

BELMONT PUBLIC LIBRARY
MEETING OF THE BOARD OF LIBRARY TRUSTEES

BELMONT, MASSACHUSETTS

August 22, 2018

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Chair Keohane called the meeting to order at 7:05 p.m. in the Flett Room at the Library. Also present were Trustees Mark Carthy, Corinne McCue Olmsted, Elaine Alligood and Mary Stearns, and Director Peter Struzziero. Trustee Secretary Gail Mann was absent and Trustee Stearns took the meeting minutes. Jessica Porter, Director of Human Relations for Belmont, and Mary Carter, Library staff member attended a portion of the meeting.

Minutes:

The Minutes of the Trustees' July 24, 2018 meeting, as amended, were approved on a motion by Trustee Alligood, seconded by Trustee Stearns, and voted unanimously.

Discussion Items:

Vote on Collection Policy for Tangible Gifts: Director Struzziero distributed the revised draft of the Library's Collection Policy for Tangible Gifts. The word media will be added to the types of tangible items listed. Trustee Alligood moved to accept as of 8/22/18, seconded by Trustee Carthy and voted unanimously. The Director will record the version history on this updated Collection Policy, and, going forward, on all library policies.

State Wide Security Questions: Director Struzziero referred to the questions about library security included for the first time in this year's submission of the Library's ARIS report to the state. The state is gathering data and the results will not be reported publicly.

One Book, One Belmont: Posters announcing the program are available and were given to the Trustees. Posters will be distributed widely and events will be announced in the newspaper. The events will be held during the month of October.

Police Training: The Director has met with the BPD and drafted a document for the staff to be final by 9/1. The Director will schedule a half day library closure sometime in September or October for staff training with the BPD using this document. The training will focus on defusing difficulty situations.

New Business:

Library Donations: Director Struzziero announced that the Belmont Public Library received a bequest from the estate of Philip May, a Belmont resident, noted biologist and lichenologist. Approximately 80% was released and the remainder will be distributed upon final estate settlement. The Chair of the Trustees will follow up with suitable acknowledgement of this gift.

Capital Budget Preparation: The town has started its annual capital budgeting process to identify capital improvements needed for the next 5 years. The Town Administrator has a new process and requested a 1-page document for each item on the list. Submissions are due September 15.

Building Committee Update: The Building Committee met on July 26 and the RFQ for schematic design has been prepared. The OPM conducted a walk through of the RFQ for potential bidders and 25 companies attended. Bids are due in the Director's office during the first week of September.

Incident Reports: The Director did not discuss this item due to time constraints.

Director's Report: Items listed on the Director's Report were covered in other discussions.

Staffing Review: Belmont's Human Resources (HR) Director Jessica Porter came to meet with the Board to report on a process of review of a position requested by a staff member. The Staff member completed an analysis questionnaire which was reviewed by the HR Director (Jessica Porter). After the review was completed, the HR Director came to recommend the reclassification of this position with an updated title and receive a written sign off from Board Chair Keohane on this process. The Board discussed this process at length after which two outcomes were determined. First, Chair Keohane agreed with the HR Director Porter that the staff member would be reclassified, and a new title would be assigned. Secondly, two trustees would be assigned to work on developing an overall staffing plan with Library Director Struzziero looking out 5-10 years.

Director Struzziero distributed a draft organization chart identifying the librarian positions, the coordinators of the functional areas and the non-technical staff. The Director mentioned the pending retirement of a coordinator. Trustee Carthy asked that the responsibilities across the librarian positions be reviewed, in particular for the Coordinator positions. This effort should be viewed as part of a longer-term staffing plan consistent with the Library's strategic objectives. This organization plan should address current staff allocation and responsibilities as well identify where there are more and fewer needs. The goal should be to anticipate what the library organization should look like in 5 years.

Fall Preview: The Director is concerned that library materials left in the book drops on the east side are being damaged in inclement weather when they are moved into the building. In addition, the staff assigned to move the materials is no longer available because the town omitted that duty in the new town-wide building maintenance contract. He proposed a plan to relocate the current book drops to the rear of the building by expanding an existing book drop. Trustee McCue strongly objected to this proposed relocation despite plans for additional lighting and the plan is on hold.

The Children's Room refresh will occur during 2 weeks in November and the room's services will be available in the Assembly Room for the duration. The Director had a spatial design consultant from the Massachusetts Librarians' Association visit the Children's Room twice to see if the room could be reconfigured. However, the consultant could not identify an alternative configuration due to the constraints of the current room. In addition to painting and new carpets, the circulation desk will be replaced.

Trustee Carthy moved to adjourn the meeting and Trustee Stearns seconded the motion. The meeting adjourned at 9:35 p.m.

Next meeting will be held on Thursday, September 27, 2018 at 7:00 p.m. in the Flett Room of the Library.

Respectfully submitted,
Mary Stearns, acting for Secretary Gail Mann

Exhibits:

- Agenda- August 22, 2018
- Minutes- July 24, 2018
- Director's Report – August 2018
- June and July Statistics
- Buildings and Ground Spreadsheets
- Collection Policy for Tangible Gifts, V. 2