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BELMONT PUBLIC LIBRARY
MEETING OF THE BOARD OF LIBRARY TRUSTEES

BELMONT, MASSACHUSETTS
May 21, 2020

DATE: July 9, 2020
TIME: 9:10 AM

Chair Kathy Keohane called the meeting to order at 7:02 p.m. The meeting was held as a teleconference meeting through Zoom technology as a result of the Covid-19 related order preventing gatherings. Also present were Trustees Elaine Alligood, Mark Carthy, Gail Mann, Corinne McCue Olmsted, and Mary Stearns and Director Peter Struzziero. Three members of the Library staff and a member of the Boy Scouts attended the Meeting.

Minutes:

The Minutes of the Trustees' May 6, 2020 meeting were approved on a motion by Chair Keohane, seconded by Trustee Stearns, and voted unanimously.

Library Operations:

Director Struzziero presented an update on Library activity over the past month. He noted the focus on virtual programming, with 22 programs held or scheduled in May and 20 scheduled for June. He further noted the improvements to the public-facing website and reported that he had acquired an additional zoom account to support and facilitate virtual operations.

Director Struzziero reported on involuntary and voluntary furloughs to date, noting that all persons furloughed were part-timers working less than 15 hours per month. He noted that certain staff members were working in the building in May on a voluntary basis, with the remainder working remotely. He noted that staff were continuing to process book returns and acquisitions.

Director Struzziero next presented a return to operations report. He noted the personal protective equipment purchased or on order as well as plans for regular deep cleaning of the building. The Trustees and Director Struzziero discussed the importance of documenting and training staff on requirements for operations once the building is opened to the public, as well as enforcement of requirements.

Director Struzziero then discussed tentative plans for a phased launch of curbside pick-up in June, subject to receipt of additional guidance from the Town and/or the Commonwealth. While plans are not final and can change, he noted a likely "soft" launch of a curbside pick-up process and limits on hours of operations, with the health and safety of staff and patrons of paramount concern. Director Struzziero noted that the resumption of Minuteman network delivery service was still under discussion.

Fiscal Year 2021 Budget:

Director Struzziero discussed virus-related budget cuts due to reduced revenues and state aid for the next fiscal year, as requested by Town management. He noted that assuming no additional cuts become necessary, the requested cuts related to plant management and staffing will be satisfied with a limited reduction in hours.

Trustee Mann then reported that the two unions represented at the Library had paused negotiations over the past two months. She noted that the Town would be setting up meetings to continue discussions in the context of the budget realities the Town is facing because of the corona virus crisis.

Miscellaneous; Key user updates:

Chair Keohane reported that the Library was trying to increase outreach to the community, with Trustees and other Library supporters pushing out the Library's newsletter and highlighting the many virtual and digital services offered. She noted that Director Struzziero and Trustee Olmsted were putting together a new survey to obtain information on Library usage during the shutdown, which will inform the fiscal 2022 budget as well as the long-range plan.

Friends: Trustee Stearns reported that the co-presidents were recruiting new members and volunteers and would be holding its June 4, 2020 annual meeting virtually. Director Struzziero noted that the Friends had taken over the "care package" program, and continued to contribute books for the program.

Belmont Library Foundation: Chair Keohane reported that the Foundation was using the current time to work on its data base, continue to identify potential donors, and expand its focus. They are in conversations with the Friends organization about overlap. Chair Keohane noted that the Town had received directly a couple of donations based on work done by the Foundation.

May Bequest: Chair Keohane reported that the final installment from the generous Phillip May bequest has been received.

Long Range Plan: Director Struzziero reported that the Library's current long range plan expires at the end of this calendar year and that he would be beginning work on an updated plan, noting that the new plan would seek Trustee, staff and community input as was done with the prior effort and would likely reflect a changing service model.

Summer Reading Program: Director Struzziero reported that the summer reading program would likely be announced at the end of May and would be principally virtual.

Chair Keohane and Director Struzziero noted that Adam Dash, the Select Board liaison to the Library, would likely join the Trustees at their June 18 meeting. Chair Keohane then moved to adjourn the meeting, and Trustee Mann seconded the motion. The meeting adjourned at 8:25 p.m.

The next regular meeting will be held via video/teleconference on Monday, June 29, 2020 at 7:00 p.m.

Respectfully submitted,
Gail S. Mann, Secretary

Exhibits:

- Agenda – May 21, 2020
- Minutes- May 6, 2020