

BELMONT PUBLIC LIBRARY
MEETING OF THE BOARD OF LIBRARY TRUSTEES

BELMONT, MASSACHUSETTS
December 13, 2017 2018 JAN 26 PM 2:20

Chair Keohane called the regular meeting to order at 6:10 p.m. in the Claflin Room at the Library. Also present were Trustees Elaine Alligood, Mark Carthy, Gail Mann, Corinne McCue Olmsted and Mary Stearns, and Director Peter Struzziero. A Belmont resident, Margaret Ecklund, attended the second half of the Meeting.

Minutes: The Minutes of the Trustees' November 16, 2017 meeting were approved on a motion by Trustee Carthy, seconded by Chair Keohane, and voted unanimously.

Updates:

FY 2019 Budget: Director Struzziero reported that he had prepared the first version of the FY 2019 budget and had reviewed it with Chair Keohane. He noted that the budget would be submitted before the Christmas holiday and that the budget narrative would be submitted in early January. Director Struzziero reviewed the proposed increase to non-salary items, as well as the increase to specific line items, including the materials budget, services, and facilities items. He noted an increase in the Minuteman network fee. He also reported that the current version of the budget includes a supplemental request for funds to keep the children's room open one additional night. Director Struzziero indicated that he would send the trustees a schedule of budget deliverables.

Holiday closures: The Trustees reviewed the list of 2018 Library closure days with Director Struzziero, noting specific union contract provisions in this regard. The Trustees noted that Director Struzziero should keep in mind the importance of staying open to service patrons when considering when and if to approve or request optional closings.

Renovation of west wing: Director Struzziero reported that the work had been delayed because of a schedule problem with the ceiling contractor but was expected to start again soon. He reported that the east wing work will begin upon completion of the west wing.

Director's Report: Director Struzziero referred to his report included with the meeting materials. He noted that he would focus on programs and innovations in his oral report and refer to the written materials for other items. Various programs held during the past month were highlighted.

Follow-up items:

Building and Grounds; Facilities Projects: Director Struzziero reported that capital projects were delayed because of staff departures in the facilities department. In particular, the January asbestos tile abatement project for the stairwell was delayed, so the Library will not close and staff training for the closure days has been cancelled. The Trustees noted the importance of prioritizing safety projects.

New Business:

Children's room: Director Struzziero reported that he would be hiring a library assistant for the Children's Room.

Building Committee: Chair Keohane reported that the Building Committee for the Library was being established and was expected to be complete by the holiday break. There will be one Trustee representative on the Committee, as well as a representative from the Belmont Library Foundation.

Board of Selectmen: Chair Keohane noted that a study committee appointed by the Selectmen were interested in the views of elected officials concerning the size of the Board of Selectmen. A discussion ensued among the Trustees, with members noting the volume of work for the present three members.

Friends Report: Trustee Stearns noted that the Friends had not met in the past month. The Friends held a pop-up book sale on December 9th but the results of the sale were not yet available.

Belmont Library Foundation (BLF) Report: Chair Keohane reported that the Trustees could designate two BLF Directors. She noted that this would be discussed again in January after the Building Committee was finalized.

Trustee Mann presented the report of the BLF meeting held December 11th. She noted business items discussed, including the current tax status of the Foundation as a private foundation and work being done in this regard. The BLF is working on a new and improved website and plans to go live in the next few months. The BLF is working on the Library "story" and considering how best to communicate the fundraising effort.

Incident report: Director Struzziero reported that the security camera video helped avert an incident in the Library.

Donation: Director Struzziero reported that the Library had received bequest donations totaling \$60,000 from the Lenk estate. He noted that Town counsel was reviewing the relevant documentation associated with the bequest.

Chair Keohane moved to adjourn the meeting and Trustee Stearns seconded the motion. The meeting adjourned at 7:45 p.m.

Next meeting will be held on Thursday, January 25, 2018 at 7:00 p.m. in the xxx Room at the Library.

Respectfully submitted,
Gail Mann, Secretary

Exhibits:

- Agenda - December 13, 2017
- Minutes - November 16, 2017
- Director's Report –December 2017
- Current Fiscal Year Data Comparison (Key Performance Indicators)
- BPL Expenditures FY 2017 year-to-date (dated December 8, 2017)
- Work Orders currently in process
- 2018 holiday closure list