

12/19/19

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BELMONT PUBLIC LIBRARY
MEETING OF THE BOARD OF LIBRARY TRUSTEES

BELMONT, MASSACHUSETTS
November 21, 2019 2020 FEB -4 PM 2:35

Chair Kathy Keohane called the regular meeting to order at 7:16 p.m. in the Flett Room on the Library. Also present were Trustees Elaine Alligood, Corinne Olmsted, and Mark Carthy. Trustees Gail Mann and Mary Stearns were absent, Director Struzziero arrived at 7:30pm.

Library Gift Fund Discussion and Vote

Chair Keohane reported on the review of Trust Funds with Trustee Gail Mann and Town Treasurer, Floyd Carman. Their discussion centered on the Town's process in managing these gift funds for the library. Trustees discussed the process and possible future options and opportunities. Upon motion duly made and seconded, the Trustees unanimously voted to transfer \$1,958.57 from the Special Funds to the Special Fund 72 expenditure account; \$10,294.72 from the Jane Dustan Children's Educational Fund to the Jane Dustan Children's Expense Account; and \$3,312.62 from the various Library Gift Funds to their expenditure account; representing a total transfer of \$15,565.91 to the designated current operating fund accounts.

Fundraising Parameters for Trustees and Staff

Trustees discussed fundraising within the Belmont Library; reminding and reinforcing that library staff and Trustees should not directly engage in fundraising activities. Library staff, if asked, can point patrons to the Library Website: <https://belmontpubliclibrary.net/about/building-committee/> Director Struzziero will communicate with staff the appropriate responses to new library related questions from the public.

Budget Update

Director Struzziero reported on the third round of the budget review, fine tuning the budget to meet the Town's required reductions in capital outlay, which at the library purchases new computers.

Library Building Committee

The Library Building Committee presentation is scheduled for the Select Board's December 10th meeting. As well, on November 29th the Belmont Media Center airs the Belmont Journal with Michael Crowley interviewing Kathy Keohane, Clair Colburn, and Brad Lewis on the progress of the Belmont Public Library Building Committee's schematic plan <https://youtu.be/Xtm7lhVJAYc> A number of other events going forward are scheduled for public participation and input. Additionally, the board discussed the Knotweed problem in the brook behind the library. The Library Director reported that earlier in the evening the CPC informed him that the Knotweed request was ineligible for CPC consideration, as the brook is not considered conservation land.

Director's Report

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The Director reported that the nonfunctioning roof top HVAC will be replaced on February 18th requiring an elaborate crane to remove and replace the units. The Board has asked Director Struzziero to push back the install date until after school vacation. The 5th grade outreach program continues to be highly successful.

Long Range Planning for FY 21-26

Director Struzziero discussed his plans and preparations for the upcoming long range planning process. The process, as in the past, includes input from the full range of community stake holders, comprehensive input, research on trends, population, programs and the opportunity to review public library trends, and research innovative staffing 21st century patterns. First steps will commence in mid-2020.

Traffic Advisory Discussion

Follow-up to the discussion with Jessie Bennett at the October Trustees meeting. The trustees discussed a variety of options to consider as the Library Building Project and the new high school building is completed.

Massachusetts Library Trustees Annual Meeting

Chair Kathy Keohane reported from the meeting, discussing topics: current trends including ROI, return on investment calculation strategies for public libraries, automated book return systems and census information issues, were discussed.

Trustee Meeting Dates

The trustees identified upcoming meeting dates and times: December 19th at 6:00 p.m., January 16th at 7:00 p.m., and February 13th at 7:00 p.m.

Executive Session – To Discuss Collective Bargaining

At 8:35 p.m., Chair Keohane moved to adjourn the meeting and to enter into Executive Session to discuss upcoming collective bargaining discussions with Jessica Porter and Shawna Healey, from Belmont Human Resources. The motion was seconded by Trustee Olmsted, and discussion took place. At 9:12 p.m., Chair Keohane moved to adjourn the Executive Session, Trustee Alligood seconded the motion.

The next regular meeting will be held on Thursday December 19, 2019 at 6:00 p.m. in the Flett Room at the Library.

Respectfully submitted,
Elaine Alligood, Vice Chair

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Exhibits:

- Agenda November 21, 2019
- Minutes, October 24, 2019
- October Statistics
- Building & Grounds Spreadsheet
- Director's Report – November 2019
- Trustee's Calendar