

BELMONT PUBLIC LIBRARY
MEETING OF THE BOARD OF LIBRARY TRUSTEES

BELMONT, MASSACHUSETTS
February 13, 2020

DATE: May 11, 2020
TIME: 2:24 PM

Vice Chair Elaine Alligood called the regular meeting to order at 7:02 p.m. in the Flett Room of the Library. Also present were Trustees Mark Carthy, Gail Mann, Corinne McCue Olmsted, and Mary Stearns and Director Peter Struzziero. Chair Kathy Keohane was absent. Paul Roberts attended the meeting for the first item of business and two members of the Library staff attended the entire Meeting.

ITAC Representative update:

Paul Roberts, the liaison to the Library from the Town's Information Technology Advisory Committee (ITAC), presented an update. He demonstrated a new technology – Meeting Owl –for remote participation in meetings. He noted that the Town does not currently permit remote participation of appointed and elected officials for attendance and quorum purposes, but the technology could be used for remote participation by members of the public.

Mr. Roberts presented an update on other activities of the Committee, including matters related to cyber security, work at home initiatives, and 5G deployment.

Minutes:

The Minutes of the Trustees' January 16, 2020 meeting were approved on a motion by Trustee Mann, seconded by Trustee Olmsted, and voted unanimously.

Discussion Item: Macmillan Publishing:

Director Struzziero referenced a national library effort in which the Belmont Public Library is participating, against Macmillan Publishing because of its practices regarding e-book acquisition. Director Struzziero and staff described the objectionable practices, and noted that libraries serving approximately 50 million patrons have signed on.

New Business:

Outreach Efforts: Director Struzziero reviewed his outreach efforts to various organizations in Belmont to raise awareness of the Library and the Library Project.

Key User Reports and Updates:

Building Committee: In Chair Keohane's absence, Director Struzziero reported on the Library Project and Building Committee activity. He noted that the Building Committee was awaiting final deliverables from the architect, at which time the Building Committee would remain as constituted but in a different phase of the Project. Trustee Olmsted reported on the results of a survey posted on-line by the Library Building Committee concerning the Project.

Fundraising efforts: Chair Keohane and Mark Paolillo had an initial meeting with representatives of the Belmont Savings Bank Foundation to discuss the Library Project. The Project is consistent with the

Foundation's mission. The Belmont Library Foundation has begun to host house parties as part of its fundraising efforts.

Trustee Mann reported that she and Chair Keohane participated in a conference call with the Town Administrator and Town Counsel to better understand the legal and ethics requirements for staff and elected officials in this arena. Counsel will be furnishing written information and further guidance will be shared with the Trustees and staff.

Other: The Trustees discussed the need for an additional crosswalk on Concord Avenue closer to the Library building. The timing of pursuing this request with the Town will be considered further with Chair Keohane.

Capital Budget: The Library's fiscal 2021 capital budget item requests were not included in the Town Administrator's recommendation to the Capital Budget Committee (CBC). Director Struzziero will have the usual opportunity to go before the CBC and speak to the needs this year's requests represent. The Trustees reiterated the importance of notifying the CBC and Select Board of the fire safety system issues raised by the Fire Chief and continuing to monitor performance. Adam Dash, select board member who serves as liaison to the Library, will be attending a Trustees' meeting in the spring.

School Committee: Trustee Olmsted reported on school enrollment figures, noting that the Middle School grades currently have the highest enrollment. The Town's demographic analysis projects school enrollment increases through 2025.

Conservation Commission/CPA funds: Trustee Carthy reported on his meeting with the Conservation Commission regarding possible funding for dealing with the invasive Japanese knotweed behind the Library. He was advised that this is not eligible for CPA funding but the Conservation Commission may be able to assist with locating grant monies to fund an assessment of the situation.

Director's report:

Director Struzziero referred to his report included with the meeting materials. He reported that the air conditioning unit installation would likely be delayed but with a goal of completing the work in April.

Director Struzziero noted excellent attendance at children's programs in January.

Director Struzziero referenced meeting materials that reflected State Aid spending during the last calendar quarter of 2019, children's programs during the quarter funded from the Jane Gray Dustan fund, and programs, services, and staff development funded by the Friends of the Belmont Public Library.

Library gift programs and policies: Director Struzziero requested that the Trustees review the examples and other materials included with the January 2020 meeting materials and be prepared to discuss at the March 26, 2020 Trustees' meeting.

Trustee Stearns moved to adjourn the meeting and Trustee Olmsted seconded the motion. The meeting adjourned at 8:45 p.m.

The next regular meeting will be held on Thursday, March 26, 2020 at 7:00 p.m. in the Flett Room at the Library.

Respectfully submitted,
Gail Mann, Secretary

Exhibits:

- Agenda - February 13, 2020
- Minutes- January 16, 2020
- Director's Report –February 2020
- Current Fiscal Year Data Comparison (Key Performance Indicators)
- BPL Expenditures FY 2020 year-to-date (dated February 13 ,2020)
- Work Orders currently in process (February 13, 2020)
- 2020 Calendar for Trustee meeting items by month
- Inventory of Belmont Public Library policies (February 13, 2020)
- Usage of State Aid – October-December, 2019
- Friends of the Belmont Public Library Spending Report (February 11, 2020)