

BELMONT PUBLIC LIBRARY  
MEETING OF THE BOARD OF LIBRARY TRUSTEES

BELMONT, MASSACHUSETTS  
June 27, 2019

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TOWN CLERK  
BELMONT, MA

2019 JUL 29 PM 3: 02

Chair Keohane called the regular meeting to order at 7:34 a.m. in the Flett Room of the Library. Also, present were Trustees Elaine Alligood, Gail Mann, Corinne McCue Olmsted and Mary Stearns, and Director Peter Struzziero. Trustee Carthy was absent. Deitra Barnes, Library staff member, attended the entire meeting and Paul Roberts, Chair of the Information Technology Advisory Committee (ITAC), attended the first portion of the meeting.

**ITAC report:** Mr. Roberts noted that the committee would soon be issuing its report on information technology usage, based on community input. He noted likely recommendations related to remote deliberation and participation for Town committees in order to increase participation. He discussed limited social media usage and outdated systems, for example, with respect to the Town calendar and signing of documents.

Chair Keohane suggested that Paul check in with the Trustees in the fall of this year, once the schematic design is completed.

**Updates; Key user reports:**

**Building Committee:** Chair Keohane noted significant public engagement regarding the Building Committee process, particularly with respect to sustainability. She reported that guiding principles are being developed and that there is a point person on the committee for sustainability issues.

**Belmont Library Foundation:** Chair Keohane reported that Hannah Fischer was working with the Foundation on communication and messaging issues, including FAQ's and a newsletter. She noted again the possibility of a joint meeting in the fall to discuss messaging as the project proceeds forward.

**Minutes:**

The Minutes of the Trustees' May 28, 2019 meeting were approved on a motion by Trustee Mann, seconded by Chair Keohane, and voted unanimously.

**Discussion items:**

**Liaison with schools:** Director Struzziero reported that the process for signing up 5<sup>th</sup> graders for library cards will continue for the 2019-20 school year, and that incoming kindergarten students would also likely participate. He noted that he is working with Trustee Olmsted on school-related activity. Director Struzziero reported that Library staff will be attending kindergarten orientations at the beginning of 2020.

**New Business:**

**Performance Review:** Chair Keohane reported that Director Struzziero would receive an "exceeds expectations" rating for the fiscal year ending June 30, 2019. She noted that the Trustees were not recommending any changes to his current contract. The Trustees noted their appreciation of Director Struzziero's efforts, contributions, and partnerships with various stakeholders. Chair Keohane noted that the Library was at a transition point where the Director and staff will need to collectively design and

execute new programs and services, all of which will be discussed in Director Struzziero's detailed review. On motion by Chair Keohane, seconded by Trustee Alligood, Director Struzziero's exceeds expectations rating was unanimously approved.

Chair Keohane noted that the Town was moving toward standard increases and methods of payment for the various rating levels, and that the Trustees would likely go along with the Town's recommendations.

Policies: Director Struzziero referred to the Library's Confidentiality Policy and discussed proposed amendments relating to the protection of patron records. Upon motion by Chair Keohane, seconded by Trustee Alligood, the Confidentiality Policy, as amended and renamed "Privacy Policy", was approved unanimously.

**Director's Report:** Director Struzziero referred to his report included with the meeting materials. He noted that the DPW hoped to do work on the library parking lot on a weekend when it is not raining. The Library will be open Sunday afternoons year-round commencing July 1, 2019. Director Struzziero also noted the need for additional Town focus on security at the Library. He reported that he met with staffing consultant Maxine Bleiweis; the Trustees will meet with her September 9, 2019, and staff training is being considered for September 10. He noted that such staff training would likely require the Library to close and that he would confirm closing hours with the Trustees once plans are finalized.

Director Struzziero reported on temporary staff promotions in light of long-term employee Fred Doe's retirement. Director Struzziero notified the Trustees that he would be on vacation the week of July 15.

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 Thursday, July 25, 2019 at 7:00 p.m. in the Assembly room at the Library.**

Respectfully submitted,  
Gail Mann, Secretary

**Exhibits:**

- Agenda- June 27, 2019
- Minutes- May 28, 2019
- Director's Report – June 27, 2019
- Current Fiscal Year Data Comparison (Key Performance Indicators)
- BPL Expenditures FY 2019 year-to-date (dated June 14, 2019)
- Work Orders currently in process
- Calendar for Trustee meeting items by month dated June 27, 2019
- Inventory of Belmont Public Library Policies-June 27, 2019
- Belmont Public Library Confidentiality Policy, as amended