

BELMONT PUBLIC LIBRARY
MEETING OF THE BOARD OF LIBRARY TRUSTEES

BELMONT, MASSACHUSETTS
December 13, 2018 2019 FEB 14 AM 9:04

Chair Keohane called the regular meeting to order at 7:07 p.m. in the Board of Selectmen's room at the Town Hall. Also, present were Trustees Elaine Alligood, Mark Carthy, Gail Mann, Corinne McCue Olmsted, Mary Stearns, and Director Peter Struzziero. Two Library staff members also attended the meeting.

Minutes:

The Minutes of the Trustees' November 19, 2018 meeting, as amended, were approved on a motion by Trustee Stearns, seconded by Trustee Aligood, and voted unanimously.

Discussion Items:

Capital Budget: Director Struzziero reported that he will meet with the Capital Budget Committee on February 7, 2019. He reviewed the Town Administrator's likely recommendations concerning the Library's capital budget requests for the next fiscal year. The Trustees noted the historical and general preference that State Aid to the Library not be used for facilities improvements. Director Struzziero and the Trustees agreed to continue the discussion about the Library's maintenance needs and maintenance budget.

Staffing plan update: Trustee Stearns noted that the initial work documents current staffing. A discussion ensued about the staffing plan for the future. Chair Keohane suggested that the plan should consider transitioning positions as library services and patron needs change. Director Struzziero noted that work has been delayed in part due to his longer than expected jury duty service.

New Business/Key user reports:

Budget update: Director Struzziero reported that the fiscal 2020 operating budget process had begun, with a request for a one-page narrative due in early January. The personnel cost data will be provided by Town staff. The initial instruction is for a level-funded budget without supplemental requests. The Trustees noted their desire for additional opening hours, understanding that the cost of this may have to be incorporated within current budget line items. Chair Keohane and Director Struzziero will be working together on the fiscal 2020 budget.

Building Committee: Chair Keohane reported that the Building Committee had met with the selected architect and discussed the timeline for the schematic design work. The work will likely continue through most of calendar 2019.

Friends' report: Trustee Stearns noted that the Friends had no scheduled meeting in December but held a successful pop-up book sale earlier in the month. She also reported that the League of Women Voters was interested in the Library's efforts; Director Struzziero noted that he would be scheduling a brown bag session with the League.

Belmont Library Foundation: Chair Keohane and Trustee Mann indicated they had attended the Foundation's December meeting where the building committee work and the timeline for the schematic design was discussed. The Foundation is sponsoring an event in April at which Robert Putnam, a well-

known Harvard-based political scientist will present a keynote and lead a community discussion. The Foundation needs to formulate a timeline for a capital campaign now that the schematic design process is underway. The Trustees and Director Struzziero discussed considerations affecting the timeline.

Director's Report: Director Struzziero referred to his report included with the meeting materials. Director Struzziero noted that the children's room improvements were complete. He also noted that the community outreach librarian process was complete and the results would be announced shortly. Director Struzziero reported that an alarm had been installed in the staff break room to improve safety.

Incidents: Director Struzziero reported on incidents at the Library over the past month, including those involving patron behaviors and the facility.

Director Struzziero presented a follow-up on the Library closure since the Trustees' last meeting due to an electrical transformer malfunction. He noted that Belmont Light handled the problem.

Future Meetings: The January meeting will take place, as previously scheduled, on Thursday, January 24, 2019. The February and March meetings are scheduled for February 27 and March 27.

Trustee Mann moved to adjourn the meeting and Trustee Carthy seconded the motion. The meeting adjourned at 8:56 p.m.

Next meeting will be held on Thursday, January 24, 2019 at 7:00 p.m. in the xxxxx room at the Library.

Respectfully submitted,
Gail Mann, Secretary

Exhibits:

- Agenda- December 13, 2018
- Minutes- November 19, 2018
- Director's Report –December 2018
- Current Fiscal Year Data Comparison (Key Performance Indicators)
- BPL Expenditures FY 2019 year-to-date (dated December 10, 2018)
- Work Orders currently in process
- Meeting agenda items for review by month (revised December 13, 2018)