

Chair Keohane called the regular meeting to order at 7:00 p.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. Selectman Adam Dash attended the first portion of the meeting and two Library staff members attended the entire meeting.

Adam Dash as library liaison; Building Committee report:

The Trustees and Director Struzziero welcomed Selectman Adam Dash to the meeting. Selectman Dash is now the library's liaison from the Board of Selectmen (soon to be named the Select Board). Chair Keohane presented a report of Library Building Committee activities, highlighting the diverse group of members and talents represented, and that all the Committee's materials are posted on the Library's website. She noted that the architects, Oudens Ello, are an emerging group in Massachusetts public library design who are enthused about the opportunity that Belmont's library and site present. Chair Keohane confirmed that the architects would be limiting design options to a two-floor building, and were focusing on energy conservation and using and incorporating outdoor spaces. It was noted that a Belmont history section was being considered. Mr. Dash offered to liaise with other interested groups in Belmont, including veterans and the historical society.

Chair Keohane discussed feedback received at the Building Committee's May 19, 2019 community event. She noted that the Trustees were partnering with the Belmont Library Foundation about messaging and timing for fundraising efforts and a debt exclusion, with a briefing to the selectmen to be scheduled in the fall. She noted that Mark Paollilo would shortly be announced as a co-chair of the fundraising campaign.

Chair Keohane noted that the Library and its programs and services continued to experience high utilization. All present discussed parking issues and naming rights. The Trustees thanked Selectman Dash and Mr. Dash noted that he would attend Trustees' meetings from time to time.

Minutes:

The Minutes, as amended, of the Trustees' April 16, 2019 meeting were approved on a motion by Trustee Mann, seconded by Chair Keohane, and voted unanimously.

Discussion items:

Electronic collections: Director Struzziero reported increased use of digitized collections at the Library, such as newspapers, yearbooks, and resident listings. He noted the inclusion of circulation statistics for these newer digitized collections, which will now be counted towards overall circulation. This refinement in reporting was confirmed with the Massachusetts Board of Library Commissioners, who concurred that this is the proper way to report the usage of these digitized materials.

This increased circulation is in addition to e-book circulation and usage of the various data bases offered at the Library. The Trustees then discussed the overall increase in usage of electronic resources and requested that Director Struzziero consider ways of capturing the increased or different usage of the Library's information resources, including for example, reference questions.

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Staffing: Director Struzziero noted that he continues to work with Trustees Alligood and Stearns on developing a staffing model to meet the evolving needs of the Library. He summarized work done to date, including the need for more children's and technology resources and support and leadership opportunities for staff. As has been discussed previously, he noted that an outside perspective would be useful. Trustee Alligood is scheduling time with a consultant to brief the Trustees on this subject.

Director Struzziero reported on work done to develop an appropriate position description in light of the pending retirement of long-time employee Fred Dooe and described anticipated changes to the Library's organization structure after Fred's departure. He confirmed that anticipated changes would not change total FTEs and that no salary reclassifications are required.

New Business/Key user reports:

Town Meeting: Chair Keohane noted that there would not be a Library report at Town Meeting this year; rather, the Chair of the Building Committee would present a report. In addition, a proclamation will be read in honor of Fred Dooe and Mark Paollilo will be announced as one of the Foundation's fundraising chairs.

Friends report: The Friends had a work day, May 19, at the Library to groom and enhance the plantings around the Library, including adding eleven azalea bushes. Director Struzziero advised that he acknowledged the Friends' significant contributions to the Library in a letter submitted to the Belmont Citizen. He also noted the Garden Club's contribution to maintaining the Woodland Garden and permitting transplantation of cuttings to fill out the foundation planting at the Library building.

Key Users: Chair Keohane suggested a joint meeting of the Friends, the Foundation, the Building Committee and the Trustees to coordinate various elements of the Library building project. It was agreed that the Trustees would consider the timing of such a meeting at their meeting in June.

Policies: It was noted that the Trustees should review the Town's and the School Committee's naming policies and consider whether any modifications should be made to the Library's naming policy. Specific naming opportunities would be considered at a later time.

Director's Report: Director Struzziero referred to his report included with the meeting materials. He noted that he had submitted materials to the New England Library Association (NELA) for possible participation on a panel at NELA's upcoming meeting in the fall and referred to the summary included with the meeting materials. He is awaiting notification of whether he will be selected to participate. Director Struzziero confirmed, per a discussion at the April Trustees' meeting, that all Library employees and volunteers undergo a CORI check.

Director Struzziero updated the Trustees on the Minuteman Library Network's executive director search process, noting that he expected a new director was likely to be named soon. He also noted six incidents at the Library, including one which required that a patron be served with a trespass letter.

Trustee Mann moved to adjourn the meeting and Chair Keohane seconded the motion. The meeting adjourned at 8:55 p.m.

Next meeting will be held on Thursday, June 27, 2019 at 7:30 a.m. in the Flett room at the Library.

Respectfully submitted,
Gail Mann, Secretary

Exhibits:

- Agenda- May 28, 2019
- Minutes- April 16, 2019
- Director's Report – May 27, 2019
- Current Fiscal Year Data Comparison (Key Performance Indicators)
- BPL Expenditures FY 2019 year-to-date (dated May 23, 2019)
- Work Orders currently in process
- Calendar for Trustee meeting items by month dated May 28, 2019
- Inventory of Belmont Public Library Policies-May 28, 2019
- Belmont Public Library Naming Rights Policy (November 2018)
- Library Director's panel participation: Core skills in LIS programs from faculty, student and employer perspectives