

BELMONT PUBLIC LIBRARY
MEETING OF THE BOARD OF LIBRARY TRUSTEES

BELMONT, MASSACHUSETTS

February 18, 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 were Trustees Elaine Alligood, Gail Mann, Sarah Phillips and director Peter Struzziero. Trustees Mark Carthy and Mary Alice Wistman were not present.

Minutes:

The minutes of the Trustees' meeting held on January 21, 2016 were approved on a motion by Trustee Mann, seconded by Trustee Alligood and voted unanimously.

Updates

Equipment Shed: Director Struzziero reported that the equipment shed had been installed in the parking lot and that rubber flooring had been added. He also reported that he was exploring how to provide electricity at the shed.

Feasibility Committee: Director Struzziero reported that the committee had held its first meeting and that he had met with Stewart Roberts, the consultant doing preparatory work, and that he expected Mr. Roberts to report back to the committee in early March.

Development of New Activity Report: Director Struzziero reported that he was working on a new activity report format, and that certain data not currently presented will need to be tabulated. The Trustees and Director Struzziero then discussed what the most appropriate KPIs (key performance indicators) were for the Library and how best to present the data.

Director's Report:

Follow-up Items: Director Struzziero referred to his Directors' Report included with the meeting materials, and confirmed as noted above that the development of a new activity report format was underway.

Meetings and Events: Director Struzziero reported on the events and public meetings he attended over the previous month. He noted that the court hearing to seek restitution from the individuals who had misappropriated video games from the Belmont Public Library as well as other area libraries had been rescheduled to later in the month because of weather.

Buildings and Grounds: In addition to the shed installation, Director Struzziero reported that the recurring boiler problems continue and that he was tracking issues and repairs, with the log available upon request.

General Update: Director Struzziero reported that he would be meeting with the selectmen on the FY 2017 budget March 10. He noted that he had submitted a proposal to the Massachusetts Library Association to speak at its annual conference and that he would be attending the conference on a gratis basis. He also plans to attend the American Library Association conference in Florida later in the year, which is being funded by the Friends of the Library.

Director Struzziero reported that an offer for a reference librarian position had been extended and accepted. He reported that the Library had received a request from a Belmont resident and patron to remove and cease to offer for circulation a particular book from the Library that the individual found offensive. The Trustees concurred with Director Struzziero's recommendation to decline the request on the basis of Freedom to Read policy.

Opportunities: Director Struzziero suggested that the Trustees host the Town of Belmont Facilities Director at the March or April meeting to discuss the cleaning plans for the Library when the current contract expires. In connection with his process of regular policy reviews, he noted the Exhibit and Display Policy to be considered at the next meeting.

At the conclusion of the directors' report the Trustees inquired about the status of the website work currently underway and Director Struzziero reported it was proceeding according to plan.

New Business

Snow closure: Director Struzziero discussed the process for deciding whether to close the Library in the event of weather conditions. The Trustees recommended that in general, the Library's closure policy should track that of other Town offices, but subject to exception as may be approved in consultation with the Trustees.

Marketing Task Force: This report was deferred until the March meeting due to Trustee Wistman's absence.

Friends' Report: Trustee Phillips reported that at Director Struzziero's recommendation, the Friends were using the firm "Recycle That" for recycling and were being paid by the pound, to the benefit of the organization and the Library. She noted, as had Director Struzziero, that the Friends approved Director Struzziero's attendance at the annual American Library Association conference. She also reported that the Friends had a lengthy discussion about new furniture for the Library and voted up to \$10,000 for the Library to purchase new furniture.

New Sign -- Belmont Public Library: Chair Keohane led a discussion about Town reaction to the new Belmont Public Library sign. She referenced that a well-known Town resident was concerned that the sign did not reflect the "Memorial" designation. As the Trustees have previously discussed, it is the building and not the entire Library organization that has the Memorial designation. Chair Keohane reported that the Belmont Historical Society had been briefed on this, and that Elizabeth Gibson, President of the Benton Library, had been informally briefed as well. In another example of community outreach, she reported that the veterans' organization plans to hold a Purple Heart ceremony at the Library facility.

CPA Grant: Director Struzziero reported that at the request of Town management he was reassembling the quotes for services to conduct the digitization work, both before and after 1923, in response to timing and questions from the Town about copyright law limitations. The Trustees highlighted the importance of commencing work to utilize awarded grant monies as soon as practicable.

The next meeting is scheduled for 7:00 p.m. March 17, 2016.

Trustee Mann moved to adjourn the meeting and Trustee Alligood seconded the motion. The meeting adjourned at 8:45 p.m.

Next meeting will be held on Thursday, March 17, 2016 at 7:00 p.m.

Respectfully submitted,
Gail Mann, Secretary

Exhibits:

Agenda- February 18, 2016

Minutes-January 21, 2016

Director's Report –February 2016

Current Fiscal Year Data Comparison (Key Performance Indicators)

BPL Activity Report for January 2016

BPL Expenditures y-t-d FY 2016, dated February 12, 2016

FY16 Boiler Repairs and Issues Tracking

Library Meeting Rooms