

BELMONT PUBLIC LIBRARY
MEETING OF THE BOARD OF LIBRARY TRUSTEES

BELMONT, MASSACHUSETTS
June 12, 2017

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Vice Chair Elaine Alligood called the regular meeting to order at 7:06 a.m. in the Assembly Room of the Library. Also present were Trustees Mark Carthy, Gail Mann, Corinne McCue Olmsted and Mary Stearns, and Director Peter Struzziero. Chair Keohane was absent.

Minutes: The Minutes of the Trustees' May 16, 2017 meeting were approved on a motion by Trustee Stearns, seconded by Trustee Olmsted, and voted unanimously.

Updates:

Long range planning: Director Struzziero reported that he and Chair Keohane had a further discussion with the major capital projects working group subsequent to the May 15, 2017 Board of Selectmen's meeting about the Library's plans for private fundraising and the potential need for a building committee to proceed to the schematic design phase for a new building. He reported that Chair Keohane and he had agreed to withdraw the Library's request for a warrant article pending release of the task force's report in the fall of 2017 on the Town's major pending building projects.

Building Work: Director Struzziero reported that the reference room refurbishing project was underway and ahead of schedule. He noted that the broken air conditioning unit had been repaired, but was close to end of life. Director Struzziero confirmed that the Library would be closed for four days beginning June 15 for asbestos abatement and confirmed that the Town understood the priority for installing the new boiler as quickly as possible. He reported that installation of security cameras remained on schedule for July and that the lighting and insulation installation was still planned for the summer, with wing closures as necessary to accommodate the project. Director Struzziero recommended, and the Trustees concurred, that Gerry Boyle be invited to the July 27, 2017 Trustees' meeting to provide a status update on the Library's pending projects.

FY 2018 Budget: Director Struzziero reported that the Library's capital budget was approved, with partial funding for the request to create quiet study rooms and the approval of funds for additional abatement of asbestos tiling in the building.

Request for meeting with SEIU union representatives: The union has requested a meeting with the Trustees to discuss weather closure policy. The Trustees indicated their willingness to meet with the union representative(s).

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

Parking: Director Struzziero reported that he and Trustee Carthy would be attending a meeting of the Traffic Advisory Board to discuss commuter parking along Concord Avenue, which reduces available parking for Library patrons.

Building and Grounds; work orders: Director Struzziero reviewed the status of pending work orders and noted that he would work on re-formatting the presentation with Trustee Olmsted. He referenced the need for a new cleaning contract, after which a general discussion ensued about maintenance of the building and the coordination with the Facilities Department.

General Update: Director Struzziero reported that the Young Adult Librarian position had been re-posted, and that he expected to interview candidates and fill the position in June.

New Business:

Friends' Report: Trustee Stearns presented the report. She noted that the Friends and the Library shared a table at Town Day, which showcased the new logo and a book sale. Trustee Stearns reported that the Friends' sponsored Chenery book awards were now granted by the teachers. She noted the Friends' contribution to the reference room refurbishment.

Trustee Stearns reported that newly elected selectman Adam Dash was the guest speaker at the Friends' Annual Meeting, and that the organization was looking for someone to serve as vice president. The Friends' sponsored the volunteer appreciation luncheon on June 1.

Self-Check-out Machines: Director Struzziero reported that he had received quotes for two machines, one of which could accept credit cards for late fees. He noted the amount of state aid funds available for the Director to commit without further Trustee approval under existing guidelines and the additional funds that would be necessary to purchase the two machines. The Trustees concurred with the acquisition of the self-check-out machines using available state aid funds. Director Struzziero reminded the Board that these funds to be spent should not contribute to the annual allotment of State Aid funds able to be spent, as outlined in the State Aid Spending Agreement. The Board concurred.

Trustee Mann moved to adjourn the meeting and Trustee Alligood seconded the motion. The meeting adjourned at 8:30 a.m.

Next meeting will be held on Thursday, July 27, 2017 at 7:00 p.m. in the Flett room of the Library.

Respectfully submitted,
Gail Mann, Secretary

Exhibits:

- Agenda- June 12, 2017
- Minutes- May 16, 2017
- Director's Report
- Current Fiscal Year Data Comparison (Key Performance Indicators)
- BPL Expenditures FY 2017 year-to-date (dated June 8, 2017)
- Work Orders currently in process
- Quotes for self-checkout machines dated May 31, 2017