

Chair Keohane called the regular meeting to order at 7:05 p.m. in the Flett Room of the Library. Also, present were Trustees Elaine Alligood, Mark Carthy, Gail Mann, Corinne McCue Olmsted, and Director Peter Struzziero. Trustee Mary Stearns was absent. Two Library staff members also attended the meeting.

Minutes:

The Minutes of the Trustees' December 13, 2018 meeting, as amended, were approved on a motion by Trustee Alligood, seconded by Trustee Olmsted, and voted unanimously.

Discussion Items:

Budget update: Director Struzziero reported that he had worked with the Town on the fiscal 2020 budget and that he had requested an adjustment for a recent minimum wage increase. He noted that funding for the proposal to add additional weekend summer hours was still under consideration and he reported on staff suggestions regarding possibly substituting additional Sunday hours during the academic year. A discussion ensued and it was agreed that Director Struzziero would provide additional data to the Trustees before altering the current budget proposal.

New Business/Key user reports:

Belmont Library Foundation: Chair Keohane noted that she continued to pursue a Trustees' appointee to the Foundation Board. She reported that she and Trustee Alligood had met with the President of the Foundation and Chair of the Building Committee to discuss timing, process and the importance of consistent messaging during the schematic design phase, fundraising and a potential debt exclusion. Chair Keohane reported that the group planned to meet with the appropriate resources working on the Belmont 7-12 school to understand and learn from them. Director Struzziero reported that he attended a meeting of the Foundation's "Better Together" steering committee for the April 28 Robert Putnam event.

Ice rink meeting: Trustee Olmsted reported that she had attended a recent meeting regarding replacing the existing ice rink. Two potential sites were discussed – an expanded footprint for the current Concord Avenue site and the Town's incinerator site. The project was described as a public/private partnership, and included discussion of a year-round facility. No decisions were reached at this meeting.

Building Committee: Chair Keohane reported that the Building Committee meets every other Tuesday, and the Trustees are welcome to attend meetings. Chair Keohane and the Chair of the Building Committee are committed to keeping key stakeholders updated on the status of the work. Town counsel advised that the Dover amendment was available for the project.

Friends' report: Director Struzziero reported that the Friends' organization had not met since November. He noted that the Friends wanted to make museum passes generally available to patrons, not just Belmont residents, to increase usage. The Trustees indicated that they preferred to improve awareness and keep the program limited to Belmont residents.

Policies: Director Struzziero reported that he would provide a review schedule for policies, focusing in 2019 on those policies that had not been reviewed for several years. He noted that he and Trustee Olmsted would review and update the Public Service Policy for presentation to the Trustees for consideration.

Director's Report: Director Struzziero referred to his report included with the meeting materials. He noted that the annual report was in process and was due to the Town on February 11th. He reported that the automatic doors would be operative shortly for the Library's three major access doors and that roof repairs had been completed. Director Struzziero also reported that restrooms on the main floor were gender neutral.

Incidents: Director Struzziero reported on incidents at the Library over the past month, including those involving computer misuse by a patron.

Additional information: Chair Keohane requested a schedule for the staffing model work being undertaken by Director Struzziero with Trustees Alligood and Stearns. In response to questions, Director Struzziero discussed program attendance and quality, with the Trustees requesting additional data on year-over-year comparisons and further insight into what has changed and why.

Future Meetings: At the request of Director Struzziero, the Trustees agreed to change the date of the March 2019 meeting from Wednesday, March 27 to Thursday, March 21.

Chair Keohane 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 Wednesday, February 27, 2019 at 7:00 p.m. in the Assembly room at the Library.

Respectfully submitted,
Gail Mann, Secretary

Exhibits:

- Agenda- January 24, 2019
- Minutes- December 13, 2018
- Director's Report – January 2019
- Current Fiscal Year Data Comparison (Key Performance Indicators)
- BPL Expenditures FY 2019 year-to-date (dated January 18, 2019)
- Work Orders currently in process
- Inventory of Belmont Public Library Policies-Winter 2019