

BELMONT PUBLIC LIBRARY  
MEETING OF THE BOARD OF LIBRARY TRUSTEES

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BELMONT, MASSACHUSETTS  
July 27<sup>th</sup>, 2017

Chair Keohane called the regular meeting to order at 7:55 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.

Gerald Boyle, Director of Facilities for the Town of Belmont, joined the Meeting for a review of the fiscal 2018 capital budget. Mr. Boyle and the Trustees discussed each of the Library projects for FY 2018 and their respective timelines. Mr. Boyle noted his belief that closure of the Library would only be required for asbestos abatement. The Trustees and Mr. Boyle also discussed pending work orders and Mr. Boyle noted that the Facilities Department prioritizes critical health and safety issues, at which point the Trustees noted that they assumed the Library would be viewed the same as schools in this regard.

The Trustees also discussed with Mr. Boyle the structural engineer's report prepared for the Feasibility Study, noting their concern for the safety of patrons. Mr. Boyle reported that he had spoken with the engineer who did not believe there was imminent danger so long as additional air conditioning weight is not added. Mr. Boyle agreed to consider a roof monitoring system and/or a second opinion report.

At the conclusion of the facilities discussion Mr. Boyle left the meeting and Renee Ruiguo, a precinct 1 resident and certified planner, joined.

**Minutes:** The Minutes of the Trustees' June 12, 2017 meeting were approved, as amended, on a motion by Trustee Carthy, seconded by Trustee Stearns, and voted unanimously.

**Updates:**

**Parking:** Trustee Carthy and Director Struzziero reported on their meeting with the Traffic Advisory Committee. They discussed a concern that Concord Avenue parking was being used by commuters. The Committee agreed to place signs limiting parking to four hours on five Concord Avenue parking spots to deter all-day commuter parking. The Trustees also discussed signage for the Library's dedicated lot to deter commuter parking. It was agreed that Director Struzziero and Trustee Carthy would work on this and report back to the Trustees before seeking further authority from the Board of Selectmen.

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

**Building and Grounds:** Director Struzziero reported that security cameras had been installed and were in the process of being made operational. He confirmed that the reference room had reopened and was fully functional and that dividers for privacy will be added to the desks this fall.

**General Update:** Director Struzziero reported that the final fiscal 2017 circulation numbers were up from the prior year and the Trustees recognized the accomplishments of the Director and staff. He reported that Liz Frasier, Children's Librarian, was leaving the Library July 28 and that a search for her replacement was in process. Director Struzziero reported that the Library would be seeking a small grant from Belmont Savings Bank for the Books on Wheels program. He also reported that the VFW would hold a Purple Heart Ceremony at the Library on August 7 and that Trustee Alligood would speak

at the ceremony. Director Struzziero also reported that Trustee Stearns was on the One Book One Belmont Committee, with work underway.

Director Struzziero noted that in the future he will report the percentage of incidents that are being escalated.

**New Business:**

**Friends' Report:** Trustee Stearns reported that she had contacted the leadership of the Friends' organization about the Planning Board's "big idea" proposal. She also reported that the Friends' was considering suspending the authors' series because of a lack of program leadership but that they were looking at alternatives, including possibly a partnership with the new Belmont Center bookstore.

**Planning Board and Big Idea proposal:** Chair Keohane reported that the Big Idea proposal for a privately funded mixed-use senior housing and library project in Waverley Square was presented at the July 11, 2017 Planning Board meeting without prior consultation with the Trustees. There have been many comments from residents in reaction to this and Chair Keohane noted that she had communicated her significant concern with the process at the July 18 Planning Board meeting. She noted that the idea was scheduled to be presented to the Board of Selectmen at their July 31 meeting. It was agreed that Trustee Mann would take the lead in preparing a letter from the Trustees to the Belmont Citizen Herald about the Trustees' concerns with the process and the big idea concept, particularly to clarify that the idea was put forward by the Planning Board and not the Trustees.

The meeting concluded with a discussion of staffing issues given recent departures and open positions, and the Trustees agreed with Peter's recommendation to seek temporary assistance from The Massachusetts Library System in the form of their Bibliotemps service, assuming clearance from applicable unions.

Chair Keohane moved to adjourn the meeting and Trustee Carthy seconded the motion. The meeting adjourned at 9:30 p.m.

**Next meeting will be held on Thursday, August 24, 2017 at 7:00 p.m. in the Flett room of the Library.**

**N.B.** An additional meeting may be scheduled in August for discussion of the "big idea" concept with Selectman Mark Paolillo and representatives of the Planning Board.

Respectfully submitted,  
Gail Mann, Secretary

**Exhibits:**

- Agenda- July 27, 2017
- Minutes- June 12, 2017
- Director's Report – July 2017
- Current Fiscal Year Data Comparison (Key Performance Indicators)

- BPL Expenditures FY 2017 year-to-date (dated July 20, 2017)
- Work Orders currently in process
- FY 2018 Capital Projects list