

BELMONT PUBLIC LIBRARY
MEETING OF THE BOARD OF LIBRARY TRUSTEES

BELMONT, MASSACHUSETTS
April 16, 2019

2019 MAY 30 AM 11:51

Chair Keohane called the regular meeting to order at 7:33 a.m. in the Flett Room of the Library. Also, present were Trustees Elaine Alligood, Mark Carthy, Gail Mann, Corinne McCue Olmsted and Mary Stearns, and Director Peter Struzziero. Two Library staff members also attended the meeting.

Director Struzziero opened the meeting with a short video starring Emilio Estevez highlighting the public value of libraries to a broad demographic, including the marginalized.

Minutes:

The Minutes of the Trustees' March 21, 2019 meeting were approved on a motion by Trustee Mann, seconded by Trustee Alligood, and voted unanimously.

Officers and liaisons for the upcoming year:

The Trustees discussed officers for the upcoming year. Upon motion by Trustee Mann, seconded by Trustee Stearns, Chair Keohane was unanimously voted to serve as the Chair of the Board of Library Trustees for the upcoming year. Upon motion by Trustee Stearns, seconded by Trustee Olmsted, Vice Chair Alligood was unanimously voted to serve as Vice Chair of the Board of Library Trustees for the upcoming year. Upon motion by Chair Keohane, seconded by Vice Chair Alligood, Trustee Mann was unanimously voted to serve as Secretary to the Board of Library Trustees for the upcoming year.

The Trustees also concurred that Trustee Stearns would continue as the liaison to the Friends of the Library and the League of Women Voters and Trustee Olmsted would continue to serve as liaison to the School Committee and other school related organizations and activities. Chair Keohane noted that the Trustees would be discussing liaisons to other Town organizations at the May meeting.

Labor Day weekend: Director Struzziero presented a budgeting issue with respect to Labor Day weekend hours. The Trustees recommended that the Library remain open for the weekend and then close on Labor Day.

New Business/Key user reports:

Friends report: Director Struzziero referred to the presentation included with the meeting materials. Trustee Stearns reported that the Friends organization will have a new leadership team, including co-Presidents. She reported that several current leadership team members were remaining, including the current President, Sally Martin, who will be serving as Secretary. Ms. Martin is also the Treasurer of the Library Building Committee. Trustee Stearns also reported that the Friends' was meeting its membership goals and that the annual book sale is scheduled for October 17-20 (including a Thursday night this year), and that the Friends will have a presence at Town Day in May and at the Farmers' Market on June 20. She also noted that the Friends will buy the books for the summer reading program.

Chair Keohane suggested that the Friends assemble data on how much the organization has contributed to the Library's programs and services over time. The Trustees recommended that the Library continue with increased visibility to promote the museum passes program funded by the Friends.

Belmont Library Foundation: Director Struzziero reported that the Foundation was looking for another opportunity for a community-wide event in light of the cancellation of the Robert Putnam event. The Foundation is working on establishing a giving committee and appointing co-chairs. Chair Keohane noted the importance of the Foundation estimating how much money they can raise and together with the Trustees, suggesting to the Board of Selectmen a date for a debt exclusion.

The Trustees noted the importance of formulating talking points that would complement the Foundation's messaging and provide consistency for conversations with stakeholders and potential donors. Chair Keohane commented that the Foundation might hire someone to provide communications expertise and assistance, and was also considering hiring someone to provide additional fundraising expertise.

Building Committee: Chair Keohane reported that the architects were now focusing only on a two-floor schematic and the Committee and architects plan to schedule another public forum in May, with a Sunday being the preference. Chair Keohane noted that members of the Committee were meeting with various stakeholders as the process continues. She also noted that the Building Committee did some research on naming rights and there would be more to follow on this subject.

Policies: Director Struzziero noted that the Library's CORI policy was out-of-date and that the Library relies on the Town-wide policy (included with the meeting materials) maintained by the human resources department. Upon motion by Trustee Stearns, seconded by Chair Keohane, it was unanimously voted to retire the Library's CORI policy.

The Trustees requested that Director Struzziero confirm that volunteers at the Library are required to undergo CORI checks, as noted on the Library's website.

Director's Report: Director Struzziero referred to his report included with the meeting materials. He noted that he would add a "key topics" section to allow for discussion on new matters of interest.

Director Struzziero noted that the funds reserved in the FY 2019 capital budget for a quiet study room are insufficient to complete the necessary work for this project.

Future Meetings:

The Trustees agreed on a revised time for the June 2019 meeting: Thursday, June 27 from 7:30-8:30 a.m. They also agreed not to schedule a meeting in August due to vacation schedules. The remainder of the 2019 meetings will be scheduled as follows, all starting at 7:00 p.m.: July 25, September 26, October 24, November 21 and December 19.

Chair Keohane moved to adjourn the meeting and Trustee Mann seconded the motion. The meeting adjourned at 8:35 a.m.

Next meeting will be held on Tuesday, May 28, 2019 at 7:00 p.m. in the Flett room at the Library.

Respectfully submitted,
Gail Mann, Secretary

Exhibits:

- Agenda- April 16, 2019
- Minutes- March 21, 2019
- Director's Report – April 16, 2019
- Current Fiscal Year Data Comparison (Key Performance Indicators)
- BPL Expenditures FY 2019 year-to-date (dated April 11, 2019)
- Work Orders currently in process
- Calendar for Trustee meeting items by month
- Inventory of Belmont Public Library Policies-winter 2019
- Town of Belmont CORI Policy
- Presentation materials for Friends of the Belmont Public Library
- Libraries in the news: press articles