

Chair Keohane called the regular meeting to order at 7:00 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. Town human resources director Jessica Porter participated in the meeting through the conclusion of the Executive Session.

Roles and Responsibilities: The first order of business was to appoint and assign roles and responsibilities for the upcoming year. Trustee Alligood moved that Chair Keohane continue to serve as Chair of the Board of Library Trustees. Trustee Olmsted seconded the motion and the motion was voted unanimously. Chair Keohane then moved that Trustee Alligood continue to serve as Vice Chair, seconded my Trustee Mann, and voted unanimously. Chair Keohane moved that Trustee Mann continue to serve as Secretary, seconded by Trustee Alligood, and voted unanimously.

The Trustees then considered various liaison roles for the Trustees with other organizations and Town Departments. Mary Stearns agreed to continue to serve as the Trustee liaison to the Friends of the Belmont Public Library. Director Struzziero suggested that the Trustees have a liaison to the Belmont Library Foundation, and Trustees Mann and Alligood agreed to serve as liaisons. Trustee Olmsted agreed to serve as liaison to the School Committee. Trustees Olmsted and Carthy agreed to serve as liaisons to the Marketing Task Force, and Trustees Mann and Stearns agreed to provide assistance with the Library's various trust and gift funds.

Chair Keohane then moved that the meeting move out of regular session and into Executive Session, seconded by Trustee Alligood. The roll call vote to move into Executive Session was: Chair Keohane: aye; Trustee Alligood: aye, Trustee Carthy: aye; Trustee Mann: aye; Trustee Olmsted: aye; and Trustee Stearns: aye.

The regular meeting reconvened at 7:45 after the Executive Session. Paul Roberts, the Library's appointed liaison to the Town's IT Advisory Committee, joined the meeting. Mr. Roberts advised that he was in his second three-year term and was Chair of the committee. He noted that the committee's role is now principally advisory, as the Town and major departments have dedicated IT staffs. The Committee seeks to use technology to foster citizen engagement.

The Trustees and Mr. Roberts discussed ways he could be of service as an advisor to the Library, including conducting an overall assessment of technology in connection with the building committee process, overall security expertise, and conducting sessions at the Library on technology-related topics of interest, such as identity theft. He discussed recent developments such as virtual meeting technology to increase access and transparency for open meetings. The Trustees thanked him for his service and noted that he would be invited to provide updates to the Trustees on a periodic basis.

Updates:

Capital Projects Schedule: Chair Keohane and Director Struzziero presented an update on the capital budget and projects. Chair Keohane reported on her conversation with the successor to the financial task force where it was noted that the sequencing on the various Town capital building projects would be discussed at the fall 2017 Town Meeting. The Library's capital budget requests for the next fiscal

year were presented, along with a review of outer year requests, and an explanation was provided in response to questions, particularly with respect to the quiet study rooms.

Town Meeting Preparation: Chair Keohane met with new selectman Adam Dash to discuss the warrant articles for a building committee. Chair Keohane then met with the Town Treasurer. The Board requested that Library Director Struzziero ask for the matter be discussed at the May 15 Board of Selectmen's meeting.

Feasibility Committee: Trustee Mann moved to thank the Feasibility Committee for their efforts and to release them from their duties; the motion was seconded by Trustee Olmsted and voted unanimously.

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

Follow-up items: Director Struzziero highlighted that Library usage statistics were significantly up for the prior month. He also noted that the new Library logo designed in conjunction with the Marketing Task Force would be shown to the Library Staff May 1, the Friends organization May 4, and would be unveiled at Town Day, scheduled for May 20.

Building and Grounds; work orders and facilities' projects: Director Struzziero reported that the Library bathrooms had undergone a muriatic acid cleaning process. He summarized the status of pending projects and the expected time line over the next several months for completion of work, including the boiler installation, installation of security cameras, and the ceiling insulation/lighting improvements work. In response to questions, he confirmed that the Library would close during boiler installation and that he was trying to schedule staff training and development during that time.

General Update: Director Struzziero noted that the Art Blooms in Belmont program was successfully rolled out. He also noted that preparations for the reference room 'refresh' continue, and that he was working through quotes for materials and work with the Friends' organization. Director Struzziero advised the Trustees that the Young Adult Librarian had resigned with six weeks' notice. He noted that the position had been posted and applications were coming in and being reviewed.

Incident Reports: Director Struzziero reported on incidents of petty theft at the Library, noting that he would be purchasing a safe for storage of cash and other valuables and that the installation of security cameras might provide a deterrent. He also referred to incidents of young children being left unattended at the Library, sometimes after closing. The unattended children's policy is available on the website and the Trustees suggested that signs be posted in the Children's Room noting the Library's policy that young children must be accompanied.

New Business:

Friends' Report: Trustee Stearns reported that the Friends' had exceeded their membership goal. She noted that the Friends had organized a communications subgroup to work on message development. The Friends will be attending Town Day and sharing a table with the Library.

Trustee Stearns reported that the Friends would be sponsoring the May 11 Crystal King author event, noting that author events are a focus for the organization. She commented on the success of the Python programming class sponsored by the Friends and that the Chenery Book Awards would continue.

Policy Review: Director Struzziero referred to two policies circulated with the meeting materials. He noted the changes worked out with Trustee Mann highlighted in green in the circulated policies. The Behavior Policy for Patrons was approved, subject to correction of a typographical error, on a motion by Chair Keohane, seconded by Trustee Alligood and voted unanimously. The Library Meeting Room Policy was approved, subject to correction of a typographical error, on a motion by Trustee Alligood, seconded by Trustee Carthy and voted unanimously.

Minutes:

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

Dates for Future Meetings: Meeting dates for the next several months were set. All meetings will commence at 7:00 p.m. Meeting rooms for each meeting will be confirmed at the May 2017 meeting.

Tuesday, May 16, 2017
Thursday, June 15, 2017
Thursday, July 27, 2017
Thursday, August 24, 2017
Thursday, September 21, 2017
Thursday, October 19, 2017

Chair Keohane moved to adjourn the meeting and Trustee Mann seconded the motion. The meeting adjourned at 9:20 p.m.

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

Respectfully submitted,
Gail Mann, Secretary

Exhibits:

- Agenda- April 20, 2017
- Minutes- March 16, 2017
- Director's Report – April 2017
- Current Fiscal Year Data Comparison (Key Performance Indicators)
- BPL Expenditures FY 2017 year-to-date (dated April 18, 2017)
- Children's room Self-Checkout Machine: 2017 Year-to-Date Usage
- Work Orders currently in process
- Policies: Revised Behavior Policy for Patrons and Revised Meeting Room Policy
- Intro: IT Advisory Committee