

BELMONT PUBLIC LIBRARY
MEETING OF THE BOARD OF LIBRARY TRUSTEES

BELMONT, MASSACHUSETTS
March 21, 2019

2019 APR 16 PM 2:44

Chair Keohane called the regular meeting to order at 5:35 p.m. in the Principal's Conference Room at Chenery Middle School. Also, present were Trustees Elaine Alligood, Mark Carthy, Gail Mann, Corinne McCue Olmsted and Mary Stearns, and Director Peter Struzziero. One Library staff member attended a portion of the meeting and Paul Roberts attended for his presentation as noted in these minutes.

Report from Library's liaison on the Information Technology Advisory Committee:

Paul Roberts, the Chairman of Belmont's 9-member Information Technology Advisory Committee (ITAC) reported to the Trustees on the Committee's activities. ITAC is an internal IT consultancy for Belmont. Mr. Roberts noted that the Committee had expanded its outreach efforts, including talks on cybersecurity and presence at the annual Meet Belmont event. Chair Keohane suggested that he speak with the Library Building Committee.

Mr. Roberts noted that ITAC has two subcommittees – 21st century government and cybersecurity. He noted ITAC's efforts to increase engagement and transparency by leveraging technology. He reported that ITAC had surveyed the various Town committees on technology related matters and conducted community surveys about use of technology to increase virtual attendance and participation in meetings. He noted that a report to the public was being assembled. Mr. Roberts also noted opportunities to employ newer technologies to increase and assist with the dissemination and consumption of information.

ITAC will continue its work in 2019 and hopes to participate in discussions involving the new 7-12 school.

Meeting Protocol: Chair Keohane requested that the Trustees and Director Struzziero be conscious of behavior and protocol at meetings as each addresses the group and responds to the comments of others.

Minutes:

The Minutes of the Trustees' February 27, 2019 meeting, as amended, were approved on a motion by Trustee Mann, seconded by Trustee Alligood, and voted unanimously.

Discussion Items:

Library Staffing project:

Trustee Alligood reported that she has been communicating with the consultant mentioned at the February meeting and that she and Trustee Stearns would continue with their preliminary work and finalize a proposal with the consultant for presentation to the Trustees. Director Struzziero noted Fred Dooe's pending retirement and suggested he would consider the longer-term staffing plan in scoping and filling open positions.

Budget update: Director Struzziero reported that he and Trustee Mann had attended the Board of Selectmen's meeting to review the Library's proposed 2020 operating budget. He noted the review was

short and non-controversial. Chair Keohane and Director Struzziero will be meeting with four representatives from the Warrant Committee to review the budget on April 5th.

New Business/Key user reports:

Friends report: Trustee Stearns reported that the Friends organization was active and that two new co-presidents would be starting in September. She reported on a successful brown bag lunch with the League of Women Voters. The Friends will be funding replacement signage at the Library.

Building Committee: Chair Keohane reported that the Committee's first community meeting on March 13th was well-attended, with positive feedback. Attendees had the opportunity to hear from the architect and provide feedback. Two additional meetings will be scheduled prior to completion of the schematic design in the fall.

Chair Keohane reported on outreach to the Veterans and Historical Society to address their issues and concerns related to the Library and a new building.

Policies: Director Struzziero noted corrections he would make to the website to make the circulation policy description consistent with the actual policy.

Director Struzziero then requested approval of an addition to the Unattended Child Policy to deal with unattended adults in children's and teen spaces. Trustee Olmsted endorsed the proposed language. On motion by Chair Keohane, seconded by Trustee Olmsted, the Trustees unanimously approved the proposed changes to the Unattended Child Policy.

Teen Room Update:

Director Struzziero presented an update on the proposed refresh of the Library's teen room. He credited the teen librarian who unfortunately could not be present at the meeting. He described the proposed work, including paint and replacement of 30-year old carpeting, as well as shelf replacement to make the room look larger and improve lines of sight and organization. He also confirmed that appropriate permits and approvals would be sought, particularly with respect to access and egress issues. Director Struzziero reported that the work would be funded from accumulated state aid.

Future Meetings:

The Trustees agreed on revised dates for the April and May 2019 meetings: Tuesday, April 16 from 7:30-8:30 a.m. and Tuesday, May 28 from 7:00 p.m.-9:00 p.m. Director Struzziero requested that the Trustees provide feedback on the proposed schedule of meetings for the remainder of the calendar year, to be finalized at the next meeting.

Director's Report: Director Struzziero referred to his report included with the meeting materials and highlighted the Belmont Story Project.

Chair Keohane moved to adjourn the meeting and Trustee Mann seconded the motion. The meeting adjourned at 7:00 p.m.

Next meeting will be held on Tuesday, April 16, 2019 at 7:30 a.m. in the Flett room at the Library.

Respectfully submitted,
Gail Mann, Secretary

Exhibits:

- Agenda- March 21, 2019
- Minutes- February 27, 2019
- Director's Report –March 21, 2019
- Current Fiscal Year Data Comparison (Key Performance Indicators)
- BPL Expenditures FY 2019 year-to-date (dated March 19, 2019)
- Work Orders currently in process
- Calendar for Trustee meeting items by month
- Unattended Child Policy
- Teen Room Update
- Commentary: Why California libraries are ditching fines on overdue materials