

MEETING OF THE BOARD OF LIBRARY TRUSTEES

January 21, 2021

DATE: March 5, 2021

TIME: 9:09 AM

Vice Chair Alligood 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 Mark Carthy, Gail Mann, Corinne McCue Olmsted, Mary Stearns and Director Peter Struzziero. Trustee Chair Kathy Keohane was absent. Members of the Library staff attending the meeting were Gráinne Griffin, Myles Sullivan and Christopher Tremblay.

Review of Minutes:

Trustee Olmsted and the Library Director requested several changes to the minutes as submitted. The revised minutes were approved on a motion by Trustee Alligood, seconded by Trustee Olmsted and voted unanimously.

Library Operations:

Service Model Currently:

The service model of window pickup of both adult and children's books and materials will continue for the time being. Patrons request materials and they are provided through window service to the right of the front door and to the right of the door to the Children's Room during posted hours. This service model will be reviewed in mid-February in light of the incidence of the virus and state mandates. The Library Director mentioned that there is high demand for this service. Trustee Olmsted asked for a report on the usage of the pickup window by time of day to understand how the current library services are used.

MLN Libraries Update:

The Library Director mentioned that operations at the libraries in the surrounding communities vary.

Update on Vacancies:

The Library has an opening in the Circulation Department due to an internal promotion. There were many applications and interviews are underway. Efforts are underway to backfill vacancies in part time positions for library assistants and a reference librarian totaling 1.1 FTEs.

FY22 Budget Update:

The Library Director reported that there is no update currently on the FY 22 budgeting process. The Library Director has submitted budgets for FY 2022 with 10% and 20% reductions per the request of the Town Administrator. The Library Director worked with a subcommittee of the Chair of the Trustees and a second Trustee to prepare these budget submissions.

Capital Budget Update:

The Library Director reported that he has not yet met with the town's Capital Budget committee. The Library Director has prepared the FY2022 capital budget request which carries forward the two capital requests in FY 21 which were not funded, i.e., a new fire alarm system and \$55K for preventative maintenance for the large air conditioning units.

Friends/Foundation Update:

The Foundation is operating in a quiet phase as the timetable for the new library is uncertain.

The Friends of the Belmont Public Library has had a very positive response to their membership drive launched this fall. They met their membership goals during the first quarter of their fiscal year. The Friends are providing support to the forthcoming Belmont Community Reads program. The Friends Board meets next on February 4, 2021.

School Committee update:

The public schools continue operating in the hybrid model and there are efforts to increase the amount of synchronous time.

The Middle School Librarian is teaching the students how to use the Belmont Public Library catalogue. This is an important resource because the Middle School Library has limited access at this time.

The School Department will give students an app on their school provided computers to access the Belmont Public Library's eBook collection.

The 5th grade library card program will be offered this school year.

Key topics:

The Library Director distributed the Library's Long-Range Plan for 2021-2026 to the Trustees and then submitted it to the MBLC. The MBLC has approved the plan.

Trustee Review of Policies:

The Library Director will select one or more of the library policies for the Trustees to review at the February meeting. This will launch what is expected to be a yearlong effort by the Trustees' to review the existing policies to determine their suitability and whether they need to be revised, updated or removed. The library's policies are listed on the web site.

<https://belmontpubliclibrary.net/about/policies/>.

Branding Course at Babson:

The Library Director recently completed a professional development course focused on how to market services which will help to develop library displays tied to library programs and market programs such as the cooking club and movie night.

Next Meeting – February 25, 2021, 7:00 pm Via Zoom

Adjourn:

Trustee Mann moved to adjourn the meeting and Trustee Olmsted seconded the motion. The meeting adjourned at 8:03 p.m.

Respectfully submitted,

Mary D. Stearns, Secretary

Exhibits:

- Agenda –January 21, 2021
- Minutes- December 17, 2020
- Buildings and Grounds Spreadsheet
- Director’s Report, January 2020
- December Statistics