

BELMONT PUBLIC LIBRARY
MEETING OF THE BOARD OF LIBRARY TRUSTEES

BELMONT, MASSACHUSETTS

October 29, 2018

2018 NOV 26 AM 9:07

Chair Keohane called the regular meeting to order at 7:15 p.m. in the Flett Room at the Library. Also, present were Trustees Elaine Alligood, Mark Carthy, Gail Mann, and Corinne McCue Olmsted, and Director Peter Struzziero. Trustee Stearns was absent. Jessica Porter, the Town's Director of Human Resources, attended the meeting for the discussion of Library paid holidays. Several Library staff members also attended the meeting.

Minutes:

The Minutes of the Trustees' September 27, 2018 meeting were approved on a motion by Trustee Mann, seconded by Trustee Carthy, and voted unanimously.

New Business:

Library paid holidays/closure: Chair Keohane opened the discussion noting a desire to publish the 2019 paid holiday list for staff planning purposes. She emphasized that the Trustees sought to appropriately manage Town resources and provide optimal service to Library patrons, while abiding by applicable union contracts and considering staff concerns. Director Struzziero referenced the list of 2019 paid holidays, which included Town and union contract paid holidays, as well as other days and hours for consideration. The Trustees noted the importance of having paid holidays and early closures specified in applicable contracts, and acknowledged the 2019 paid holidays included in the list provided with the meeting materials. After a lengthy discussion, upon motion by Trustee Mann, as amended by Trustee Carthy and seconded by Chair Keohane, it was voted unanimously to approve closing the Library at 7:00 p.m. Thanksgiving Eve and New Year's Eve in 2018 and 2019 (specifically, November 21, 2018, December 31, 2018, November 27, 2019 and December 31, 2019), with the Library Director considering limited staffing for the hours between 5:00 p.m. – 7:00 p.m. on each of those days. On further motion by Chair Keohane, seconded by Trustee Mann, it was voted unanimously to close the Library on Easter Sunday 2019 (April 21, 2019), with the Library to remain open the first Sunday in May 2019 (May 5, 2019).

Discussion Items:

Philip May Trust bequest: Chair Keohane and Director Struzziero confirmed that the gift check previously discussed had been deposited with the Town for the Library, and that the final gift amount would be confirmed after the final estate accounting.

Naming Rights: Director Struzziero noted that he would be meeting with Trustees Carthy and Mann to work on this. The Trustees acknowledged that they would have principal oversight of any naming rights policy, and would seek input from the Belmont Library Foundation, work with the foundation to implement any such policy, and advise the Board of Selectmen.

One Book One Belmont: Director Struzziero commended the Committee effort and noted the successful programming efforts relating to the community read.

Capital Budget: Director Struzziero reported that he had met with the Town Administrator and the Facilities Department regarding the Fire Chief's letter addressing the Library's fire alarm system. Director

Struzziero will talk to the Fire Chief again about his assessment and appropriate risk management for the Library, keeping in mind the health and safety of patrons and staff.

Director Struzziero noted that he would report further on the general capital budget process for FY2019 as the process progresses.

Children's room improvements: Director Struzziero reported that the Children's room would likely be closed (with operations moved to the Assembly Room) around November 9, 2018 for planned renovation. Currently, it is estimated that the work will take three or four weeks.

New Business:

New Policy: Director Struzziero presented a draft of a policy relating to political activity on Library property. Chair Keohane suggested such a policy might be advisable, but that additional work and discussion was necessary. The Trustees and Director Struzziero agreed to continue discussion on this matter.

Library trust funds: Trustee Mann led a discussion on the various Library gift funds, referencing the meeting materials and noting updates provided by the Town Treasurer's office. Upon motion by Trustee Mann, seconded by Chair Keohane, it was voted unanimously to transfer \$3,530.68 from the Special Funds to the Special Fund 72 Expenditure Account; \$22,507.45 from the Jane Dustan Children's Educational Fund to the Jane Dustan Children's Expense Account; and \$7,094.98 from the various Library Gift Funds to their expenditure account, representing a total transfer of \$33,133.12.

The Trustees then considered again the terms of the Memorandum of Agreement Regarding a Gift by the Trustees of Jane Gray Dustan, dated August 2005. The Trustees considered the spirit of the gift, as well as the Dustan Children's Education Fund, namely, to support an excellent children's library facility and programming.

The Trustees noted that since its consideration of this matter in 2017, a Building Committee had been established and an architect is expected to be selected shortly to prepare a schematic design for a new Library. The Belmont Library Foundation has been meeting regularly to consider a capital fundraising effort. Accordingly, on motion by Trustee Mann, seconded by Chair Keohane, the Trustees voted unanimously to defer a decision on the specific application of the Dustan bequest.

Library cards: Director Struzziero and Trustee Olmsted reported on their efforts to increase the number of school-age cardholders, noting in particular collaboration efforts this fall with the Chenery Middle School.

Building Committee: Chair Keohane reported that the subcommittee had met to interview architectural firms and would be presenting its recommendation to the Building Committee and its next meeting, scheduled for November 8, 2018. After the Committee meets, the winning firm will be contacted, and contract negotiations will commence.

Incidents: Director Struzziero reported on one incident involving an unaccompanied adult in the children's room and staff area.

Meeting agenda calendar: Chair Keohane requested that the Trustees provide feedback to Director Struzziero on the list provided.

Director's Report: Director Struzziero referred to his report included with the meeting materials. Director Struzziero, at the request of the Trustees, noted that he would review usage statistics, particularly relating to circulation, at the next Trustees' meeting.

Trustee Mann moved to adjourn the meeting and Trustee Carthy seconded the motion. The meeting adjourned at 9:00 p.m.

Next meeting will be held on Monday, November 19, 2018 at 7:00 p.m. in the xxxxx Room of the Library.

Respectfully submitted,
Gail Mann, Secretary

Exhibits:

- Agenda- October 29, 2018
- Minutes- September 27, 2018
- Director's Report – October 2018
- Current Fiscal Year Data Comparison (Key Performance Indicators)
- BPL Expenditures FY 2018 year-to-date (dated October 24, 2018)
- Work Orders currently in process
- Recap of Library funds for fiscal year 2018 (revised 10/18/2018)
- FY 2018 Library funds' activity/FY2019 funds available for expenditure
- Belmont Public Library property record card
- 2019 paid holiday/library closure list
- Meeting agenda items for review by month (draft for comment)
- New Yorker magazine article: Growing up in the Library
- Draft policy (new) – political presence