

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

Minutes: The Minutes of the Trustees' October 19 meeting was approved on a motion by Trustee Carthy, seconded by Trustee Olmsted, and voted unanimously.

Updates:

Town Meeting Review- the Director and the Trustees discussed the results of the vote at the November 13, 2017 Town Meeting to authorize formation of a Building Committee and reviewed the steps required to accomplish this. Because the Town Moderator appoints the Building Committee members, the Director and Chair of the Board of Trustees will request to meet with the Moderator to discuss their ideas about the possible composition of the forthcoming Building Committee. The Trustees and the Director hope that the Building Committee will be formed and ready to start meeting in January 2018.

FY19 Budget Plans-the Director said that the Town's budget season has begun. He will provide the Personnel Analysis to the Town Administrator by December 1, the first step in preparing the FY 19 budget. The next step, the budget narrative, is due January 8.

Professional Development Review-The Director recently attend the New England Library Association (NELA) conference and told the Trustees that he gained much useful information. The Director has completed his in-service training course titled Effective Leadership Development which he reported was very helpful.

Library Stairwells-The asbestos in the Library stairwell in the West Wing is scheduled to be abated and will necessitate closing the Library for the duration of this work, tentatively January 8-10. The Director is arranging staff training during this time and confirmation of the training availability is contingent on confirmation of the proposed closure dates as planned.

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

Facility-the Library building hosts the server room which supports the school and town IT departments. There is a need to replace the air conditioner in this room due to the temperature load in this room.

Building Maintenance-The Library has executing a contract with the new cleaning company effective through 7/1/18. There is new metal and paper signage both inside and outside the Library.

Staff-The Director reported that there is new Library staff which includes an intern from the Simmons Library Science program, two part time reference librarians, one part time circulation assistant and one children's librarian. One opening remains to be filled for a library assistant in the Children's Room.

Programs-More than 150 people attended the Library's Halloween Party. There is also a new movie club on occasional Friday nights at 6:30. The library screened the Maltese Falcon on November 17.

New Business:

West Wing-The Director reported that the refurbishment of the West Wing to install new lights and insulation in the ceiling is proceeding well. The West Wing will be closed throughout November and will reopen in December. The information is reported on the Library's web site.

New Year's Eve Schedule – The Director asked the Trustees to vote on whether the Library would close on Sunday December 31, 2018 instead of maintaining the Sunday schedule of being open from 1-5 pm. The Trustees voted unanimously to maintain the Sunday schedule and keep the library open. The Trustees asked the Director to provide the 2018 schedule showing when the Library will be open and identifying any holiday associated dates not covered by Union agreements for the next Trustees meeting.

Friends / Foundation Reports-The Board of the Friends of the Belmont Public Library reviewed its priorities for 2018. It has identified recruiting additional volunteers as top priority. The Board will also focus on developing marketing materials, identifying an Ambassador for the Saturday Music Program, identifying new database software to handle their membership data, and revising their publicity strategy. The Friends will have input to the Library's Bugle and new members will automatically be sent a subscription to the Bugle. The Friends will hold a "Pop-Up" Book Sale on Saturday, December 9 from 1-4 pm in the Flett Room. The Friends purchased additional kindles for the library to circulate.

The Belmont Library Foundation has met, assembled its Board of Directors and elected David Stievater as President. The Foundation is creating a logo and website and is developing website materials for this website.

Incident Reports-The Director reported on two recent incidents.

New Policy – Special Collections Policy. This discussion is deferred until next month. The Library staff asked for more time to prepare their input.

Trustees Meeting Schedule 2018- The Trustees will meet on January 25, February 15, March 15, April 12 and May 17.

Next Meeting: December 13th 7:00pm – Claflin Room

Respectfully submitted,

Mary Stearns for Gail Mann, Secretary

Exhibits:

- Library Trustees Agenda- November 16, 2017
- Minutes-October 19, 2017
- Director’s Report –November 2017
- Current Fiscal Year Data Comparison (Key Performance Indicators) October 2017
- Building and Grounds Spreadsheet, November 2017