

2017 JAN 19 AM 10:05

Chair Keohane called the meeting to order at 7:00 p.m. in the Assembly Room of the Library. Also present were Trustees Elaine Alligood, Mark Carthy, Gail Mann, Corinne McCue Olmsted and Mary Stearns, and Director Peter Struzziero. Jessica Porter, human resource professional for the Town of Belmont, was present for the Executive Session at the beginning of the Meeting.

Trustee Mann moved that the meeting go into Executive Session to discuss upcoming union contract negotiations, noting that the meeting would reconvene at the conclusion of the Executive Session. Chair Keohane seconded the motion. The roll call vote to move into Executive Session was as follows: Trustee Alligood: aye; Trustee Carthy: aye; Chair Keohane: aye; Trustee Mann: aye; Trustee Olmsted: aye; and Trustee Stearns: aye.

Minutes:

The Minutes of the Trustees' October 20, 2016 meeting were approved, on a motion by Trustee Stearns, seconded by Trustee Alligood and voted unanimously.

Updates:

FY 2018 Budget: Director Struzziero reported that work on next year's budget had begun, with the initial goal set for level funding. He noted that the team was looking for efficiency savings, and also considering ideas for a supplemental budget request. Director Struzziero noted that the Library would likely incur increased maintenance expenses for the remainder of fiscal 2017 and 2018 due to the condition of the building and systems. He also noted that the Library would incur an increase in the minuteman library network fee.

Facilities: The Trustees and Director Struzziero discussed the backlog at the Facilities Department and the consequences to the Library and the Town, particularly with respect to the delayed installation of a new boiler until after the winter heating season. The Town is aware of the backlog.

Feasibility Committee/Study Update: Director Struzziero reported that the feasibility study work was moving into the costing phase. He confirmed that three scenarios were being scoped, including renovation of the existing building, renovation with an addition, and construction of a new building on the current site. He reported that the next committee meeting was scheduled for January 10, 2017, and another open forum meeting was scheduled for February 7, 2017. Director Struzziero and the Trustees discussed the timeline for completion of the feasibility study, including presentation to the Library Board of Trustees and to Town Meeting in the spring of 2017.

Restitution: Director Struzziero reported that the while Court action had resulted in an order for restitution of monies lost as a result of video game theft impacting several network libraries, unfortunately no monies have been forthcoming. After discussion, the Trustees concluded that the time and expense of a civil lawsuit against the perpetrator was not prudent given that the likelihood of recovery from the individual was very small.

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

Follow-up items: Director Struzziero reported that the book drops were relocated to the opposite side of the building. He noted that while parking lot safety was addressed, the distance from the entrance doors made it more difficult for staff emptying the bins. The Trustees suggested that Director Struzziero explore a shelter of some sort to protect against weather.

Building and Grounds; work orders and facilities' projects: Director Struzziero reported that quotes were being assembled for replacement of the main floor air conditioning unit that failed over the summer. He noted that Library security upgrades were still under consideration by the Town's security committee but no specific actions were currently contemplated.

Director Struzziero presented an update on the status of pending work orders with the Facilities Department, including boiler installation and the 'ceiling envelope' project.

General Update: Director Struzziero reported that the Friends of the Library had retained a consultant in connection with a non-structural renovation of the reference room.

### **New Business:**

Friends' Report: Trustee Stearns reported that the Friends purchased a new display for the everyday book sale and that they had a pop-up book sale on December 3<sup>rd</sup> and planned to have more. She reported on various workshops and author events to be sponsored by the Friends, including a creative writing workshop and an event for the new Robert Kennedy biography. Trustee Stearns noted that the Friends' membership drive was underway.

Activity: Director Struzziero reported that the Library's total circulation position for FY 2016 as compared with other public libraries in the Commonwealth had improved over the prior year from 15<sup>th</sup> to 11<sup>th</sup>.

Incident Reports: Director Struzziero reported on an incident involving a disruptive patron. The Trustees suggested that a letter be drafted and sent to the patron concerning her behavior.

Policy Review: Director Struzziero referenced the inventory of Library policies included with the meeting materials and requested a review of the Behavior Policy. The Trustees suggested that this policy be reviewed at the January 2017 meeting and that Director Struzziero propose a review cycle for all Library policies.

Future Meetings: The Trustees set meeting dates and times for the first four months of calendar 2017 as follows:

January 18: 6:00 p.m. (N.B. Originally scheduled for January 19 but subsequently changed to accommodate scheduling conflicts.)

February 16: 7:00 p.m.

March 16: 7:00 p.m.

April 20: 7:00 p.m.

Chair Keohane moved to adjourn the meeting and Trustee Mann seconded the motion. The meeting adjourned at 9:15 p.m.

**Next meeting will be held on Wednesday, January 18, 2017 at 6:00 p.m. in the Claflin Room of the Library.**

Respectfully submitted,  
Gail Mann, Secretary

Exhibits:

Agenda- December 12, 2016  
Minutes- October 20, 2016  
Director's Report –December 2016  
Current Fiscal Year Data Comparison (Key Performance Indicators)  
BPL Expenditures FY 2017 year-to-date (dated December 7, 2016)  
Inventory of Belmont Public Library Policies  
FY 2018 Budget Schedule (draft as of November 21, 2017)  
Work Orders currently in process