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BELMONT PUBLIC LIBRARY
MEETING OF THE BOARD OF LIBRARY TRUSTEES

BELMONT, MASSACHUSETTS

April 12, 2018

2018 MAY 24 PM 1:57

Chair Keohane called the regular meeting to order at 7:04 p.m. in the Conference Room 2 at the Belmont Town Hall. Also present were Trustees Elaine Alligood, Corinne McCue Olmsted, and Mary Stearns, and Director Peter Struzziero. Trustee Mark Carthy joined the meeting when it was in progress. Larry Link, Belmont Library Foundation, attended this meeting as an observer.

Minutes: The Minutes of the Trustees' March 12, 2018 meeting were approved on a motion by Chair Keohane, seconded by Trustee Alligood, and voted unanimously.

Invited Guests: At the March 12 meeting the Trustees requested that Director Struzziero seek input from the police and other experts on appropriate procedures to enhance security at the library. Following up, Deputy Chief James MacIsaac and Lieutenant Kristen Daley, BPD, attended the initial portion of this Trustees meeting to discuss safety and training. BPD will work with the Library Director to draft an emergency plan for the library, draw up response plans and evacuation procedures for emergency scenarios, and plan and schedule training for library staff. The Director will also coordinate with the Belmont Fire Department to incorporate their recommendations in these emergency procedures.

Updates:

- A. **FY 2019:** Director Struzziero reported that he has completed the required submissions for the budget. The Town Administrator has identified a source of funds to cover the supplemental budget request and the Director has withdrawn the supplemental budget request. The Library Director has withdrawn the capital budget request for the exterior book drop awning. The Director circulated a preliminary concept sketch provided by Minuteman Tech students for an exterior awning. The Director asked the Trustees for a vote as to whether he continue to look for ways to obtain this awning. The Trustees voted 3 to 2 to stop this effort. The Chair and the Director met with 5 members of the Warrant Committee. They discussed the library's long-range plan and the annual report and the Warrant Committee members in attendance expressed interest in the library.
- B. **One Book One Belmont:** The Director is planning to have a "community read" in October 2018 and a committee will meet in the month of May to organize this event. The book selection is to be announced.
- C. **Children's Room Refresh:** This refresh is scheduled for November. It will require closure of the Children's Room for 2 weeks and use of the Assembly Room as the temporary Children's Room. The Director will seek a free consultation from a design expert available through the Mass Library System.
- D. **150th Year Campaign:** The Director would like to install an outside banner to recognize the library's 150th anniversary. Trustee Alligood will work with the Director to plan for the banner and its weather-hardy installation. The Trustees asked them for a timeline for producing this banner.
The Director has started a list of 150 things to do at the library in support of this anniversary and asked the Trustees to submit ideas to bring the total to 150. This list will be featured on the

Library's web page and in other places. The Library will also provide lists of the 150 most popular books, children's books and movies during the last 2 years and make this information widely available. Additional efforts to celebrate this anniversary include installation of an easel at the Library where patrons can add to a list describing what they like about the library.

Director's Report: Director Struzziero updated the trustees on the gutter replacement project. The budget only allows for replacement of the gutters on the front of the building. There is a need for gutter replacement on the sides and back of the building due to ice dams and damage to the interior. The lift used for gutter installation, which had to be parked due to inclement weather, has damaged landscaping and curbing next to the Library parking lot.

A patron's car damaged a corner of the shed in the Library parking lot but there is no witness to the incident.

The East Wing project is progressing. The best case is that the East Wing will reopen after May 1.

New Business:

- A. Trustee roles: There may be a need to form a subcommittee of the Library Trustees to plan for the continuation of library services during construction of a new library. The subcommittee would collect information about options, identify issues, talk to other towns to obtain ideas as to how to provide temporary service and estimate the costs of temporary services.
- B. Discussion of budget planning was deferred
- C. Reports
 - a. Building Committee. Chair Keohane, reported that the Building Committee is considering the time line and will give an update at the spring Town Meeting. The Building Committee is deciding when to hold public forums beginning in CY 19 and is coordinating with other town activities.
 - b. Foundation. Larry Link reported that the Foundation is active, identifying people to chair subcommittees, developing material, and planning events during this the "quiet" phase of the campaign.
 - c. Friends-the Friends met April 5, 2018 and they are in good financial shape. The Everyday Book sale proceeds have increased attributable to new location, new box and good signage. The Friends Annual meeting will be 5/24 at 7 pm. The Chairs of the Trustees, Library Foundation and Building Committee will serve on a panel to update the Friends on the status of the new library. Town Day is 5/19 and the Friends will staff a table to sell books and Friends memberships, adjacent to Foundation table. The Friends' leadership, Sally Martin, Nancy Dignan and Hannah Fischer will continue to serve. At Books in Bloom, the Children's book sale was very successful and Friends membership has reached and expects to exceed its goals.
- D. Trustee Meeting Schedule. May 17, June 14, July 24, August 22, September 25
- E. Next Meeting: May 17, 6 pm -Flett Room

9:15 Adjournment

Respectfully submitted,
Mary Stearns for Gail Mann, Secretary

Exhibits:

- Agenda – April 12, 2018
- Minutes –March 12, 2018
- Director’s Report – April 2018
- Current Fiscal Year Data Comparison (Key Performance Indicators)
- LIBvisual
- Buildings and Grounds Spreadsheet
- March 2018 Statistics