

Chair Keohane called the regular meeting to order at 7:04 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.

Minutes: The Minutes of the Trustees' February 15, 2018 meeting were approved on a motion by Trustee Mann, seconded by Chair Keohane, and voted unanimously.

Updates:

FY 2019 proposed capital projects: Director Struzziero reported that he had spoken with someone about the possibility of Minuteman Vocational students providing services for the possible book drop awning project. He noted that the FY 2019 proposed projects list had already been distributed and included the book drop awning project, but that the chair of the Capital Budget Committee would convey to the appropriate persons that the project will be removed from the list. The Trustees and Director Struzziero agreed that Director Struzziero would consult with the Trustees prior to making any commitments regarding the book drop work.

Books in Bloom: Director Struzziero and Chair Keohane reviewed impressive attendance at the various events over the Books in Bloom weekend, noting in particular the ticketed reception held during a storm and the 150th birthday celebration on Sunday. Director Struzziero noted plans to continue the 150th birthday buzz in Town, and the Trustees concurred with producing a banner, with a request to the Friends for funding.

Director's Report: Director Struzziero referred to his report included with the meeting materials, highlighting accomplishments and outstanding facilities projects. He reported that assistant Town Administrator Phyllis Marshall was providing service to the facilities department due to staffing shortages and that the east wing project, following completion of the west wing, was progressing.

New Business:

Incident reports: Director Struzziero reported that there had been three incidents over the preceding month, including behavior policy violations and a tree down across the parking lot the afternoon of the Books in Bloom reception. He reported that a belt had broken on the boiler room compressor, and that the resultant smoke required the building to be evacuated.

Policies: Director Struzziero referred to the list of Library policies and referenced the Circulation Policy. He discussed proposed changes noted in green on the version of the policy included with meeting materials. On a motion by Trustee Stearns, seconded by Trustee Alligood, it was voted unanimously to approve the proposed changes to the Library's Circulation Policy relating to (i) accessing children's library cards and (ii) doing away with accepting replacement copies for lost or damaged materials.

Director Struzziero also noted that an amended application for reserving Library meeting rooms was included in the meeting materials for the Trustees' reference.

Friends' report: Trustee Stearns presented the report. She noted that the Friends were considering a change to their annual meeting format -- to conduct an evening, rather than morning, event -- with the tentative date of May 24th.

Belmont Library Foundation (BLF) Report: Director Struzziero, assisted by Chair Keohane and Trustee Mann, presented the report. He noted that at the Foundation's most recent meeting, plans for the Books in Bloom event were discussed. Chair Keohane and Trustee Mann reported on a discussion of the roles of the Foundation, the Friends, and the Trustees, noting that roles should be clear as each organization seeks to support a possible new Library and the continuation of quality programs and services.

Library Building Committee: Director Struzziero reported that a Request for Services (RFS) to select an owner's project manager (OPM) was expected to be sent out later in the week. The Trustees inquired as to the timeline for preparation of the schematic design and concurred that public input into the design should be sought.

Security: Director Struzziero and the Trustees discussed staff and patron security issues in light of the recent tragic incident at the Winchester Public Library. Director Struzziero noted that he would like to schedule additional security training for the entire staff with the police, including appropriate exercises and videos and preparation of safety procedure materials. The Trustees agreed that the Library could be closed to accommodate the training. The Trustees requested that Director Struzziero seek input from the police and other experts on appropriate procedures and suggested that he request that the police do regular daily checks in and around the building.

Refurbishment of Children's Room: Director Struzziero commented on the condition of the Children's room and proposed refurbishment. The Trustees unanimously supported such a project, including carpet, paint, furniture and lighting. Trustee Olmsted agreed to work with Director Struzziero on plans. On a motion by Trustee Carthy seconded by Chair Keohane, it was voted unanimously to authorize Director Struzziero to spend up to \$30,000 of state aid funds, subject to working with Trustee Olmsted on the project, to refurbish the Library Children's Room.

Director Struzziero's performance review: Chair Keohane noted that she would be reaching out to each Trustee for input into Director Struzziero's upcoming annual performance review.

Chair Keohane moved to adjourn the meeting and Trustee Alligood seconded the motion. The meeting adjourned at 9:00 p.m.

Next meeting will be held on Thursday, April 12, 2018 at 7:00 p.m. in the Flett Room at the Library.

Respectfully submitted,
Gail Mann, Secretary

Exhibits:

- Agenda – March 12, 2018
- Minutes – February 15, 2018
- Director's Report – March 2018

- Current Fiscal Year Data Comparison (Key Performance Indicators)
- BPL Expenditures FY 2018 year-to-date (dated March 8, 2018)
- Work Orders currently in process
- Inventory of Belmont Public Library Policies
- Belmont Public Library Circulation Policy (with proposed changes)
- Application for Use of Belmont Public Library Meeting Rooms