

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. Rebecca Richards, Director of the Belmont Gallery of Art, and Steve Dorrance, Director of Facilities for the Town of Belmont, were present for a portion of the meeting as noted.

Belmont Gallery of Art: Rebecca Richards, Director of the Belmont Gallery of Art, presented an overview of the gallery located on the third floor of the Town Hall Homer Building. She noted that while the space was lovely, the Gallery did not have much foot traffic and they were working on permanent signage to increase visibility. She also noted limitations on working with “wet” art media in the current space.

Ms. Richards noted that there were many visual artists in Belmont and surrounding communities. She highlighted the multi-generational interest in the Gallery and that the Gallery partners with other Town groups on various projects.

The Trustees and Ms. Richards discussed hosting exhibits in the Library, which would beautify the Library and promote the Gallery. The Trustees thanked Ms. Richards for attending and looked forward to collaborating in the future.

Director of Facilities: Director Struzziero then introduced Steve Dorrance, Belmont’s new Facilities Director, to the Trustees. Mr. Dorrance discussed his background, most recently with the Commonwealth of Massachusetts as the director of facilities for several hospitals, with a focus on life safety and the environment. He noted that he had previously been on the Board of the National Trust for Historic Preservation.

Mr. Dorrance reported that he was partnering with Director Struzziero on the Quiet Rooms for the Library and was aware of the Library’s facilities needs. He noted the deferred maintenance issues facing the Town. The Trustees and Mr. Dorrance discussed various facilities issues for the Library and the need for services from his Department, particularly under the facilities consolidation initiative. The Trustees requested that Mr. Dorrance consider an overall health and safety assessment of the Library facility.

Minutes:

The Minutes of the Trustees’ May 17, 2018 meeting, as amended, were approved on a motion by Chair Keohane, seconded by Trustee Alligood, and voted unanimously.

Discussion Items:

Active card holder review: Trustee Carthy and Director Struzziero reviewed data on the number of library cards outstanding over the past few years. The Trustees and Director Struzziero discussed efforts underway to issue library cards to school-aged children and to promote the Library’s app at programs.

Irrigation system: Director Struzziero reported that the contractor used by the Town would be hired to perform services for the Library.

One Book One Belmont: Director Struzziero reported that the book selected for the fall 2018 One Book One Belmont would be announced with the publication of the summer reading list.

Summer review of Library policies: Director Struzziero reported that he would be reviewing Library policies this summer, starting with the two policies that have gone the longest period without review. Chair Keohane suggested a regular policy review schedule, as well as consideration of deleting policies no longer necessary and creating others to address new issues.

New Business:

FY 2018 close: Director Struzziero reported that the Library would close the year within budget. He noted that the materials budget had all been used, with funds reserved for existing orders. He also noted that he would be replacing old furniture and doing certain repairs and upgrades with funds remaining in the maintenance budget. Director Struzziero reported that the existing cleaning contract would be extended for 60 days, pending decisions of the Facilities Department about a new contractor.

FY 2019 update: Director Struzziero reported that the “person in charge” plans are in place for July 1 and a manual was being produced to set out the plans. He also reported that the extended children’s room evening hours, as approved in the 2019 budget, would commence Monday, July 2nd and that emergency procedures would be reviewed with staff in July and August.

Summer programs: Director Struzziero provided the Trustees with the summer programs flyer and briefly discussed the programs.

Reports:

Friends’ report: Trustee Stearns presented the Friends report. She noted that the Annual Meeting of the Friends took place May 24th. The Friends have sufficient funds for planned activities and the executive committee will meet over the summer to discuss the next fiscal year, which commences September 1. The Friends has 320 members.

The Friends had a table at the June 2nd Town Day, next to the Belmont Library Foundation. The beautification subcommittee furnished the Library with two rocking chairs, as well as garden equipment. The book sale is scheduled for October 12-14, and the Chenery Book Awards, sponsored by the Friends and recipients selected by Chenery teachers, will be awarded on June 20th.

The Friends sponsored a variety of programs in FY 2018, including programs for English language learners, teen programs, and a college essay program.

Belmont Library Foundation report: Trustee Mann and Director Struzziero presented the report. Trustee Mann noted the Foundation’s focus on visibility for the Library and the Foundation’s fundraising initiative. The Foundation is sponsoring a town-wide event April 28, 2019 with Robert Putnam, professor of public policy at Harvard and author of several books, including Bowling Alone. Trustee Mann reported that she discussed with the Foundation directors the rules of engagement and roles and responsibilities for the Trustees and independent organizations supporting the Library.

Building Committee: Director Struzziero and Chair Keohane reported that the Library Building Committee would be meeting for the first time with the recently selected Owner's Project Manager (Daedelus) representative, on June 20th.

Director's Report: Director Struzziero referred to his report included with the meeting materials. He reported two incidents at the Library and noted that the Belmont Garden Club intended to plant an herb garden on the Library grounds.

Chair Keohane moved to adjourn the meeting and Trustee Alligood seconded the motion. The meeting adjourned at 9:11 p.m.

Next meeting will be held on Tuesday, July 24, 2018 at 7:00 p.m. in the xxxxx Room of the Library.

Respectfully submitted,
Gail Mann, Secretary

Exhibits:

- Agenda- June 14, 2018
- Minutes- May 17, 2018
- Director's Report – June 2018
- Current Fiscal Year Data Comparison (Key Performance Indicators)
- BPL Expenditures FY 2018 year-to-date (dated June 11, 2018)
- Work Orders currently in process
- Active Card Holders Year over Year
- Inventory of Belmont Public Library Policies
- Selectmen's Proclamation for Library's 150th anniversary