

BELMONT PUBLIC LIBRARY
MEETING OF THE BOARD OF LIBRARY TRUSTEES

BELMONT, MASSACHUSETTS
October 19, 2017

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Chair Keohane called the regular meeting to order at 6:04 p.m. in the Conference Room at the Beech Street Center. Also present were Trustees Elaine Alligood, Gail Mann, Corinne McCue Olmsted and Mary Stearns, and Director Peter Struzziero. Trustee Mark Carthy was absent. A new resident of Belmont attended the second half of the Meeting.

Minutes: The Minutes of the Trustees' September 18 and September 21, 2017 meetings were approved on a motion by Trustee Mann, seconded by Trustee Stearns, and voted unanimously.

Updates:

October Board of Selectmen meeting and October 18 Warrant Committee meeting: Director Struzziero reported that the Board of Selectmen approved the proposed warrant article to establish a building committee and partially fund the cost of a schematic design for the Library. Chair Keohane reported that she attended the Warrant Committee meeting at which the Library's article was considered and responded to questions regarding the authorized funds requested, noting that the Belmont Library Foundation intended to fund half of the cost of the schematic design, estimated at \$300,000, and that up to \$150,000 was therefore being requested.

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

Follow-up items: Director Struzziero reported that the proposal for using an agency for temporary services to fill staffing gaps was approved by the Town.

Building and Grounds; Facilities Projects: Director Struzziero reported that the boiler had passed necessary inspections and was operational, and that a repair to the water heater was completed. He noted that the Facilities Department had hired a vendor to prepare a second opinion report on the condition of the roof. Director Struzziero reviewed the status of capital projects for the Library. He discussed specifically the lighting and insulation "envelope" project, noting that one wing at a time would be worked on with related closures. He noted that usage statistics for 2017 would be adversely impacted by wing and building closures necessitated by the various capital projects.

New Business:

Holiday Closures: Director Struzziero noted that most closures were addressed in the two union contracts. He highlighted that the Library would be closed Friday, November 10 and Saturday, November 11 for the Veteran's Day holiday, as provided in the contracts. Director Struzziero noted historical practice of closing the Library at 5:00 p.m. the Wednesday prior to Thanksgiving, but that the practice was not memorialized in the contracts. The closure of the Library at 5:00 p.m., November 22, 2017, the day before Thanksgiving, was approved on motion by Trustee Mann, seconded by Chair Keohane, and voted unanimously.

December Trustees' meeting: At the request of Director Struzziero, it was agreed that the December 2017 Trustees' meeting would be held at the Library on Wednesday, December 13, 2017 instead of Thursday, December 14, 2017.

Library Gift Funds: Trustee Mann referenced the income recap for FY 2017 for the Library's various gift funds and noted that she had confirmed with the Town Treasurer that the income amounts were correct. Upon motion by Trustee Mann, seconded by Chair Keohane, it was voted unanimously to transfer \$1,371.82 from the Special Funds to the Special Fund "72 Expenditure Account; \$9,278.26 from the Jane Dustan Children's Educational Fund to the Jane Dustan Children's Expense Account; and \$2,887.13 from the various Library Gift Funds to their expenditure account – a total transfer of \$13,537.22.

The Trustees then considered the terms of the *Memorandum of Agreement Regarding a Gift by the Trustees of Jane Gray Dustan, dated August 2005*. The Trustees 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. As part of the discussion, the Trustees also considered the spirit and purpose of the Jane Dustan Children's Education Fund.

The Trustees referenced their September 2017 discussion and noted that pending and assuming approval of a building committee and funding at the November 13, 2017 Special Town Meeting, the Trustees anticipate that a schematic design for a new Library will be completed in the next several months to support the Belmont Library Foundation's expected fundraising efforts. Accordingly, on motion by Chair Keohane, seconded by Trustee Stearns, the Trustees voted unanimously to defer a decision on the specific application of the Dustan Bequest at the present time pending the schematic design work, commencement of the fundraising effort, and further consideration of how best to fulfill the spirit of the bequest.

Friends Report: Trustee Stearns presented the Friends report. She noted that the Friends estimate that they will be able to, and intend to, provide some financial support for the Library Director's programming initiatives in the next three years, with specific application of funds to be approved by the Friends. The Friends' continues to support the museum pass program.

Trustee Stearns reported on the recent book sale and noted that the Friends were looking for another fundraiser in addition to the book sales. She noted that Belmont teachers acquired approximately 1,700 books in advance of the public sale. Trustee Stearns commended the Friends' Library beautification day. She reported that Friends' membership was exceeding interim goals and that the organization would be funding new library cards with the Library's new logo.

Security Cameras: Director Struzziero confirmed that the cameras were operational. The Trustees and Director Struzziero discussed whether or not a policy on use of information collected would be useful.

November 13, 2017 Special Town Meeting: Chair Keohane noted that talking points had been prepared and that Trustees should reach out to Town Meeting members to explain the status of the process and content of the Library's warrant article.

Chair Keohane moved to adjourn the meeting and Trustee Olmsted seconded the motion. The meeting adjourned at 7:00 p.m.

Next meeting will be held on Thursday, November 16, 2017 at 7:00 p.m. in the Assembly Room at the Library.

Respectfully submitted,
Gail Mann, Secretary

Exhibits:

- Agenda- October 19, 2017
- Minutes- September 18 and September 21, 2017
- Director's Report –October 2017
- Current Fiscal Year Data Comparison (Key Performance Indicators)
- BPL Expenditures FY 2017 year-to-date (dated October 17, 2017)
- Work Orders currently in process
- Recap of Library Funds for Fiscal Year 2017
- Memorandum of Agreement to establish The Jane G. Dustan Children's Education and Enrichment Fund, dated August 2005, and Amendment to the Agreement, dated August 2002
- Gifts of Cash and Financial Assets Policy