

DATE: May 24, 2021

TIME: 9:35 AM

BELMONT PUBLIC LIBRARY
MEETING OF THE BOARD OF LIBRARY TRUSTEES

BELMONT, MASSACHUSETTS
April 14, 2021

Chair 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 Ellen Girouard, Gráinne Griffin, and Shawna Healey, HR Director, Town of Belmont.

Lucia Gates – Belmont Garden Club:

Lucia Gates spoke to the Board of Library Trustees about working to create a new garden space on Library grounds. She will work through Director Struzziero to locate volunteers to help with the removal of some bushes located on the pool side, between the pool side door and the assembly room fire exit. They will then create some outdoor seating areas in anticipation of an effort to install a butterfly garden next year. Lucia also expressed an interest in adding more garden spaces in the future. The Board approved this request and thanked her for her commitment to making the grounds so enjoyable.

Chair Keohane adjourned the public meeting at 7:14 pm and made a motion to move into Executive Session. The motion was seconded by Trustee Mann. A roll call vote was taken and gained unanimous approval.

The public session resumed at 7:44 pm.

Vote on Belmont Librarians Association Contract:

The Trustees voted unanimously to approve the Belmont Librarians Association contract and thanked Human Resources Director Shawna Healey and Trustee Mann for their efforts.

Review of Minutes:

The Minutes of the Trustees' March 25th meeting were not approved at this meeting as more writing is needed.

Voting of New Officers and Liaisons:

The Trustees thanked Chair Keohane for her six years of service as Chair of the Board of Library Trustees and discussed officers for the upcoming year. Trustee Olmsted nominated Trustee Alligood to serve as Chair and Trustee Stearns seconded this nomination. Trustee Carthy nominated Trustee Olmsted to serve as Vice Chair seconded by Trustee Mann and Trustee Olmsted declined this nomination citing her desire to continue serving as School Committee Liaison for the upcoming year. The Trustees voted unanimously to elect Trustee Alligood as Chair of the Board of Library Trustees. Upon motion by Trustee Stearns, seconded by Trustee Mann, outgoing Chair Keohane was unanimously voted to serve as Vice Chair of the Board of Library Trustees for the upcoming year. Trustee Keohane nominated Mary Stearns to serve a Secretary, seconded by Trustee Mann, and she was unanimously voted to serve as Secretary to the Board of Library Trustees for the upcoming year. Trustee Olmsted will continue as liaison to the School Department. Trustee Carthy will continue to serve as liaison to the Community Preservation Act program and the Traffic Advisory Committee. Trustee Mann will continue as liaison re the Library Trust funds and to represent the Trustees in union negotiations. Trustees Keohane and Alligood will be liaisons between to the Friends of the Belmont Public Library and the Trustees.

Library Operations:

Current Service Model & Next Steps

The library opened on a limited basis on April 5. Patrons can come into the library to pick up materials when the library is open. The library will maintain the current schedule for the time being on the advice of the Belmont Board of Health.

The Library Director is monitoring the number of people in the building at any one time to avoid the building becoming congested.

The Library Director is planning for an increase in the services offered. He is exploring ways to make more use of outside grounds.

The Library Director reported that both circulation and museum pass utilization have increased.

FY22 Budget Update:

Warrant Committee:

Trustee Olmsted and Director Struzziero met with the Warrant Committee Human Resources Subcommittee on April 7 and answered their questions re. the library's budget for FY22.

Capital Budget Committee:

The Library Director and Chair Keohane met with the Capital Budget committee. He reported that the Committee was receptive to the capital requests from the library; i.e., replacement parts for the air conditioners and a new fire alarms system.

Friends / Foundation / School Committee updates

Discussion / plan for future of Library Building Project

The trustees discussed reengaging with the Foundation in May to discuss the plans for the new building.

The School Committee has two new members and a new Chair. Elementary schools returned full time on April 5; the middle school returns full time in April 28 and the high school on 4/29. The school department will have a budget cut which may result in removal of a librarian position at the high school. The elementary schools will maintain library time for children.

Key topics:

Quarterly Spend

The Library Director presented a six year look back at the rate at which the library budget is spent throughout the fiscal year. The underspend rate was slightly higher during FY 21 due to the Covid impact. At the end of the fiscal year the library returns any unspent funds to the town.

Policy Review - Museum Pass Policy

The Library Director said that the Trustees will be asked to review the Museum Pass Policy at the May meeting.

Director's Report

The One Book One Belmont program had a dual focus and the program has been received and very successful.

Adjourn / Next Meeting – **May 20th 2021 7:00pm**

Chair Keohane moved to adjourn the meeting and Trustee Mann seconded the motion. The meeting adjourned at 9:15 p.m.

Respectfully submitted,

Mary D. Stearns, Secretary

Exhibits:

- Agenda REVISED April 14, 2021
- Minutes v.2 - March 25, 2021
- Buildings and Grounds Spreadsheet
- Director's Report, April 2021
- March 2021 Statistics
- January-March FOBPL Spending Report