

BELMONT PUBLIC LIBRARY
MEETING OF THE BOARD OF LIBRARY TRUSTEES

BELMONT, MASSACHUSETTS
December 19, 2019

2020 FEB -4 PM 2:35

Chair Kathy Keohane called the regular meeting to order at 6:05 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. Two members of the Library staff attended the Meeting.

Chair Keohane reported that Paul Roberts, the Library's liaison to the Town's Information Technology Advisory Committee (ITAC), was not able to attend the meeting as scheduled. The Trustees discussed the various matters for which ITAC input had been or would be requested, including ongoing work relating to conference call participation in meetings and work at home strategies, as well as on-line and physical security, website blocking considerations and potential sources of IT related grants for the library.

Minutes:

Director Struzziero noted an administrative correction in the October 2019 minutes to properly reference included exhibits. The Trustees then discussed the November 2019 minutes and recommended certain changes. The Minutes of the Trustees' November 21, 2019 meeting were approved, as amended, on a motion by Trustee Stearns, seconded by Chair Keohane, and voted unanimously.

Trustees' oversight role; fundraising roles and responsibilities: Chair Keohane suggested that the Trustees' review again information in the Trustee Handbook about the Trustees' oversight role. She also recommended reviewing sections that discuss fundraising roles and responsibilities, given that the Belmont Library Foundation was engaged in fundraising for a new library. Chair Keohane recommended an agenda item at a future meeting to discuss how the Trustees might want to operate differently to best support the Library and the Library Director.

FY 2021 capital budget update: Director Struzziero reported that the Warrant Committee requested additional narrative from Department heads for capital budget submissions. He reviewed again the submitted items, including funds to extend the useful life of existing air conditioning units, and funds to replace the fire alarm system. Director Struzziero noted that scheduled and unscheduled drills and regular periodic checks of components of the fire alarm system would be ongoing.

A discussion ensued about various health and safety issues that could arise in the Library and related training conducted by the fire and police departments.

Library gift program: Director Struzziero and the Trustees concurred that posted information about gifts to the Library should be updated. Director Struzziero will circulate policies from abutting cities and towns for discussion at the January meeting.

Key User reports and updates:

School Committee liaison: Trustee Olmsted reported that she planned to attend a school committee meeting quarterly and update the school committee on relevant library activities as appropriate. She

will also review agendas and minutes and update the Trustees periodically on School Committee business of interest to the Library.

Building Committee: Chair Keohane noted the goal of establishing a coverage calendar to keep the Project visible to the community during the fundraising phase. She noted that there was an upcoming information session at the Beech Street Center on January 14th at 2:30 p.m.

Friends: Trustee Stearns reported that the Friends held a successful one-day flash book sale earlier in the month.

CPA opportunities: Trustee Carthy and Director Struzziero reported on efforts to seek Community Preservation Act funds for which the Library may be eligible, including funds to remove invasive vegetation. They are pursuing eligibility with appropriate Town resources.

Traffic issues: Trustee Carthy reported that he had contacted the Director of Community Development regarding an additional crosswalk to facilitate Library pedestrian access. This would affect available parking on Concord Avenue. Trustee Carthy and Director Struzziero will continue to explore this and will consider engaging the Traffic Advisory Committee.

Director's report:

Director Struzziero referred to his report included with the meeting materials. He reported that he had reviewed the suggestions and advice of Maxine Bleiweis, consultant, with the Department heads, and noted that several of the suggestions would be reflected in the Library's next long-range plan. He referenced a recent theft incident and highlighted positive feedback. Chair Keohane noted the importance of stories that highlight the impact to and engagement of patrons in the Library's program and services.

Future Trustees' meetings:

January 16, 2020
February 13, 2020

Director Struzziero will send a poll to the Trustees to schedule meetings from March-June 2020.

Thanks to the Staff: The Trustees thanked the staff for the excellent job they have done in 2019.

Trustee Mann moved to adjourn the meeting and Chair Keohane seconded the motion. The meeting adjourned at 7:40 p.m.

The next regular meeting will be held on Thursday, January 16, 2019 at 7:00 p.m. in the Flett Room at the Library.

Respectfully submitted,
Gail Mann, Secretary

Exhibits:

- Agenda-December 19, 2019
- Minutes- November 21, 2019
- Director's Report –December 19, 2019
- Current Fiscal Year Data Comparison (Key Performance Indicators)
- BPL Expenditures FY 2020 year-to-date (dated December 17, 2019)
- Work Orders currently in process (December 19, 2019)
- Calendar for Trustee meeting items by month
- Tangible gift policy for review/gift suggestions