

BELMONT PUBLIC LIBRARY
MEETING OF THE BOARD OF LIBRARY TRUSTEES

BELMONT, MASSACHUSETTS
January 18, 2017 2017 FEB 17 PM 2:04

Trustee and Vice Chair Alligood called the meeting to order at 6:07 p.m. in the Claflin Room of the Library. Also present were Trustees Mark Carthy, Gail Mann, Corinne McCue Olmsted and Mary Stearns, and Director Peter Struzziero. Chair Keohane was absent.

Minutes:

The Minutes of the Trustees' December 12, 2016 meeting (including Executive Session minutes) were approved, on a motion by Trustee Mann, seconded by Trustee Carthy and voted unanimously.

Updates:

FY 2018 Budget: Director Struzziero reported that the initial meeting with David Kale and Town officials on the FY 2018 Library budget was held, with discussion focused on the submission of an essentially level-funded budget. Director Struzziero noted that the submission and discussion did not address staff compensation, with compensation dependent on union negotiations and resultant adjustments. Director Struzziero also noted that the Library submitted a supplemental budget request to increase the hours for a part-time librarian in the Children's Room, to help fund an internship program, and to increase the hourly wage rate for the Library Pages. Director Struzziero reported that the FY 2018 capital budget process would begin shortly.

Feasibility Study: Director Struzziero reported that the feasibility study was nearing completion, with the Committee's next and likely final meeting scheduled for January 26, 2017. He noted that the Committee was waiting for cost estimates on three options and intended to report out to the Trustees at a future meeting. Director Struzziero noted that another open forum meeting was scheduled for February 7, 2017. He also reported that the Committee had received the structural engineer's report on the building.

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

Follow-up items: Director Struzziero reported that union negotiations were ongoing.

Building and Grounds; work orders and facilities' projects: Director Struzziero reported that a light had been installed above the book drop and that air conditioning quotes were still being assembled. He reported that phone system repairs had been completed, but more were needed. Director Struzziero also noted that he had requested additional supervision of on-site cleaning personnel to improve the cleaning service.

Director Struzziero and the Trustees then discussed the status of the installation of the boiler purchased last year, particularly with respect to timing. Director Struzziero noted that Chair Keohane has been working with Director Struzziero on this matter and recommended that the matter be further addressed at the Trustees' February 2017 meeting when Chair Keohane is expected to be present. Trustee Carthy noted that despite repeated requests by Director Struzziero and Chair Keohane, the installation of the new boiler by the Facilities Department has been quite delayed. Trustee Carthy requested that the Trustees ask to formally present this matter to an upcoming Selectmen's meeting and solicit their help.

General Update: Director Struzziero confirmed the staff development scheduled for February 16, 2017. He reported that the CPA funded digitization project was complete and was expected to be implemented this winter.

New Business:

Friends' Report: Trustee Stearns reported that the Friends membership was at 81% of the organization's goal and the financial condition of the Friends remained good. She reported that the Friends contributed funds for the Library's holiday parties, purchased robotic sets for the Children's Room, contributed toward the refurbishing of the reference room, increased the number of sponsored events at the Library, and funded the refurbishing of the fish tank in the Children's Room. She also noted that the Friends were sponsoring a film in conjunction with Belmont World Film.

Trustee Stearns noted that a goal of the Friends' new president was improved communication. Also, she reported that the Friends would be sponsoring book sales as a regular event over the course of the year.

Incident Reports: Director Struzziero reported on one minor incident. After discussion, the Trustees requested that Director Struzziero contact the appropriate persons again for a status update on the Security Policy Advisory Group plans for enhanced security.

Policy Review: Director Struzziero recommended that iPad use language be added to the Children's Room Technology Policy. The recommended change was approved on motion by Trustee Carthy, seconded by Trustee Stearns, and voted unanimously.

Director Struzziero next reviewed recommended changes to the Library's Behavior Policy. The proposed changes to the policy were approved on motion by Trustee Carthy, seconded by Trustee Alligood, and voted unanimously.

The Trustees reviewed the inventory of Library policies and recommended that one policy be reviewed and updated as necessary or appropriate at each monthly meeting.

Trustee Alligood moved to adjourn the meeting and Trustee Mann seconded the motion. The meeting adjourned at 7:55 p.m.

Next meeting will be held on Thursday, February 16, 2017 at 7:00 p.m. in the Claflin Room of the Library.

Respectfully submitted,
Gail Mann, Secretary

Exhibits:

Agenda- January 18, 2016

Minutes- December 12, 2016

Director's Report – January 2017

Summary of Work Orders currently in process
Current Fiscal Year Data Comparison (Key Performance Indicators)
BPL Expenditures FY 2017 year-to-date (dated January 13, 2017)\
Library Behavior Policy, with proposed changes
Children's Room Technology Policy and proposed addition for iPad usage
Inventory of Belmont Public Library Policies December 2016