

Chair Keohane called the regular meeting to order at 7:05 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.

To accommodate a conflict, the meeting date and time for the Trustees' June 2017 meeting was changed to 7:00 a.m., June 12, 2017, in the Assembly Room of the Library.

**Minutes:** The Minutes of the Trustees' April 20, 2017 meetings, including the executive session minutes and the regular session minutes as amended, were approved on a motion by Trustee Mann, seconded by Chair Keohane and voted unanimously.

**Updates:**

**Long range planning:** Chair Keohane reported on the discussion at the May 15, 2017 Board of Selectmen's meeting concerning funding for schematic designs for a new Library building to support the Belmont Library Foundation's fundraising efforts. The Selectmen and Library representatives discussed whether a building committee was necessary to move to this next phase. Assistant Town Administrator Phyllis Marshall will check applicable by-laws and with Town counsel and the matter will be revisited at the May 22<sup>nd</sup> Board of Selectmen's meeting. Chair Keohane also reported that Anne Marie Mahoney, on behalf of the Major Capital Projects Working Group, suggested that the matter be postponed until after the committee's report on capital project priorities is issued.

**Building Work:** Director Struzziero reported on the status of pending projects and anticipated work start dates over the next few months, including the air conditioning repair, installation of security cameras, light and ceiling insulation installation, and installation of the new boiler. He noted that the boiler project required asbestos tile abatement, with the abatement work out to bid. He further noted that the Library would be closed for a few days over an early summer weekend for that work.

Director Struzziero then reported on the status of the reference room refurbishing project. He confirmed that the funds were expected to come from Foundation and Friends' contributions, along with Town building maintenance funds, although final plans and quotes were still being finalized. He noted that room closure would be required but staff were working on plans to provide services in alternative locations in the facility. A discussion ensued about the project and the potential use of State Aid funds for any shortfall in accordance with pre-approved guidelines.

The Trustees requested that Director Struzziero provide a quarterly report of the status and use of State Aid funds. Mr. Struzziero summarized FY 2017 usage to date.

**FY 2018 Budget:** Director Struzziero reported that he expected the Library's supplemental budget request to fund additional hours for the children's librarian and a Simmons intern will be approved. The requested capital budget items are likely to be recommended, but with only partial funding for the request to create quiet study rooms. The Town indicated an intention to add funds for additional abatement of asbestos tiling in the building.

New Logo roll-out: The logo will be formally launched at Town Day, with the Friends supporting the signage and banner. The Trustees recommended publicizing the logo. Director Struzziero reported that the Friends were funding the production of a short video to demonstrate the changing nature of public libraries.

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

Follow-up items: Director Struzziero reported that the Library had instituted new procedures for handling cash, in light of recent petty thefts and as a good practice.

Building and Grounds; work orders: Director Struzziero reported that the facilities department did not believe a prophylactic check of wall plumbing around the bathrooms was necessary. Director Struzziero reviewed the status of pending work orders, noted that the facilities department was now conducting a monthly site visit, and further noted that the Library and the facilities department needed to obtain quotes for a cleaning contract for the upcoming year.

General Update: Director Struzziero reported on his recent Town outreach efforts. He noted that the Young Adult Librarian position was being re-posted, as the preferred candidates had declined the position. Director Struzziero confirmed Town Day plans.

Incident Reports: Director Struzziero reported recent incidents in and around the facility. He noted one incident that took place outside the building, in response to which overnight Wi-Fi access has been turned off. Trustee Stearns presented a report on police calls involving the Library over the past two years. A discussion ensued about an increase in hate mail and security in general at the Library and at other Metro West public library facilities.

Belmont Library Foundation Report: Trustee Alligood reported on the Foundation's May 4<sup>th</sup> meeting, noting several new members and interest in a fundraising effort in support of the feasibility committee's and the Trustees' recommendation to pursue new construction. Chair Keohane noted she would check with Town Counsel on rules concerning Trustees' participation in fundraising efforts.

Open Meeting Law; Miscellaneous: Chair Keohane stressed the importance of compliance with the Open Meeting Law, particularly with respect to e-mail correspondence. She noted that further guidance would be circulated. Chair Keohane also noted that at a future meeting the Trustees would discuss expectations for the various Trustee liaison rolls to other Town departments and support organizations.

### **New Business:**

Friends' Report: Trustee Stearns presented the report. She noted that the Library's new logo, viewed as versatile and simple, had been launched and would be visible at the joint Library/Friends' table at Town Day. Draw string bags with the logo will be available. Trustee Stearns reported on the Friends' programs sponsored over the past few weeks and that the volunteer appreciation luncheon would take place June 1, with newly elected selectman Adam Dash as guest speaker. She noted that the Friends' new membership chair was Marjory Miller, replacing Anne Lauriat.

Trustee Mann moved to adjourn the meeting and Trustee Alligood seconded the motion. The meeting adjourned at 9:10 p.m.

**Next meeting will be held on Monday, June 12, 2017 at 7:00 a.m. in the Assembly Room of the Library.**

Respectfully submitted,  
Gail Mann, Secretary

Exhibits:

- Agenda- May 16, 2017
- Minutes- April 20, 2017
- Director's Report –May 2017
- Current Fiscal Year Data Comparison (Key Performance Indicators)
- BPL Expenditures FY 2017 year-to-date (dated May 11, 2017)
- Children's room Self-Checkout Machine: 2017 Year-to-Date Usage
- Work Orders currently in process
- Excerpts of police calls for 336 Concord Avenue (for Library) May 2015-May 2017