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BELMONT PUBLIC LIBRARY
MEETING OF THE BOARD OF LIBRARY TRUSTEES

BELMONT, MASSACHUSETTS
January 16, 2020

2020 FEB 19 AM 8:31

Chair Kathy Keohane called the regular meeting to order at 7:03 p.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 Mark Carthy was absent. Two members of the Library staff attended the Meeting.

Minutes:

The Trustees discussed the December 2019 minutes and Trustee Olmsted recommended certain changes. The Minutes of the Trustees' December 19, 2019 meeting were approved, as amended, on a motion by Trustee Mann, 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 budget update: Director Struzziero reported that he was working on additional narrative for the Warrant Committee and would be submitting it shortly. The Trustees suggested he reference state requirements to remain eligible for state aid, and to highlight likely need for significant capital improvements if funding for a new facility is not approved. Director Struzziero noted that the requests for capital budget items previously discussed were not likely to be approved but would still be submitted to the Capital Budget Committee. Health and safety items remain a priority and will continue to be brought to the attention of the Town. Director Struzziero noted that the new air conditioning unit previously purchased is scheduled to be installed the week of February 18. Chair Keohane requested that signage and website notice be posted in advance.

MBLC Trustees Handbook: Director Struzziero provided a current printed version of the Trustees' Handbook to each of the Trustees. Chair Keohane suggested that the Trustees sign up for the Massachusetts Board of Library Commissioners Trustees' list serve to receive regular communications about Trustees duties and responsibilities.

Library gift programs and policies: Director Struzziero referenced the various gift policies of other Massachusetts public libraries included with the meeting materials. The Trustees noted that given the new Library project, it would be prudent to consider revised and updated tangible and intangible gift policies. Trustees Alligood and Mann will review existing Belmont Public Library policies and those of other Libraries and return at a future meeting in the spring with a proposal for discussion and consideration.

Director's report:

Director Struzziero referred to his report included with the meeting materials. He reported that automatic renewals of eligible materials commenced network-wide at the beginning of the year. He

also reported that he had been invited to participate in a patron engagement event hosted by a major library vendor, which would garner an honorarium for the Library. The Trustees and Director Struzziero discussed the importance of professional development opportunities for Library staff.

Outline for 2020

Director Struzziero referred to the monthly outline of activities included with the meeting materials. Chair Keohane noted that she was setting up quarterly check-ins with Town Administrator, Patrice Garvin, and that Trustee Olmsted would be checking in periodically with the School Committee and that these activities could also be reflected.

The Trustees and Director Struzziero then had a discussion about messaging and the importance of continuing community education and awareness of both the Library project (including the significant advantages a new building will offer to the community as compared with the current, deteriorating facility) and the Library's programs and services. Chair Keohane reported on efforts in this regard. She noted a Foundation sponsored house party event she attended and an education event at the Senior Center.

Key User reports and updates:

School Committee liaison: Trustee Olmsted reported that school will start before Labor Day in 2020 on Wednesday, September 2. She reported that the RFP for the public-private partnership to construct a new ice skating rink had been released January 15. Assuming proposals are received in response, the Select Board and School Committee will jointly meet on May 12 to decide whether to approve a proposal and the matter will be taken up at the early June Town Meeting. Trustee Olmsted also noted certain School Department initiatives that could tie in to Library programs.

CPA opportunities: Director Struzziero reported that Trustee Carthy and he had attended a meeting of the Conservation Commission to further explore eligibility for Community Preservation Act funds to remove invasive vegetation. While the Wellington Brook land at the Library currently may not meet the CPA eligibility criteria, the Commission agreed to support a plan and analysis of the invasive vegetation at the site.

Future Trustees' meetings: Director Struzziero referred to the schedule included with the meeting materials.

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

The next regular meeting will be held on Thursday, February 13, 2020 at 7:00 p.m. in the Flett Room at the Library.

Respectfully submitted,
Gail Mann, Secretary

Exhibits:

- Agenda-January 16, 2020
- Minutes- December 19, 2019
- Director's Report – January 16, 2020
- Current Fiscal Year Data Comparison (Key Performance Indicators)
- BPL Expenditures FY 2020 year-to-date (dated January14,2020)
- Work Orders currently in process (January 16, 2020)
- 2020 Calendar for Trustee meeting items by month
- Inventory of Belmont Public Library policies (January 16, 2020)
- Various public library gift policies