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BELMONT PUBLIC LIBRARY
MEETING OF THE BOARD OF LIBRARY TRUSTEES

BELMONT, MASSACHUSETTS
February 16, 2017

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Chair Keohane called the meeting to order at 7:14 p.m. in the Claflin Room of the Library. Also present were Trustees Mark Carthy, Corinne McCue Olmsted, Elaine Alligood, Mary Stearns, and Director Peter Struzziero. Trustee Mann was absent.

Hosting of Belmont Public Library Feasibility Committee

The Belmont Public Library Feasibility Committee held their final meeting prior to the Trustees meeting and reported their results to the Trustees prior to the Call to Order of the Trustees Meeting. The Committee reported that they voted to endorse a new building. They cited the following factors in their decision: Option 1- a renovated building would not meet current programming needs, Option 2- a renovation with an addition would be most expensive and less efficient and Option 3- a new building would meet current and future program needs and be more cost effective and energy efficient in both the near and the long term.

Minutes:

The Minutes of the Trustees January 18, 2017 meeting were approved as amended, on a motion by Trustee Carthy, seconded by Trustee Keohane and voted unanimously.

Updates:

FY 2018 Budget: Director Struzziero reported that he has submitted the FY 2018 Library budget to David Kale and he has meetings scheduled to discuss it with the Selectmen in March. The budget, exclusive of salaries, shows a 1.19% increase in operating costs. This submission did not address staff compensation because compensation depends on union negotiations. Director Struzziero also submitted supplemental budget requests to increase the hours for a part-time librarian in the Children's Room, and to help fund an internship program. Staff to cover the requested additional hours would result from realigning hours for current staff. The Trustees asked for a review of the library organization chart showing staffing at a future meeting.

Director Struzziero discussed the requests for the capital budget which is based on the Library's 5 Year Plan. The capital budget identifies 22 items and totals approximately \$2 M and is based in part on required improvements identified by the Feasibility Study architect. Current capital budget requests will repair gutters, restripe and recurb the parking lot, delineate a quiet study area, renovate bathrooms and provide additional lighting.

Feasibility Study: Having received the verbal recommendations of the Feasibility Committee, the Trustees discussed the next steps. The Trustees will vote on the recommendations of the Feasibility Committee at the March 16, 2017 meeting. In the interim Director Struzziero will meet with the Belmont Library Foundation (BLF) to update them.

Union Negotiations:

Director Struzziero reported that union negotiations were ongoing.

Director's Report:

Director Struzziero referred to his report included with the meeting materials.

Follow-Up Items

As part of the Trustees' request to review library policies for timeliness and pertinence, the Library Director identified the need to add two new policies to address library volunteers and unattended children. Trustees will review drafts of these policies at a subsequent meeting.

Building and Grounds; work orders and facilities projects:

There is a Security Policy Advisory Group (SPAG) on February 17 and they will be discussing the library's request for video security enhancements estimated at \$20K with \$7K of options. These enhancements would provide video coverage of the three exterior doors and seven interior locations. This request has been reviewed by the Police Department and town government.

Director Struzziero and the Trustees discussed the status of the installation of the boiler and the need to remove asbestos. Removal may impact library operations and require library closure for approximately 1 week. The installation schedule depends on the outside temperature which needs to be 66 degrees to take the old boiler out of service to permit the installation. The Library Director and the Chair of the Trustees have a meeting on February 22 to get a commitment on the date for the boiler installation.

Review of Work Orders:

The Trustees reviewed the current work order summary and requested format enhancements including adding a column to show date item was closed, originally expected completion date, and reordering of items to give priority to orders affecting health and safety.

General Update:

Director Struzziero reported that the staff training was held on the morning of February 16 and 25 people attended including library staff and people from other town departments. The topic was How to Work with People in Public Settings.

The Library received a donation to refresh the Reference Room with painting, new furniture and equipment. This may require closing the reference room for 1 week and efforts will be made to coordinate this closure with the asbestos removal closure to reduce the impact on service.

New Business:

Friends' Report: Trustee Stearns reported that the Friends membership was at 90% of goal and a second mailing is planned this month. The Friends contributed funds to refresh toys and equipment in the Children's Room. The Friends supported the development of a new logo for the library which will be revealed shortly. The Friends will produce new signage to coordinate

with the new logo as well as tote bags and other items with the new logo for sale. The Friends are supporting author talks in April and May. The Friends have documented the many places where donated books go and will share this information with the public

Incident Reports:

A recently dismissed contract maintenance employee has grossly violated the behavior policy, harassed staff and trespassed on the property. The Library Director reported this incident to the Belmont Police Department and provided them with documentation.

Circulation Policy Review:

The Library Director proposed several language changes to the circulation policy to accept state issued IDs and specify the ages defining child and teenager. Trustee Allgood made a motion to accept these changes to the circulation policy and the motion was seconded by Trustee Stearns and the motion passed unanimously.

Adjournment:

Trustee Stearns moved to adjourn the meeting and Trustee Olmsted seconded the motion. The meeting adjourned at 9:07 p.m.

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

Respectfully submitted,
Mary Stearns, (acting) Secretary

Exhibits:

Trustees Agenda February 16, 2017
Library Minutes January 18, 2017
Director's Report January 2017
Ticket Worksheet February 2017
Belmont Space Comparison
January 2017 Statistics 1
January 2017 Statistics 2
Feasibility Committee Agenda, February 9, 2017
Circulation Policy with proposed changes