

BELMONT PUBLIC LIBRARY
MEETING OF THE BOARD OF LIBRARY TRUSTEES

BELMONT, MASSACHUSETTS
September 27, 2018 2018 OCT 31 AM 10:49

Chair Keohane called the regular meeting to order at 7:05 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.

Minutes:

The Minutes of the Trustees' August 22, 2018 meeting, as amended, were approved on a motion by Trustee Mann, seconded by Trustee Stearns, and voted unanimously.

Discussion Items:

Meeting administration and priorities: Chair Keohane led a discussion on establishing shared priorities for meeting administration. Chair Keohane and the Trustees noted that a rolling calendar for the year would be useful and requested that Director Struzziero prepare one for future discussion. Chair Keohane requested feedback on the standard agenda and documents provided for the Trustees' monthly meetings to focus discussion on matters of greatest importance. She also reviewed Director Struzziero's various goals for the current fiscal year, which include assessing staffing plans for the future.

Philip May Trust bequest: Chair Keohane reported that the Library would be acknowledging the generous bequest. She then led a discussion regarding management of gift funds. It was noted that the Philip May bequest was unsolicited and directed to the Town for the Library, and accordingly, as is the case with other gift funds, the Town Treasurer's office will be managing the Philip May bequest funds on behalf of the Library.

A further discussion ensued about fundraising for the Library by affiliated organizations – namely, the Belmont Library Foundation and Friends of the Library – and how best to direct persons interesting in donating funds. The Trustees also discussed the issue of naming rights in connection with potentially large donations and it was suggested that this be discussed with the Belmont Library Foundation. Trustees Carthy and Mann will work with Director Struzziero on a naming rights policy, taking into account other libraries' policies and the Library's specific needs.

One Book One Belmont: Director Struzziero reported that the program would be kicking off October 1, 2018 and that many events were planned. The Trustees noted that they would try to attend events as schedules permit.

Future Staffing Plans and Library requirements: Trustee Stearns reported on work done by her and Trustee Alligood since the August Trustees' meeting. She reviewed the various regulatory requirements and minimum standards for Massachusetts public libraries. It was noted that there have been discussions with the Massachusetts Board of Library Commissioners building director about potential future grants, which are dependent on many factors. Information about other sources of funding has also been requested. The building director highlighted the need for flexible spaces and the importance of weeding the Library's collection, particularly non-fiction and reference.

Staff training: Director Struzziero reported that that Belmont Police Department would be conducting training for the Library staff October 10th, and that the building would be closed from 9:00am – 12:00pm. The training will be repeated after closing on October 12th.

New Business:

Capital Budget Review: Director Struzziero reported that the Library's FY 20-25 capital budget proposal had been submitted, with a focus on health and safety improvements. He referenced a letter received from the Town's fire chief about the Library's fire alarm system. The Trustees suggested that this be brought to the attention of Town officials, and that Director Struzziero should contact the fire chief to identify resources who could further evaluate the system. The question of ADA thresholds associated with proposed capital spending was raised and the Trustees requested that Director Struzziero reach out informally to obtain accurate and current information.

Friends of the Library: Director Struzziero attended the most recent Friends' meeting. He reported that the annual book sale is scheduled for October 13-14. Sally Martin continues as President of the Friends, and the organization is continuing with its membership drive. Director Struzziero noted the Friends' support of One Book One Belmont community events.

Building Committee: Chair Keohane reported that there had been a very good response to the request for proposals for the schematic design. The subcommittee is scheduled to review the submissions and conduct interviews October 17th.

Belmont Library Foundation: Trustee Mann and Director Struzziero presented the report. They noted that the Philip May bequest was discussed at the meeting (see discussion above). The BLF is in a quiet phase until after the town-wide debt override vote for the proposed 7-12 school.

Libraries in the News: Director Struzziero noted that there has been a fair amount of press of late about public libraries, and that "Libraries in the News" is posted on the Library's website.

Incidents: Director Struzziero presented a summary of incidents at the Library, including behavior and property related.

Director's Report: Director Struzziero referred to his report included with the meeting materials.

Future meetings: Director Struzziero and the Trustees agreed on the following schedule for the next four Trustees' meeting, with all meetings beginning at 7:00 p.m.

Monday, October 29, 2018
Monday, November 19, 2018
Thursday, December 13, 2018
Thursday, January 24, 2019

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

Next meeting will be held on Monday, October 29, 2018 at 7:00 p.m. in the xxxxx Room of the Library.

Respectfully submitted,
Gail Mann, Secretary

Exhibits:

- Agenda- September 27, 2018
- Minutes- August 22, 2018
- Director's Report – September 2018
- Current Fiscal Year Data Comparison (Key Performance Indicators)
- BPL Expenditures FY 2018 year-to-date (dated September 25, 2018)
- Work Orders currently in process
- Recap of Library funds for fiscal year 2018
- Draft of updated staffing plans
- Letter from Massachusetts Library System Consultant re: children's room space
- Letter from Belmont Fire Chief dated August 28, 2018 re: fire alarm system at Library
- Proposed 5-year capital project requests submitted to Town for FY 20-25