

BELMONT PUBLIC LIBRARY
MEETING OF THE BOARD OF LIBRARY TRUSTEES

BELMONT, MASSACHUSETTS
May 17, 2018

2018 JUN 25 PM 2:11

Chair Keohane called the regular meeting to order at 6:05 p.m. in Conference Room #1 at Town Hall. 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' April 12, 2018 meeting, as amended, were approved on a motion by Chair Keohane, seconded by Trustee Carthy, and voted unanimously.

Chair Keohane confirmed that Director Struzziero's annual review would be conducted in June and effective July 1, to coordinate with Director Struzziero's current contract. She noted that she would be seeking Trustee input and that Director Struzziero was preparing a self-evaluation.

Roles and Responsibilities: The first order of business was to appoint and assign roles and responsibilities for the upcoming year. Trustee Mann moved that Chair Keohane continue to serve as Chair of the Board of Library Trustees. Trustee Olmsted seconded the motion and the motion was voted unanimously. Trustee Stearns then moved that Trustee Alligood continue to serve as Vice Chair, seconded by Chair Keohane, and voted unanimously. Chair Keohane moved that Trustee Mann continue to serve as Secretary, seconded by Trustee Alligood, and voted unanimously.

The Trustees then considered various liaison roles for the Trustees with other organizations and Town Departments. Chair Keohane, as a member of the Library Building Committee, will continue in that role. Mary Stearns agreed to continue to serve as the Trustee liaison to the Friends of the Belmont Public Library. Trustee Olmsted agreed to continue to serve as liaison to the School Committee. Trustees Mann and Stearns agreed to serve as liaisons to the Capital Budget Committee (and any subcommittees) and Chair Keohane and Trustee Mann, as well as Trustee Alligood, will serve as liaisons to the Belmont Library Foundation.

Updates:

Belmont Historical Society: The Trustees continued their discussion about the Belmont Historical Society's relationship with the Library (the Clafin Room) and what the relationship and associated obligations are or should be if a new Library were built. The Trustees will continue an ongoing conversation with representatives of the Historical Society in this regard.

Fundraising: Trustee Alligood will do some research, including reaching out to the Massachusetts Board of Library Commissioners, concerning the experience of other public libraries with regard to fundraising.

150th anniversary: Following up on the successful Books in Bloom event in March, Director Struzziero noted that the new banner had been hung and that "150 services offered by the Library" would be parceled out in the monthly newsletters over the course of the year. He also noted there would be a featured program of the month and a paper brochure highlighting the anniversary.

Lenk Bequests: Director Struzziero requested that the Trustees formally approve that an account be established to hold the recent Lenk bequests received by the Library. Trustee Mann moved, seconded

by Chair Keohane, that the two Lenk bequests totaling \$60,000 be deposited in a new gift fund, the Lenk Bequest Fund, to be held by the Town of Belmont on behalf of the Library, which fund shall be unrestricted as to use and be treated similarly to other Library funds, including the release annually of 80% of the income generated by the fund to an expenditure fund for use by the Trustees as they determine in their discretion. The motion was voted and approved unanimously.

Belmont Gallery of Art: Director Struzziero reported that Rebecca Richards, Director of the Belmont Gallery of Art, will attend a future Trustees' meeting to discuss setting up a rotating art exhibit at the Library.

Easter Sunday opening: Director Struzziero reported on the limited Library usage on Easter Sunday. The Trustees thanked him for the data.

Town Meeting: Chair Keohane reported that there would be a proclamation in honor of the Library's 150th anniversary at the May 30 Town Meeting, to be followed by a short report on the Library.

Director's Report: Director Struzziero referred to his report included with the meeting materials. He noted that the air compressor was being replaced, to be funded within the fiscal year 2018 budget, and that he was coordinating with the Facilities Department.

Follow-up items: Director Struzziero reviewed the status of existing capital projects, and highlighted that a new Director of Facilities, Steve Dorrance, was in place.

Incident Reports: Director Struzziero reported on incidents, including theft of a bicycle (working with the Police Department) and that slate roof tiles had fallen off (no injuries). The Trustees recommended that Director Struzziero request that the Facilities Department conduct a roof maintenance check for safety reasons.

New Business:

Friends' Report: Trustee Stearns reported that the Friends' had not met since the April meeting; the Annual Meeting of the Friends is scheduled for May 24th.

Building Committee: Chair Keohane reported that the Daedelus firm had been selected as the Owner's Project Manager (OPM). The OPM will be putting together the RFP for the schematic design architect. She noted that public meetings would likely be scheduled late in the year.

Chair Keohane moved to adjourn the meeting and Trustee Mann seconded the motion. The meeting adjourned at 7:00 p.m.

Next meeting will be held on Thursday, June 14, 2018 at 7:00 p.m. in the Flett Room of the Library.

Respectfully submitted,
Gail Mann, Secretary

Exhibits:

- Agenda- May 17, 2018
- Minutes- April 12, 2018
- Director's Report – May 2018
- Current Fiscal Year Data Comparison (Key Performance Indicators)
- BPL Expenditures FY 2018 year-to-date (dated May 10, 2018)
- Work Orders currently in process