

BELMONT PUBLIC LIBRARY
MEETING OF THE BOARD OF LIBRARY TRUSTEES

BELMONT, MASSACHUSETTS

February 27, 2019

RECEIVED
TOWN CLERK
BELMONT, MA

2019 MAR 26 AM 11:48

Vice Chair Alligood called the regular meeting to order at 7:04 p.m. in the Assembly Room of the Library. Also, present were Trustees Mark Carthy, Gail Mann, Mary Stearns, and Director Peter Struzziero. Chair Kathy Keohane and Trustee Corinne McCue Olmsted were absent. Two Library staff members also attended the meeting.

Minutes:

The Minutes of the Trustees' January 24, 2019 meeting, as amended, were approved on a motion by Trustee Mann, seconded by Trustee Alligood, and voted unanimously.

Discussion Items:

Summer hours:

Director Struzziero presented data on library usage and circulation during weekend days. He compared Saturday and Sunday usage, highlighting that the library is currently open Sundays from 1:00-5:00 pm only from mid October through mid May. Director Struzziero noted that there were funds in the current fiscal 2020 budget proposal for additional weekend hours. Based on the data presented and staff input, Director Struzziero suggested that effective July 1, 2020, the library be open 7 days a week year-round. The Trustees endorsed the proposal. On motion by Trustee Carthy, seconded by Trustee Stearns, it was unanimously voted to extend Sunday hours (1:00-5:00 p.m.) year-round, commencing at the start of the 2020 fiscal year, assuming budget funds for this proposal are approved by the Town.

Library Staffing project:

Trustees Alligood and Stearns discussed the staffing project, highlighting the larger role of this issue within the transformation of the Library, both in terms of programs and services and the facility. Trustee Alligood suggested that the Trustees consider retaining a noted consultant, who herself spent many years as a public library director, to assist with the consideration of these issues. Trustees Alligood and Stearns will return to the Trustees with a formal proposal for consideration and further discussion.

Future Meetings:

The Trustees agreed on dates for the April and May 2019 meetings: Thursday, April 18 and Thursday, May 23.

New Business/Key user reports:

Policies: Director Struzziero suggested that the Public Service Policy be retired, as it is out of date and the subject matter of the policy is addressed elsewhere. On motion by Trustee Carthy, seconded by Trustee Mann, it was unanimously voted to retire the Library's Public Service Policy.

Director Struzziero reported that the Unattended Child Policy had been reviewed and revised by Director Struzziero with the assistance of Coordinator of Children's Services Deborah Borsuk and would

be presented to the Trustees for consideration and approval at the March 2019 meeting when Trustee Olmsted is expected to be available.

Director's Report: Director Struzziero referred to his report included with the meeting materials. He reported that he would be presenting a proposal at a spring meeting for upgrades to the young adult room/space, which would complete the refurbishment of patron spaces at the Library.

Trustee Stearns moved to adjourn the meeting and Trustee Mann seconded the motion. The meeting adjourned at 7:55 p.m.

Next meeting will be held on Thursday, March 21, 2019 at 7:00 p.m. in the Principles Conference room at the Chenery Middle School.

Respectfully submitted,
Gail Mann, Secretary

Exhibits:

- Agenda- February 27, 2019
- Minutes- January 24, 2019
- Director's Report – February 22, 2019
- Current Fiscal Year Data Comparison (Key Performance Indicators)
- BPL Expenditures FY 2019 year-to-date (dated February 22, 2019)
- Work Orders currently in process
- Inventory of Belmont Public Library Policies-Winter 2019
- Calendar for Trustee meeting items by month
- Weekend days circulation data by month
- Unattended Child Policy (for March review)
- Public Service Policy