

**RECEIVED
TOWN CLERK
BELMONT, MA**

DATE: August 16, 2021

TIME: 2:54 PM

BELMONT PUBLIC LIBRARY
MEETING OF THE BOARD OF LIBRARY TRUSTEES

BELMONT, MASSACHUSETTS
June 17, 2021

Chair Alligood called the meeting to order at 7:06 p.m. The meeting used a hybrid format due to the Governor's recent order. Trustees Carthy and Olmsted were present through Zoom technology along with library staff member Gráinne Griffin and Belmont Library Foundation Board Member Larry Link. Chair Alligood, Vice Chair Keohane, Trustees Gail Mann and Mary Stearns and Trustee Carthy (who later joined the meeting in person) and Director Peter Struzziero met in person at the Belmont Public Library.

Review of May 18, 2021 Minutes

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

Review of April 28, 2021 Minutes

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

Library Operations

Outdoor expansion

The popup tent remains in place. There are chairs available for outdoor seating near Wellington Brook and on the library's back patio.

The children's programs will be held outdoors this summer.

Indoor Offerings

As of June 1st, the library opened for full browsing. The library chairs were removed for the first two weeks of June. The chairs were returned the week of June 14.

The library will close at 7 pm during July and August with plans to stay open until 9 pm weekdays starting in September. The Library Director reported that the Mass Board of Library Commissioners said libraries should restore their pre-pandemic hours as of September. Belmont will comply.

The library no longer has capacity limits. The library will require mask wearing for children ages 5-11 and for unvaccinated people. Staff members may wear masks by choice. The library has masks available upon request.

Quarantining of library materials ends June 21. The Minuteman Library Network's Executive Board revoked the quarantine requirement. The Belmont Library plans to end the requirement to return materials to the outside bins.

The library has expanded the times when the library accepts book donations. Book donations can be left at the back door anytime the library is open.

FY22 Budget Update

Operating budget

Town Meeting passed the operating budget at the June town meeting.

Capital Budget Redevelopment

The Trustees Chair, Vice Chair and the Library Director are updating the five- year capital budget. They are also meeting with a consultant to ensure the budget figures are current. They also will update the cost estimate portion of the 2017 feasibility study which addresses the renovation option. They anticipate holding a joint meeting of the Library Trustees and the Capital Budget Committee in the fall. Chair Alligood is working with the Belmont Media Center to produce a short video showing the building's deteriorating conditions.

The Library Director reported that the Town Assessor recently toured the library building and reduced the building's assessment from \$15 M to \$12 M due to the building's condition.

The Capital Budget Committee asked the Library Director to provide current updated estimates for the fire alarm and HVAC systems.

Friends / Foundation / School Committee Updates

The Chair and Vice Chair attended the Friend's Annual Meeting in June. The Friends will celebrate their 50th anniversary with a Story Corp interviewing people about their library stories and host an event this fall. The Friends' leadership is rotating to two new Co-Presidents. Vice Chair Keohane has asked the Friends' leadership for feedback about the utilization of the library's museum passes funded by the Friends.

The Foundation will meet later in June. They are working on messaging and encouraging the town to become aware of the urgency of the need for a new library.

The last day of school was June 16. The School Committee voted to support the placement of a new rink. The high school is scheduled to open in September and has sent maps to students. The School Department will permit student parking by permit for 2 years along Concord Avenue between 7 am and 3 pm. The high school librarian's position will be eliminated.

Director's Report

The Library Director distributed the revised library circulation policy for the Trustees' review. This revision eliminates fines for overdue books. A serial abuser of the overdue policy must speak with the staff about the circulation policy and the staff will remind them about the Food for Fine option. If the issue is not settled at the Circulation Desk the patron will speak to library management.

There will be no change to lost item policy. The trustees asked for information about the incidence of lost items.

Trustees also asked about library card nonuse. Library cards expire every 3 years so a patron must verify their information to renew their card. A library card inactive for 5 years is deleted from the system. The library system software blocks any cards with accounts owing more than \$100.

Vice Chair Keohane made a motion to approve the revised circulation policy. Chair Alligood seconded the motion and it was voted unanimously. The Library Director reported that the Town Administrator enthusiastically supports the revised circulation policy which eliminates overdue fines.

The Library Director collaborated with the School Department to create a summer reading list. Several citizens raised questions about the suitability of one book. The School Department is addressing this in coordination with the Library Director and the Belmont Police department.

Trustee Olmsted said citizens have asked for a direct email link to the Trustees similar to the Select Board. She views this as a way for the public to contact the trustees. She asked the Library Director to research this issue and report to the Trustees how this operates for the Select Board.

The upcoming Trustees' meetings are scheduled as follows:

August 12
September 23
October 21

Adjourn:

Chair Alligood moved to adjourn the meeting and Trustee Mann seconded the motion. The meeting adjourned at 9:00 p.m.

Respectfully submitted,
Mary D. Stearns, Secretary

Next Meeting – **August 12, 2021 at 7:00pm**

Exhibits:

- Board of Library Trustees Agenda, June 2021
- Library Minutes, 5/18, 2021
- Library Minutes 4/28, 202
- Belmont Public Library Circulation Policy
- Buildings and Grounds
- Director's Report, May 2021
- May Usage Statistics