

BELMONT PUBLIC LIBRARY
MEETING OF THE BOARD OF LIBRARY TRUSTEES

BELMONT, MASSACHUSETTS
November 19, 2018 2018 DEC 17 PM 3: 08

Chair Keohane called the regular meeting to order at 7:00 p.m. in Conference Room 1 at the Town Hall. Also, present were Trustees Elaine Alligood, Mark Carthy, Gail Mann, Corinne McCue Olmsted, Mary Stearns, and Director Peter Struzziero. Two directors of the Belmont Library Foundation, David Stievater and Larry Link, and two Library staff members, also attended the meeting.

Minutes:

The Minutes of the Trustees' October 29, 2018 meeting were approved on a motion by Trustee Mann, seconded by Trustee Olmsted, and voted unanimously.

Discussion Items:

Capital Budget: Director Struzziero reported that he met again with the Town Administrator regarding the Library's requests for fiscal 2019. He noted that the Town Administrator will be making recommendations to the Selectmen for the Town departments. Director Struzziero also reported that he spoke again with the Fire Chief regarding the Library's fire alarm system and provided the Fire Chief's supplemental letter regarding options. The Trustees requested that Director Struzziero work with the Fire Department to document the testing schedule for the Library's fire alarm system. Additionally, the Trustees discussed risks associated with surge protectors; Director Struzziero noted that he intended to replace the older surge protectors.

Staffing plan update: Chair Keohane noted that Trustee Sterns and Trustee Alligood were working with Director Struzziero on developing a plan that would outline the current state and plans for the future, including transitioning of positions. Director Struzziero noted that work has been delayed in part due to his jury duty service and that he would provide more information in December.

Naming Rights policy: Trustees Carthy and Mann worked with Director Struzziero on such a policy, modeled after similar policies of other area libraries. Trustee Mann noted that she had attended a Board of Selectmen meeting where naming rights were discussed in another context and that the selectmen acknowledged that the Library Trustees would be responsible for any naming rights for Library assets. After discussion of the draft policy, on motion by Trustee Mann seconded by Trustee Stearns, it was voted unanimously to adopt the Belmont Public Library Naming Rights Policy. Representatives of the Belmont Library Foundation then presented their views on naming rights and donor acknowledgment and the Trustees agreed that the two organizations would collaborate.

Political Activity policy: The Trustees noted their support for a policy that restricts political activity and solicitation on Library property, but noted the need for more information. Trustee Mann and Director Struzziero will work on this and provide more information at a future meeting.

One Book One Belmont: Trustee Stearns commended Director Struzziero the One Book One Belmont Committee, and Library staff on the successful programming efforts relating to the Frankenstein community read, particularly the broad representation on the committee.

New Business:

Communication with surviving spouse re: Philip May bequest: Director Struzziero reported that he had spoken with Mrs. May about her deceased husband's generous bequest to the Library. They discussed Mr. May's interests and priorities for the Library, which the Trustees will consider deploying any of the income earned on the funds.

Appointment to Belmont Library Foundation Board of Directors: In accordance with the Foundation's by-laws, Chair Keohane reported that the Library Trustees would be looking for an individual to represent the Trustees on the Foundation's Board.

Friends' report: Trustee Stearns presented the report. She noted that the organization's audit was complete and that the Friends' financial position was sound. A membership flyer was included with the monthly electric bill and the membership drive continues. Trustee Stearns reported that the annual book sale was quite successful, raising approximately \$9,000 net revenue. The Friends purchased bulbs that were planted by the girl scouts.

Building Committee: Chair Keohane reported that the subcommittee had presented its architect recommendation to the Building Committee, and the recommendation was accepted. The architect will be announced and meet with the Building Committee once the contract is complete.

Incidents: Director Struzziero reported on two incidents. The Trustees noted the importance of effective oversight of program leaders at the Library.

Meeting agenda calendar: Director Struzziero provided a revised calendar and requested additional feedback from the Trustees.

Director's Report: Director Struzziero referred to his report included with the meeting materials. Director Struzziero noted that he had communicated the paid holidays and Library closure decisions to the staff. He reported that the children's room improvements were well underway and that the room might re-open by the end of November. Director Struzziero and the Trustees discussed publicizing the improvements, including the number of years since the last renovation and improved safety due to the removal and replacement of frayed carpeting.

Trustee Stearns moved to adjourn the meeting and Trustee Alligood seconded the motion. The meeting adjourned at 8:37 p.m.

Next meeting will be held on Thursday, December 13, 2018 at 7:00 p.m. in the Board of Selectmen's room at the Town Hall.

Respectfully submitted,
Gail Mann, Secretary

Exhibits:

- Agenda- November 19, 2018
- Minutes- October 29, 2018
- Director's Report – November 2018

- Current Fiscal Year Data Comparison (Key Performance Indicators)
- BPL Expenditures FY 2018 year-to-date (dated November 16, 2018)
- Work Orders currently in process
- Letter from Belmont fire chief dated November 1, 2018 to Director Struzziero re: BPL fire alarm system
- Meeting agenda items for review by month (revised November 19, 2018)
- Draft policy (revised) – Political Campaign and Petition Activity
- Naming Rights policy
- Boston Globe article on the Library of Things