

Chair Keohane called the regular meeting to order at 7:00 p.m. in the Flett Room at the Library. Also present were Trustees Elaine Alligood, Mark Carthy, Gail Mann, Corinne McCue Olmsted and Mary Stearns, and Director Peter Struzziero. Patrice Garvin, Town Administrator, and Larry Link, member of the Belmont Library Foundation, were also present for the meeting.

Director Struzziero previewed a new marketing video funded by the Friends. All attendees were very impressed with the quality and content of the video.

Ms. Garvin then introduced herself to the Trustees and a conversation ensued about her background, approach and areas of focus.

Updates:

FY 2019 Budget: Director Struzziero reviewed the Library's preliminary capital requests submitted to the Town, noting a focus on patron safety and ease of funding. He commented that the budget process was expedited this year and noted that the capital requests had not been vetted by the Trustees. The three submitted requests were discussed – automatic door locks, the next phase of the lighting fixture upgrade, and book drop awning and lighting. Town Administrator Garvin noted that vocational schools may be willing to undertake some work at no cost. After discussion, the Trustees suggested that the book drop awning project be reconsidered.

Ms. Garvin discussed issues with the Town's operating budget. Director Struzziero referenced the capital outlay included in the Library's FY2019 budget and inquired whether the utility line items might be adjusted to cover the outlay. It was agreed that the Trustees would individually provide feedback, if any, to Director Struzziero, who would work with Chair Keohane on this matter.

Holiday closures: At the request of Trustee Stearns, the Trustees reconsidered their decision for the Library to be open on Easter Sunday. Director Struzziero reported that he had polled libraries in the Minuteman network and all but two plan to be closed on that day. He noted that a skeletal staff, along with Director Struzziero, would be available if the Library were to open. After considerable discussion weighing the Library's service mission and staff morale, on motion by Trustee Mann seconded by Trustee Carthy, it was voted that the Library would be open on Easter Sunday, April 1, 2018, with Trustees Olmsted and Stearns dissenting.

Town Administrator Garvin left the meeting after the holiday closure discussion.

Books in Bloom: The Books in Bloom event is scheduled for March 2-4, 2018. The event will be co-sponsored by the Belmont Library Foundation, the Belmont Garden Club, the Belmont Historical Society, and the Friends of the Library. Larry Link, who serves on the Board of the Belmont Library Foundation, discussed the ticketed opening reception event to be held on March 2nd. There will be programs throughout the weekend, and the Friends will sponsor a 150th birthday celebration for the Library on Sunday, March 4th.

Children's Programming: Director Struzziero reviewed changes to children's programming for 2018, including calendar sharing with the school department and additional outreach to promote attendance.

Lenk Trust Gifts: Director Struzziero confirmed that the two checks received had been deposited by the Town on behalf of the Library. The Trustees requested that Director Struzziero ask the new Town Administrator to reach out to Town Counsel again to further discuss the legal release document relating to the funds.

Renovation of west wing: Director Struzziero reported that the work had been significantly delayed because of unanticipated building code issues, but that the issues and additional cost were being addressed by the Facilities Department.

Belmont Library Foundation Board of Directors – Trustee appointments: The Trustees discussed individuals who could ably represent the Library's interests on the Foundation Board. Mr. Link noted that the Foundation was itself seeking additional directors. It was agreed that Chair Keohane would reach out to Mary Alice Wistman, a former Trustee and former President of the Friends, to determine her interest in serving on the Foundation Board.

Library Building Committee: Chair Keohane reported that the Library Building Committee held its first meeting, would meet again the week of January 29, and that the first order of business was to put together an RFP to hire an OPM (Owner's Project Manager). She noted that Clair Coburn, former President of the Foundation, was the chair of the Building Committee, Sally Martin, the President of the Friends, was Treasurer and Steve Sala, a member of the Town's permanent building committee, was the Secretary.

Director's Report: Director Struzziero referred to his report included with the meeting materials. He noted December 2017 achievements. He also noted that a temporary Facilities consultant was hired to address staffing challenges at the Facilities Department.

New Business:

Painting restoration offer: Director Struzziero referred to the letter included with the meeting materials regarding restoration of a painting formerly hanging in the Claflin Room that is now in Library storage. The Trustees noted the need for significant restoration of the painting but decided to seek information on the value of the painting before responding to the restoration offer.

Belmont Library Foundation (BLF) Report:

Larry Link, member of the Foundation Board, presented the report. He reported that the Foundation delayed its first publicity letter because of the recent vote on the new high school project. He highlighted the March 2nd Books in Bloom reception to engage the community and Library supporters. He discussed the Foundation's status and initial fundraising thoughts.

Special Collections Access Policy: Director Struzziero requested that the Trustees approve a new policy to handle requests for access to the Library's special collections. On motion by Trustee Carthy, seconded by Trustee Olmsted, the Special Collections Access Policy was voted unanimously.

Incident report: Director Struzziero reported on three incidents of note, two involving property damage and one violation of the Library's Behavior Policy that did not require police involvement.

Minutes: The Minutes of the Trustees' December 13, 2017 meeting were approved, as amended, on a motion by Trustee Carthy, seconded by Trustee Mann, and voted unanimously.

Trustee Mann moved to adjourn the meeting and Trustee Stearns seconded the motion. The meeting adjourned at 9:20 p.m.

Next meeting will be held on Thursday, February 15, 2018 at 7:00 p.m. in the Assembly Room at the Library.

Respectfully submitted,
Gail Mann, Secretary

Exhibits:

- Agenda – January 25, 2018
- Minutes – December 13, 2017
- Director's Report – January 2018
- Current Fiscal Year Data Comparison (Key Performance Indicators)
- BPL Expenditures FY 2018 year-to-date (dated January 19, 2018)
- Work Orders currently in process
- 2018 holiday closure list
- Inventory of Belmont Public Library Policies
- Memorandum regarding damaged painting in storage
- Proposed Special Collections Access Policy
- FY 2019 capital projects proposals – project descriptions
- FY 19-FY23 capital projects spreadsheet