

MEETING OF THE BOARD OF LIBRARY TRUSTEES

October 22, 2020

Chair Kathy Keohane called the meeting to order at 7:03 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, Mary Stearns and Director Peter Struzziero. Members of the Library staff attending the meeting were Gráinne Griffin, Myles Sullivan, Chris Tremblay and Ann Marie Zocchi.

**Review of Minutes:**

Trustee Olmsted requested one correction to the minutes as submitted. The revised minutes were approved on a motion by Trustee Mann, seconded by Trustee Stearns, and voted unanimously.

**Library Operations:**

*Expansion since September Trustees' Meeting*

The Library Director said checkouts and appointments to use a computer have increased. Current plans include doing a beta test on a browsing procedure in the Children's Room and introducing a browsing display in the lobby for impulse book selections. The Assistant Supervisor for Circulation, Gráinne Griffin, has received nice emails from patrons expressing their appreciation for the library's service.

The Trustees cautioned that the incidence of virus is increasing in adjacent communities. Trustee Carthy told the Director to be cautious about expanding reopening activities and to be prepared to shut down quickly if needed. The Trustees asked the Director to prepare a fall back plan if Belmont moves into the red level. The Library Director should prepare to end building access if necessary, very quickly in consultation with the Trustees' Chair and Vice Chair. The fall back contingency plan should include a way to pick up of materials without staff contact.

**FY 22 Budget Update:**

The Library Director has submitted an initial budget for FY 22 showing a 4.7% increase from FY21 & 3.9% from FY 20 and will meet with town officials to review it on October 26.

The FY 22 capital budget addresses steps needed to extend the useful life of the building's air conditioning equipment and the fire department's directive for an updated fire alarm system.

The Warrant Committee plans to assign a warrant committee member to work with each Department Head on the specific case in favor of an override from the Department's perspective.

**Friends/Foundation Update:**

### *Friends of the Belmont Public Library*

The Friends' Board has invited the Trustees' Chair and Co-Chair to speak at its November 5<sup>th</sup> meeting. 2020 is the 50<sup>th</sup> anniversary of the founding of the Friends of the Belmont Public Library. The Friends are preparing a history of the organization.

### *Belmont Library Foundation*

The Foundation will maintain its visibility by sending an update on its activities to its mailing list.

### **School Committee Update:**

As of October 20, 2020, the School Committee learned that its air flow study was faulty and closed all schools immediately with a reopening date TBD. When the elementary schools reopen, they will offer hybrid sessions. They will have no access to the school libraries. The middle school is expected to conduct hybrid sessions and plans to offer curb side pickup. The high school will operate remotely for the foreseeable future and students will have no library access.

The Library has a program to ensure that all fifth-grade students have library cards. The Library Director has adapted the format to online to make it possible to continue. He is in contact with the Chenery Middle School principal to make necessary arrangements to launch this program.

### **Vote-Holiday Eves**

Trustee Keohane made a motion, seconded by Trustee Stearns, to have the library close at 7 pm on Thanksgiving and New Year's Eves. The motion passed unanimously.

### **Vote-Trust Funds**

Trustee Mann requested that the Trustees approve the transfer to expenditure accounts of 80% of the income earned in fiscal 2020 on library operating gift funds maintained by the Town. Trustee Mann made a motion to transfer: \$2,125.70 from the Special Funds to the Special Fund 72 expenditure account; \$11,777.99 from the Jane Dustan Children's Educational fund to the Jane Dustan Children's Expense Account; and \$3,883.34 from the various Library gift funds to their expenditure account, representing a total transfer of \$17,787.03. The motion was seconded by Trustee Stearns and passed unanimously.

### **Key Topics:**

#### *State Aid/FOBPL Spend Review*

The Library Director reported how the library has spent FY 21 State aid to date. (Report attached)

#### *One Book One Belmont 2021 Plans*

The OBOB Committee has met twice. The committee is planning activities for the winter and spring focusing on how to overcome and heal from the challenges of 2020. Members of the OBOB committee represent a cross-section of the community.

**Director's Report:**

Heat sensors have been placed in the library's attic space.

The library has 4 open positions with interviews underway. The library staff is down 9 positions in total.

The Library Director mentioned there are changes in staffing requirements due to operational shifts resulting from the impact of Covid-19 on library operations. The Trustees requested that the Library Director also present staffing information in terms of FTEs.

Trustees asked the Library Director to report at the November meeting on staffing requirements by department, changes in services offered, types of staffing needed more or staffing needed less. In addition, the Library Director was asked to document for the record staff activities while working remotely.

The Library Director recognizes the possible impact on position descriptions to reflect the increased reliance on technology.

The Trustees asked the Library Director to provide a realigned organization chart (capturing Covid-19 operations) and to report positions that have been altered due to the increased technology use and how staff has been reallocated. This plan should reflect the changes in the distribution of services given that the current library usage is approximately 50% electronic and 50% print media. The Trustees asked the Library Director to provide any additional information which would be helpful to understand library operations during the pandemic.

**Schedule:**

Next Meeting – November 19, 2020, 5:30pm Via Zoom

**Adjourn:**

Chair Keohane moved to adjourn the meeting and Trustee Mann seconded the motion. The meeting adjourned at 8:45 p.m.

Respectfully submitted,

Mary D. Stearns, Secretary

**Exhibits:**

- Agenda – October 22, 2020
- Minutes- September 24, 2020
- Library Trusts-To Spend FY2021
- Library Trusts-Activity FY2020
- FOBPL Spending V2, Q2, Q3
- State Aid, FY 21 Expenses
- October 2020 Trustee Budget

- Buildings and Grounds Spreadsheet
- Director's Report, September 23, 2020