed that she would attend.

Trustee Carthy moved to adjourn the meeting and Chair Keohane seconded the motion. The meeting adjourned at 8:33 p.m.

Next meeting will be held on Thursday, September 15, 2016 at 7:00 p.m. in the Claflin Room of the Library.

Respectfully submitted,
Gail Mann, Secretary

Exhibits:

Agenda- August 25, 2016

Minutes- July 21, 2016

Director's Report – August 2016

Current Fiscal Year Data Comparison (Key Performance Indicators)

BPL Activity Report for July 2016

BPL Expenditures y-t-d FY 2017, dated August 22, 2016

Belmont Public Library Circulation Policy

Highlights from FY2016 Annual Report Information Survey
BPL maintenance ticket requests December 2015-August 2016