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BELMONT PUBLIC LIBRARY  
MEETING OF THE BOARD OF LIBRARY TRUSTEES

2016 OCT 26 PM 2: 30

BELMONT, MASSACHUSETTS  
September 15, 2016

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, Corinne McCue Olmsted, Mary Stearns and Director Peter Struzziero.

Minutes:

The Minutes of the Trustees' August 25, 2016 meeting were approved, as amended, on a motion by Trustee Carthy, seconded by Trustee Alligood and voted unanimously.

Updates:

Feasibility Committee Update: Trustee Alligood and Director Struzziero reported on the public meeting held the previous evening, noting good community and Trustee attendance and the architect's comment on the level of engagement. They reported that the community feedback on the session was positive. Director Struzziero reported that he had separately met with Anne Marie Mahoney, who headed up the financial task force to whom the Library presented in 2014.

Trust funds: Director Struzziero reported that Deitre Barnes had just received information about the funds from the Town and would be reaching out to Trustee Mann, who would present a report at the October Trustees' meeting.

Director's Report:

Follow-up items: Director Struzziero referred to his report included with the meeting materials. He confirmed that he had forwarded to the Trustees the schedule of deliverables from the J. Stewart Roberts contract for feasibility study services. He noted that the digitization contract review with the vendor was still in process and confirmed the source of funding for the Roku devices currently circulating.

Building and Grounds: Director Struzziero reported that the process for undertaking the attic insulation/lighting/ceiling construction project continued. He reported that the boiler and associated materials had been ordered from an approved vendor and that the replacement of the east wing stairwell alarm was approved.

Director Struzziero then reported on the status of work orders for Library maintenance projects. The Trustees stressed the importance of completing the installation of the boiler before the heating season commences. Director Struzziero discussed health and safety issues, including proper venting of restrooms and security cameras. The Trustees concurred with prioritizing health and safety projects.

General Updates: Director Struzziero reported that new furniture was in place for the west wing of the Library and that the Belmont Library Foundation would be contributing funds for the acquisition of new reference room furniture. He confirmed that panic buttons had been installed and additional disaster plan and lock down procedures would be developed. Director Struzziero advised that a children's library assistant was being hired and that updated children's room hours would be announced soon. He

noted that a Minuteman Library Network app was now available in the Apple and Google Play stores. He also advised that a Library team was being organized to participate in the annual Dan Scharfman run. Director Struzziero concluded the Director's report noting that a cultural council grant was in process for a children's storytelling program.

**New Business:** Director Struzziero reported that the MBLC financial report was in process and would be reviewed with Chair Keohane before submission.

**Friends' Report:** Trustee Stearns presented the report. She noted that Gail Gorman, the new president, chaired the most recent meeting and that membership dues for the Friends would not be increased this year. Trustees Stearns and Olmsted are supporting the Friends' marketing task force; Trustee Stearns reported that the task force was working on a new logo for the Library. Trustee Stearns noted that 47 new library cards were registered at the August Meet Belmont. The Friends' annual book sale is scheduled for October 14-16. A discussion ensued about on-line sales of books and Trustee Stearns agreed to make note of this at the next Friends' meeting.

The Trustees and Director Struzziero then reviewed the activity data and patron traffic report.

Director Struzziero next reported on a patron incident. A general discussion ensued about incidents involving actual or potential materials' theft. Director noted that library does not currently have language in its Behavior policy on handling these situations. Recommendation was then made to include this language in the future.

The next order of business was a discussion of holiday hours for the Library. Director Struzziero confirmed that per applicable contracts, the Library was closed for Thanksgiving and the Friday immediately thereafter (November 24-25 for 2016). It was noted that the Christmas and New Year's holidays fell on a Sunday, requiring Monday time off and that the Town's offices were also closed December 24 and 31. After discussion, on motion by Chair Keohane and seconded by Trustee Alligood it was voted unanimously that the Library be closed December 24-26, 2016 and from December 31, 2016 through January 2, 2017.

Chair Keohane moved to adjourn the meeting and Trustee Carthy seconded the motion. The meeting adjourned at 8:45 p.m.

**Next meeting will be held on Thursday, October 20, 2016 at 7:00 p.m. in the Flett Room of the Library.**

Respectfully submitted,  
Gail Mann, Secretary

**Exhibits:**

Agenda- September 15, 2016

Minutes- August 25, 2016

Director's Report –September 2016

Current Fiscal Year Data Comparison (Key performance indicators and patron traffic)

BPL Expenditures y-t-d FY 2017, dated September 12, 2016

Work Orders Currently in Process