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DATE: December 1, 2021  
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BELMONT PUBLIC LIBRARY  
MEETING OF THE BOARD OF LIBRARY TRUSTEES

BELMONT, MASSACHUSETTS  
October 21, 2021

Chair Elaine Alligood called the meeting to order at 6:04 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 Kathleen Keohane, Mark Carthy, Gail Mann, Corinne McCue Olmsted, Mary Stearns and Director Peter Struzziero. Trustees Carthy and Olmsted left the meeting at 7 pm due to other commitments. Larry Link, member of the Board of the Belmont Library Foundation, joined the meeting.

**Review of Minutes:**

Vice Chair Keohane made a motion to accept the September 24 meeting minutes as revised, seconded by Trustee Carthy. Vice Chair Keohane made a motion to accept the October 4 meeting minutes as revised, seconded by Trustee Olmsted. Both sets of minutes were approved unanimously.

**Schedule Fall & Winter BOLT Meetings**

The upcoming Trustee meetings will be held at 7 pm on Tuesday, November 30 and Tuesday, December 21.

**Library Operations Update**

The Library Director reported that the library added Sunday hours from 1-5 pm as of October 3. The library is now open every day. At this time there are no plans to reinstitute large in-door programs but this decision will be reassessed after Thanksgiving. The Library Director mentioned there have been several recent electrical problems.

**Key Topics**

**Health and Wellness Training Opportunities**

The town currently offers its employees several types of health and wellness trainings. Chair Alligood met with the Town's Human Resources director to identify such opportunities for the library staff.

**Review of October 4<sup>th</sup> Select Board Meeting**

Communication efforts have continued since the October 4<sup>th</sup> meeting with the Select Board. The Library Director and the Trustees' Chair and Vice Chair made a presentation to the Warrant Committee on October 6. On October 20<sup>th</sup> Claire Coburn, Chair of the Library Building Committee, Marcie Schorr Hirsch, Co-Chair of the Belmont Public Library Fall Fundraiser and the Trustees'

Vice Chair Keohane filmed a presentation about the proposed new library building at the Belmont Media Center for the Belmont Buzz program.

Vice Chair Keohane reconvened a meeting of the entity coordinating library advocacy groups, referred to as the "Table Group." Meeting together to coordinate information flow were representatives from the Friends of the Belmont Public Library, the Library Building Committee, the Belmont Library Foundation and the Belmont Library Trustees.

### **Fact sheet development**

Communication strategy

The Belmont Library Building project has a designated email address to receive comments about the plans for a new library. There is also a fact sheet which includes FAQs which is being revised and updated.

### **Spending Report Out from FOBPL and State Aid**

The Library Director provided the requested quarterly spend report from the Friends. The Trustees reviewed the Library Director's quarterly report of spending of state aid funds.

### **Budget Update**

FY23 Kickoff

The Library Director has started work on the FY 23 budget. To be eligible to receive state aid funding, the annual budget must meet the state's Municipal Appropriations Requirement (MAR). If the Belmont Library budget is level funded at the FY 22 level, it will not meet the MAR.

The Library Director will request one new FTE position in the FY 23 budget for the Children's Room. The budget submission is due November 11. The budget subcommittee, Trustee Olmsted, Vice Chair Keohane and the Library Director, have been meeting to prepare the capital budget request.

The Library Director anticipates there will be a need to acquire and place RFID tags on library materials. The tags would support circulation processing in a new library building. He suggested that insertion of RFID tags on library material be done prior to the opening of a new building. The cost of acquiring and placing RFID tags would reduce operating costs in the long run.

The library has received several public records requests about the library's finances.

### **Friends / Foundation / School Committee updates**

Vice Chair Keohane reported that the Friends of the Belmont Public Library are holding a membership drive this fall. There are new co-presidents and co-treasurers of the Friends of the Belmont Public Library. The Friends will celebrate the 50<sup>th</sup> anniversary of the organization this year. The Friends will bring back the Author Series.

Trustee Olmsted reported that the schools are starting weekly pooled COVID testing for families that opt in. The School Committee requires eligible students participating in after school activities be vaccinated.

Trustee Olmsted reported that the so-called “jug handle” road, west of Harris Field, now providing parking for twenty-seven cars, is expected to be removed as part of the high school building project.

Trustee Olmsted reported that the recent census shows that the town population under age 18 and over 65 has increased, including a 10.4% increase in the town’s population overall.

### **Trust Fund Review and Vote**

The Vice Chair referred to an attachment to the Trustees’ meeting invitation. This attachment is a copy of the March 3, 2020 memorandum describing the Trustees’ creation of a town fund to ensure a permanent record of the establishment of this account to hold funds donated to the Belmont Public Library or to the Town of Belmont for the library building project. The memorandum states that the Trustees have the sole direction and oversight of these funds. The establishment of this fund is the result of a meeting between the then Library Trustee’s Chair Keohane and Town Treasurer Floyd Carmen.

Trustee Mann reported that she reviewed the library trust funds. Trustee Mann made a motion to move a portion of the operating income to the various Expenditure accounts. The motion was seconded by Vice Chair Keohane. Upon this motion duly made and seconded, the Trustees unanimously voted to transfer \$1,492.11 from the Special Funds to the Special Fund 72 expenditure account; \$10,048.43 from the Jane Dustan Children’s Educational Fund to the Jane Dustan Children’s Expense Account; and \$3,376.69 from the various Library Gift Funds to their expenditure account; representing a total transfer of \$14,917.22 to the designated current operating fund accounts.

### **Policy Review**

Museum Pass Policy-Discussion of this item was deferred.

### **Director’s Report**

#### Employee Recognition

The Library Director is exploring options to recognize the dedication of the staff in maintaining the altered operations necessary during the times of the peak impact of Covid 19.

The Library Director enumerated several of the current building problems; the outside light timer needs to be repaired as it does not turn on automatically, there are leaks in the building

in unexpected places, perimeter drains are clogged and broken. He has placed work orders with the Town Facilities Department but it is understaffed due to turnover. The Library Director prioritizes items which affect patron and staff safety.

The Belmont Fire Department fire inspection expert met with the Library Director.

The Belmont Fire Department parked an engine in the library parking lot and extended the ladder to the library roof as a display for the children.

The library is working with Habitat to develop new programs.

More than 500 people participated virtually in the book discussion with author Joyce Maynard.

### **Library Director Job Description Review (Executive Session)**

The Executive Session was deferred.

### **Next Meeting November 30, 2021 at 7:00pm**

#### **Adjourn**

Chair Allgood moved to adjourn the meeting and Trustee Mann seconded the motion. The meeting adjourned at 7:50 p.m.

Respectfully submitted,  
Mary D. Stearns, Secretary

#### Exhibits:

- Agenda – October 21, 2021
- Minutes- September 23, 2021
- Minutes-October 4, 2021
- Director's Report, October 21, 2021
- September 2021 statistics
- FOBPL July-Sept 2021
- FOBPL April-June2021
- State Aid Expenses
- Library Trusts to spend FY 2022
- Library Trusts Activity 2021
- Town Treasurer New Account 2020