

**RECEIVED  
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BELMONT, MA**

DATE: June 16, 2021

MEETING OF THE BOARD OF LIBRARY TRUSTEES

TIME: 2:44 PM

March 25, 2021

Chair 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 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 Breathnach-Griffin, and Ann Marie Zocchi.

**Review of Minutes:**

The Library Director requested one change to the minutes as submitted. The revised minutes were approved on a motion by Chair Keohane, seconded by Trustee Mann and voted unanimously.

**Library Operations:**

**Current Service Model and Next Steps**

The library currently provides requested material to adult and child users through an open window at designated hours Monday through Saturday. On March 22 the Library added 10 hours weekly to the window service for a total of 41 hours of window service. Effective April 5 the library will permit patrons to enter the library to use designated library services including pickup of materials, browsing in the display areas, use of computers and printers. Although the capacity of the library building is rated at 250, the library administration plans to restrict the capacity initially to ~50-75 including staff. The library administrators have installed a pager system to track the number of users in the library at one time and plans to use displays to show this information to users.

**FY22 Budget Update:**

**Warrant Committees & Capital Budget**

Chair Keohane and Trustee Olmsted will meet with the Warrant Committee on April 7.

The FY 22 Capital Budget request has been submitted. It included the items requested but not funded in FY 21; i.e., replacement of the fire alarm system and HVAC preventative maintenance.

The Trustees asked for an updated list, including cost estimates, of what is needed to keep the library building operating properly and safely. The Trustees originally requested this information from the architect who prepared the Schematic Design for the new building but it was not done because Board funding was not approved for this task. The Trustees discussed acquiring this information about the state of the current building which should include current market pricing for the fixes required.

**Mid -Year Review**

The Library Director provides monthly information on the budget run rate at each Trustees' meeting. At 75% of the way through FY 21, the spend rate is 59%. The Library Director expects the budget run rate will increase as the end of the FY nears. The Trustees asked for an analysis of the budget run rate for the first 6 months of each fiscal year for the past 6 years.

**Discussion on the Future Building Project:**

The Trustees will have a comprehensive discussion of the library building project in terms of timing and how and when to pay for it at a subsequent meeting. The timing of the library building project needs to be addressed due to competition from other potential town projects.

#### **Foundation/Friends/ /School Committee Updates:**

The Belmont Library Foundation did not meet this month.

Chair Keohane and Vice Chair Alligood met with the Friends. The Friends plan to publicize information about everything the library does. The Friends have a long-range plan to raise funds for the library. The Friends are planning an outdoor book sale with additional on-site activities to accompany the sale in the coming months. The book donation program will resume in early April.

Trustee Olmsted reported that Perkins & Will presented their draft "Belmont Ice Rink Site Study" to a joint meeting of the Select Board and School Committee on March 15. The study presented three options for layout of a new ice rink and realignment of the playing fields on the land west of Harris Field. The presentation also addresses a request for 90-110 additional parking spaces, 90 of which are intended for BHS student parking. The final report is expected March 30.

The Belmont Public Schools will bring students back to in-school learning in stages; i.e., grades K-4 on April 5, high school students 4 days a week starting April 12. Students will be seated 3 feet apart and 6 feet while eating. Teachers will be 6 feet from students. Students will use individual desks and will not be permitted to talk during lunch. The School Department also plans to purchase several tents. Elementary school students will have access to the libraries in their schools.

The town of Belmont recently received \$8.6 M in federal money. \$1M is slated for the schools and \$7.6 M for covid relief, lost revenues, water, sewer and broadband enhancements.

#### **Key Topics:**

##### Follow-Up on Network Security

In response to a question raised by a trustee during the February Trustees' meeting, the Library Director circulated a letter from Phil McNulty, Director of the Minuteman Library Network, describing the network's policies for ensuring patrons' privacy.

##### Union Negotiation Update

The Library Director and Trustee Mann are meeting with the Belmont Library Association to conduct negotiations.

#### **Policy Review:**

##### Exhibit & Display Policy

The Library Director circulated the proposed update to the library's Exhibit and Display Policy which incorporated Trustee comments. Trustee Olmsted asked that the draft policy omit enumeration of the specific locations in the library for exhibits and displays and leave these decisions to the Director's

discretion. The Trustees unanimously approved this policy as amended on a motion made by Chair Keohane and seconded by Trustee Mann.

**Director's Report:**

The program "Better Through Books – A Community Read" is underway.

**Next Meeting – April 14, 2021, 7:00 pm Via Zoom**

**Adjourn:**

Chair Keohane moved to adjourn the meeting and Trustee Alligood seconded the motion. The meeting adjourned at 8:37 p.m.

Respectfully submitted,

Mary D. Stearns, Secretary

**Exhibits:**

- Agenda –March 25, 2021
- Minutes- February 25, 2021
- Buildings and Grounds Spreadsheet
- Director's Report, March 2021
- Exhibits and Display Policy
- MLN Security Review
- February Statistics