

Vice Chair Alligood called the regular meeting to order at 7:02 p.m. in the Assembly Room at the Library. Also present were Trustees Mark Carthy, Gail Mann, Corinne McCue Olmsted and Mary Stearns, and Director Peter Struzziero. Chair Keohane was present for the meeting commencing at 7:20 p.m. Paul Roberts, the Chair of, and the Library's liaison member on, Belmont's Information Technology Advisory Committee (ITAC), attended the first portion of the meeting.

Mr. Roberts summarized work he and the Committee are engaged in, including working with the Town Administrator on the town telephone system, with the School Committee chair, particularly on issues relating to the proposed new school, and surveys of Town committees and residents on their use of technology. He reported that the Committee planned to prepare a report on opportunities for Belmont and its residents to better utilize technology. Mr. Roberts noted that meetings of ITAC are streamed live and ITAC encourages other Town committees to stream their meetings. ITAC is also discussing with the selectmen virtual and remote meeting participation.

Mr. Roberts discussed security-related issues, as well as a "fix-it" initiative observed at the Boston Public Library that could be replicated in Belmont. Chair Keohane suggested that ITAC could be helpful to the Library's schematic design process.

Mr. Roberts noted that his three-year term was up and that the Trustees would need either to reappoint him or select another representative. On a motion by Trustee Mann, seconded by Trustee Olmsted, it was voted unanimously to re-appoint Paul Roberts to the Town of Belmont Information Technology Advisory Committee for a three-year term.

Minutes:

The Minutes of the Trustees' June 14, 2018 meeting, as amended, were approved on a motion by Chair Keohane, seconded by Trustee Carthy, and voted unanimously.

Discussion Items:

ARIS annual data: Director Struzziero noted that the annual ARIS statistical data collected by the Commonwealth now includes questions on security and social services. A discussion ensued about these issues, with Chair Keohane noting that it would be useful to request whether state-wide trends were available.

One Book One Belmont: Director Struzziero reported that the Committee was proceeding to plan for Frankenstein One Book One Belmont events in October and November.

Library Director Review: Chair Keohane led the review discussion, noting the categories of performance reviewed, including programs and services, management, staff development, and partnerships. She noted that she solicited input from the Trustees and Director Struzziero completed a self-assessment. Chair Keohane summarized feedback, noting his many contributions to the Library and areas for continued focus. The Trustees thanked him for his commitment and hard work, noting community recognition of improvements to the building and the Library's offerings.

On a motion by Chair Keohane, seconded by Vice Chair Alligood, it was voted unanimously to award Director Struzziero a merit increase of 2%, effective July 1, 2018.

New Business:

Collection Policy for Tangible Gifts: Director Struzziero discussed the policy and proposed changes. He reviewed two policies from neighboring towns and noted that many libraries do not have a policy addressing the issue. The Trustees discussed proposed changes, noting the importance of highlighting the unrestricted nature of unsolicited gifts and suggested that Director Struzziero, working with Trustee Mann, provide a revised version to the Trustees at an upcoming meeting.

Staffing Update: Director Struzziero reported changes, including one departure and staff on leave. The Trustees and Director Struzziero discussed staffing needs and fulfillment plans and the Trustees noted the importance of a long-term staffing plan consistent with the Library's strategic objectives. Trustee Stearns requested that consideration be given to extending Saturday hours during the summer instead of closing at 1:00 p.m.

Miscellaneous items: Director Struzziero reported on lighting replacements throughout the building, and the Trustees noted the improvement. He reported a temporary phone system outage that was repaired by the provider, with a wiring upgrade, at no charge to Belmont, to be scheduled. Director Struzziero noted the need for clarification of one item in the circulation policy relating to children's library cards.

Reports:

Building Committee: Chair Keohane reported that the Library Building Committee would be meeting for with the Owner's Project Manager (Daedelus) on July 26th to review the RFP from architects for the schematic design work. She noted that a subcommittee, of which she is a member, would review the architect's submission with the OPM.

Director's Report: Director Struzziero referred to his report included with the meeting materials. He reported two incidents at the Library. He also highlighted the need to coordinate with the Facilities Department about services to be provided by a new cleaning contractor to ensure that the Library's specific needs in this regard are appropriately addressed.

Chair Keohane moved to adjourn the meeting and Trustee Mann seconded the motion. The meeting adjourned at 8:55 p.m.

Next meeting will be held on Wednesday, August 22, 2018 at 7:00 p.m. in the xxxxx Room of the Library.

Respectfully submitted,
Gail Mann, Secretary

Exhibits:

- Agenda- July 24, 2018

- Minutes- June 14, 2018
- Director's Report – July 2018
- Current Fiscal Year Data Comparison (Key Performance Indicators)
- BPL Expenditures FY 2018 year-to-date (dated July 12, 2018)
- Work Orders currently in process
- New ARIS questions: Library social services and security 2018
- Collection Policy for Tangible Gifts