

Chair Keohane called the meeting to order at 7:02 p.m. in the Claflin Room of the Library. Also present were Trustees Elaine Alligood, Mark Carthy, Gail Mann, Corinne McCue Olmsted and Mary Stearns, and Director Peter Struzziero. Jessica Porter and Brian Higgins, human resources professionals for the Town of Belmont, were present for the Executive Session at the beginning of the Meeting.

Trustee Carthy moved that the meeting go into Executive Session to discuss upcoming union contract negotiations, noting that the meeting would reconvene at the conclusion of the Executive Session. Chair Keohane seconded the motion. The roll call vote to move into Executive Session was as follows: Trustee Alligood: aye; Trustee Carthy: aye; Chair Keohane: aye; Trustee Mann: aye; Trustee Olmsted: aye; and Trustee Stearns: aye.

Minutes:

The Minutes of the Trustees' September 15, 2016 meeting were approved, as amended, on a motion by Trustee Mann, seconded by Trustee Carthy and voted unanimously.

Updates:

Holiday Closings Update: Director Struzziero reviewed the holiday hours approved by the Trustees at the September meeting, and reported on two subsequent developments, including a contract review confirmed by the Town's human resources department indicating that the Library should be closed at noon on December 23, 2016. Further, he reported that the Town Clerk and the police department recommended that the Library be closed on Election Day, November 8, 2016. Belmont public schools will also be closed on Election Day. In summary, he reported that the Library would be closed during the following dates:

November 8, 2016  
November 24, 2016  
November 25, 2016  
December 23, 2016 (closing at noon)  
December 24, 25 and 26, 2016  
December 31, 2016 and January 1 and 2, 2017

Financial reporting and State Aid: Director Struzziero reported that he submitted the necessary financial reports to the Commonwealth and that the Library would once again be eligible for State aid.

Feasibility Committee Update: Director Struzziero and Chair Keohane reported that the Feasibility Committee had met to review the architect's preliminary plans. He noted scheduled meetings and events, including another meeting of the Feasibility Committee on October 27<sup>th</sup>, a children's room event on Saturday, November 5<sup>th</sup> and the second public open forum on November 17<sup>th</sup>.

Trust Fund Review: Trustee Mann reviewed FY 2016 activity of the various trust funds benefiting the Library, including the accumulation and expenditure of trust income, and ending balances. The recap furnished with the meeting materials notes funds available to be spent in FY 2017. On motion by Trustee

Mann, seconded by Trustee Stearns, it was VOTED unanimously to transfer \$2,585.18 from the Special Funds to the Special Fund "72" Expenditure Account; \$17,570.62 from the Jane Dustan Children's Educational Fund to the Jane Dustan Children's Expense Account; and \$5,357.56 from the various Library Gift Funds to their expenditure account – a total transfer of \$25,513.36.

Dustan Bequest: The Trustees next discussed the *Memorandum of Agreement Regarding a Gift by the Trustees of Jane Gray Dustan, dated August 2005*. It was noted that the Trustees had discussed this gift, and particularly Paragraph 6 of the Memorandum, in 2015. It was further noted that while funds have not been appropriated for a new Library since the date of the gift, there is an ongoing feasibility study to explore alternatives for the Library building. The Trustees discussed the spirit of the gift – as set forth in the memorandum – to construct or improve the Library, or if funds are not appropriated for the construction of a new library, to assure the existence of an excellent children's library facility. After the discussion, on motion by Trustee Mann, seconded by Trustee Stearns, it was VOTED to defer a decision on the specific application of the Dustan Bequest at the present time pending completion of the feasibility study and further consideration of how best to fulfill the spirit of the gift.

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

Follow-up items: Director Struzziero reported that the CPA-funded digitization contract has been signed and work is in process. He also reported that the contract with J. Stewart Roberts would be executed and delivered shortly, with work in process and an initial invoice expected soon.

Activity Report: Director Struzziero reporting on meetings and events attended, noting in particular the acknowledgment of the Library's efforts at the recent Town Meeting.

Building and Grounds: Director Struzziero reported that a self-check-out machine had been installed in the Children's Room. He also reported that although a new boiler had been acquired for the Library, due to procurement process requirements, it would not be installed until after the 2016-17 heating season. Director Struzziero noted that service of the old boiler may be necessary during the current heating season. The Trustees indicated they would notify appropriate Town officials of their disappointment with the installation delay, particularly if it becomes necessary to spend additional taxpayer money to service the existing boiler.

General Update: Director Struzziero noted patron appreciation for the children's room evening hours. He reported that new furniture had been installed in the west wing, and he was working on a plan to refurbish the reference room with funds to be donated by the Friends of the Library. Director Struzziero also reported that additional lock-down procedure training for staff with the police department has been scheduled and that the Town has recommended EAP training for staff. Upon motion by Trustee Mann, seconded by Trustee Carthy, the Trustees unanimously approved the closure of the Library for one-half day in January for purpose of staff EAP training.

Director Struzziero reported that a cultural council grant had been submitted for an Earth Rhythms program and that an Art in Bloom series was in development for the spring. He concluded with a report on publicity for the Library, including coverage of the Feasibility Study by the Belmont Citizen Herald.

New Business:

Friends' Report: Trustee Stearns reported that the Friends of the Library had completed an audit in September and the organization was in good fiscal condition. She reported that the annual book sale was held the weekend of October 14<sup>th</sup> and the Friends netted approximately the same amount of money as last year. She noted that this year the Friends invited teachers to select books for their classrooms, as a donation from the Friends to the schools.

Trustee Stearns reported that the Friends were organizing a community service effort to assist with recycling and that they were reviewing policies on the taxation of used book sales. She concluded by noting that a pop-up book sale was scheduled for December 3<sup>rd</sup>.

Incident Reports: Director Struzziero reported on another accident in the Library parking lot involving a temporarily parked car at the drop-box location. He discussed with the Trustees visibility issues and it was agreed that Director Struzziero and Trustee Olmsted would work on potential solutions.

Policy Review: Director Struzziero and the Trustees continued an earlier discussion of a Behavior Policy, particularly as it concerns a reservation of rights to inspect patron's bags. At the conclusion of the discussion, the Trustees suggested that a reservation of rights policy be prepared, together with appropriate signage, consistent with practice at other Libraries in adjacent communities.

The Trustees requested that Director Struzziero prepare an inventory of existing policies, with a plan to discuss at a future meeting a cadence for review.

Trustee Carthy moved to adjourn the meeting and Chair Keohane seconded the motion. The meeting adjourned at 9:15 p.m.

**Next meeting will be held on Monday December 12th, 2016 at 7:00 p.m. in the Assembly Room of the Library.**

Respectfully submitted,  
Gail Mann, Secretary

Exhibits:

Agenda-October 20, 2016  
Minutes- September 15, 2016  
Director's Report – October 2016  
Current Fiscal Year Data Comparison (Key Performance Indicators)  
BPL Expenditures FY 2017 year-to-date (dated October 14, 2016)  
FY 2016 Recap of Library Funds