

Chair Keohane called the regular meeting to order at 7:03 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 was in attendance for the first item.

Belmont Librarians' Association union contract:

Human resources director Jessica Porter confirmed to the Trustees that the Librarians' Union had ratified their contract, previously discussed with the Trustees, that the Board of Selectmen were pleased with the overall cost of the contract, and that final approval of the contract was on the Board of Selectmen's September 25, 2017 meeting agenda, pending approval and signature by the Trustees. On a motion by Chair Keohane, seconded by Trustee Alligood, approval of the Belmont Librarian's fiscal 2017-fiscal 2020 contract was voted unanimously, whereupon the Trustees executed the contract.

Chair Keohane then inquired about whether Library staff received regular performance reviews. It was noted that these reviews were optional and not generally conducted, but the Trustees requested that direct supervisors conduct such optional reviews using the Town's standard format for such reviews.

Minutes: The Minutes of the Trustees' August 23 and August 24, 2017 meetings were approved, as amended, on a motion by Trustee Mann, seconded by Trustee Olmsted, and voted unanimously.

Updates:

Review of recent discussions at Board of Selectmen meetings: Chair Keohane reported that she had been asked to assist with drafting the article appointing the building committee that would oversee the schematic design process and authorizing funding for ½ of the cost of the schematic design work. Chair Keohane noted the discussion at a recent meeting highlighting the importance of civil discourse, and confirmed that the Trustees would continue to keep other stakeholders informed of their process.

Parking: Director Struzziero reported that he and Trustee Carthy would work together with a vendor on appropriate signage for Library parking to discourage use of parking spaces by persons other than Library patrons.

Boiler Installation: Director Struzziero reported that the boiler installation was complete, necessary inspections were underway, and the system should be operational in early October. Director Struzziero noted that Gerry Boyle, director of facilities, had announced his retirement at the end of the year.

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

Follow-up items: Director Struzziero reported that the security cameras installed at the Library are now active. He noted that he continued to work with Assistant Town Administrator Phyllis Marshall on budget logistics to fund temporary employees to fill staffing gaps.

Building and Grounds; Facilities Projects: Director Struzziero reviewed the facilities worksheet; comments were provided on format and content, and the Trustees reiterated the importance of minimizing closing time for necessary projects and attempting to schedule staff development if closing is necessary. Director Struzziero noted the good volunteer work of the Friends organization and Garden Club on the Library grounds.

General Update: Director Struzziero reported that two new librarians started September 18 – Rachel Moir as Young Adult Librarian, and Chris Tremblay as a Reference Librarian. He briefed the Trustees on a recent incident involving property damage, and also noted that he had requested replacement of new self-check-out machines due to shipment damage.

New Business:

Library Gift Funds: Trustee Mann led a discussion about the various Library gift and trust funds, including FY 2017 income and the two Dustan children's funds. Ms. Mann noted that the Town had provided an income recap for FY 2017 and that she would request additional information, since income was down from the prior year.

The Trustees then discussed the terms of the *Memorandum of Agreement Regarding a Gift by the Trustees of Jane Gray Dustan, dated August 2005*. It was noted that the Trustees had previously discussed the gift and Memorandum of Agreement. The Trustees again discussed the spirit of the gift as set forth in the Memorandum of Agreement, principally to ensure the existence of an excellent children's library facility. It was noted that the Feasibility Study pending the last time this matter was considered had been completed and the Feasibility Committee and Trustees recommended the new construction option presented in the Study. It was further noted that the Belmont Library Foundation had begun meeting about a renewed fundraising effort for a new Library, and, to facilitate that fundraising effort, the Board of Selectmen had agreed to recommend that an article be included for the upcoming November 13, 2017 Town Meeting to appoint a building committee to oversee development of a schematic design for a new library and to appropriate funds for a portion of this work. The Trustees agreed to continue this discussion at their October meeting.

Friends Report: Trustee Stearns presented the Friends report. She noted that the Friends had a new membership director and had put in place a challenge for month-end. Trustee Stearns reported that Gail Gorman had stepped down as President for personal reasons and that Sally Martin was the new President, with Nancy Dignan returning to serve as Vice President. The next meeting of the Friends would be the annual meeting. Trustee Stearns reported that the Friends was focusing on membership and would not be funding One Book One Belmont this year; Director Struzziero noted that the program was being deferred for now, but that he was working on a Books in Bloom program for the spring to be sponsored by the Garden Club. A discussion ensued about this program and possibly having it be part of a celebration of the Library's 150th anniversary.

Trustee Stearns reported that the Friends' book sale was scheduled for October 13-15, and that a "touch the truck" event would be held to encourage greater attendance. A pop-up book sale is scheduled for December 9.

Belmont Library Foundation Report: Director Struzziero reported that the Foundation had met September 12 and is up and running. The Foundation will be holding an annual meeting to elect new officers and directors later in the fall.

Chair Keohane moved to adjourn the meeting and Trustee Carthy seconded the motion. The meeting adjourned at 9:05 p.m.

Next meeting will be held on Thursday, October 19, 2017 at 6:00 p.m. in the Conference Room at the Beech Street Center.

Respectfully submitted,
Gail Mann, Secretary

Exhibits:

- Agenda- September 21, 2017
- Minutes- August 23 and August 24, 2017
- Director's Report – September 2017
- Current Fiscal Year Data Comparison (Key Performance Indicators)
- BPL Expenditures FY 2017 year-to-date (dated September 18, 2017)
- Work Orders currently in process
- Recap of Library Funds for FY2017
- Memorandum of Agreement Regarding a Gift by the Trustees of Jane Gray Dustan, dated August 2005

