

Chair Keohane called the regular meeting to order at 7:45 p.m. in the Flett Room of the Library. Also present were Trustees Elaine Alligood, Mark Carthy, Gail Mann, Corinne McCue Olmsted and Mary Stearns, and Director Peter Struzziero.

Minutes:

The Minutes of the Trustees' February 16, 2017 meeting, as amended, were approved on a motion by Trustee Carthy, seconded by Chair Keohane and voted unanimously.

New Business:

Fine Forgiveness: Director Struzziero reported that the Library generally provides an 'amnesty' opportunity each year to encourage patrons to return Library materials without incurring fines. After discussion, Trustee Mann moved to provide up to four weeks each year where Library materials may be returned without requirement of paying fines, the specific weeks to be decided by Director Struzziero. Trustee Stearns seconded the motion and it was approved unanimously.

Severe Weather procedures: Director Struzziero discussed practices and procedures for staff in the event of severe weather closings where an employee had been approved in advance for personal, vacation or planned sick leave, noting his recommendation that employees not be charged for time used during hours that the Library is officially closed. The proposed procedures relating to weather closures and time off were approved on motion by Trustee Alligood, seconded by Trustee Stearns and voted unanimously.

Updates:

Public Records Law: Chair Keohane reported to the Trustees on the new public records law and noted that a meeting was held for public servants at which an outside attorney briefed attendees on the law and answered questions. Trustee Keohane further noted that the Trustees could be asked to produce records held by him/her relating to Library business and that segregating information was a good practice.

Feasibility Study: Selectman Mark Paolillo joined the meeting for the agenda item relating to the recently completed Feasibility Study. Chair Keohane and Director Struzziero reported on the Feasibility Committee's recommendation. They discussed the three options included in the study, and noted that the Committee recommended new construction, emphasizing the importance of the structural engineer's report on structural issues with the current building. They noted that the Belmont Library Foundation was prepared to launch a fundraising effort but would need more precise plans, including schematic designs, to proceed with those efforts. Schematic designs would require establishing a Building Committee, with such work estimated to cost between \$250,000 and \$300,000.

The condition of the current building and ongoing maintenance requirements were discussed, along with the missed opportunities in the past decade. Selectman Paolillo acknowledged the importance of the Library to Belmont and the structural issues, but asked the Trustees to keep in mind that the High

School project is a current Town capital priority. At the conclusion of the discussion, Chair Keohane moved to recommend that the Trustees accept the recommendation of the Feasibility Committee to accept the new construction option, and Trustee Stearns seconded the motion. The Motion was approved by the Trustees, with Trustee Carthy abstaining.

Chair Keohane noted that the Chair would meet with the Board of Selectmen in advance of May 2017 Town Meeting to review the Trustee's recommendation and to set the stage for preparation of a warrant article to support establishment of a building committee. Trustee Mann moved that the Trustees recommend the establishment of a Building Committee to be proposed to the June 2017 Town Meeting to obtain additional drawings and plans, particularly schematic designs, to facilitate fundraising for a new building. The motion was seconded by Chair Keohane and approved by the Trustees, with Trustee Carthy abstaining due to the pending high school project.

Mr. Paolillo left the meeting at this time.

**New Business (continued):**

Friends' Report: Trustee Stearns reported that the Friends' membership was doing well and that a significant percentage of members are using the paypal option, but that with that option contact information is limited to e-mail. She reported that the Friends was developing marketing materials and had earmarked funds for further marketing efforts. A new logo has been developed and the timing for the unveiling of the logo is under discussion.

Trustee Stearns reported on a successful author's event featuring Virginia Pye. She noted that attendance at Friends sponsored events has been good, and that the Friends would have a booth at Town Day.

**Updates (continued):**

FY 2018 Budget: Director Struzziero reported that he and Trustee Mann had an initial meeting with the Board of Selectmen on the FY 2018 budget on March 10, presenting an essentially level-funded budget. He noted that the meeting went well, and that he had also submitted a request for a supplemental budget to fund additional children's librarian hours and for a Simmons' college library intern. Director Struzziero reported that that Library's capital plan and FY 2018 request would be presented to the Selectmen at a later date.

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

Follow-up items: Director Struzziero reported that the Security Protocol Advisory Group had approved the Library's request for additional security but that no implementation timeline has been communicated.

Building and Grounds; work orders and facilities' projects: Director Struzziero reported that the Library would likely accept the repair quotation from a current vendor for a necessary air conditioning system repair. He reported that a cement slab had come loose outside the building and the Trustees suggested putting up caution tape until the damage is repaired. Director Struzziero reported on pending facilities work orders and status, including his work with the Facilities Department to improve the services of the Library's current cleaning services contractor.

General Update: Director Struzziero reported on the upcoming Art Blooms in Belmont exhibit and related programming, noting his involvement. He noted that preparations for the reference room 'refresh' continues, with late spring/early summer projected completion. He reported that the League of Women Voters had made a \$200 contribution to the Library and the Trustees acknowledged and thanked the League for their generosity and good work for Belmont.

Incident Reports: Recent incidents with patrons were reviewed and the importance of staff training to deal with difficult situations was stressed by the Trustees.

Policy Review: Director Struzziero referred to two policies circulated with the meeting materials. The Belmont Public Library Unattended Child Policy, and, subject to amendment of the introductory paragraph in consultation with Trustee Mann, the Behavior Policy for Patrons, were approved on a motion by Trustee Mann, seconded by Chair Keohane, and voted unanimously.

Director Struzziero's Contract: Chair Keohane noted that Director Struzziero's contract expires at the beginning of May and that she would be reaching out to the Trustees for input into Director Struzziero's review.

Chair Keohane moved to adjourn the meeting and Trustee Stearns seconded the motion. The meeting adjourned at 9:40 p.m.

**Next meeting will be held on Thursday, April 20, 2017 at 7:00 p.m. in the Flett Room of the Library.**

Respectfully submitted,  
Gail Mann, Secretary

Exhibits:

- Agenda- March 16, 2017
- Minutes- February 16, 2017
- Director's Report – March 2017
- Current Fiscal Year Data Comparison (Key Performance Indicators)
- BPL Expenditures FY 2017 year-to-date (dated March 13, 2017)
- Work Orders currently in process
- Belmont Public Library organization chart
- Quote for repair of A/C unit from Independent Mechanical Contractors dated March 2, 2017
- Capital Budget five-year (FY 18-22) proposal
- Policies: Belmont Public Library Unattended Child Policy; Behavior Policy for Patrons; Meeting Room Policy
- Proposal for Belmont Pubic Library severe weather time off procedures
- Letter from U.S. Trust to Director Struzziero dated February 21, 2017 re: general bequest to Library by estate of Audrey Lenk