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DATE: January 14, 2022  
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BELMONT PUBLIC LIBRARY  
MEETING OF THE BOARD OF LIBRARY TRUSTEES

BELMONT, MASSACHUSETTS  
December 21, 2021

Chair Elaine Alligood called the meeting to order at 7:09 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. Members of the Library staff attending the meeting were Gráinne Griffin, Ann Marie Zocchi and Hannah Lee

**Review of Minutes:**

Vice Chair Keohane made a motion to accept the November 30 meeting minutes as amended, seconded by Chair Alligood. The Motion was approved unanimously.

**New Agenda Format:**

The Town Clerk asked all town committees to adopt a standardized agenda format. This December 21 meeting agenda is in conformance with this request.

**Library Operations Update:**

The Library Director said he has not changed his plans in light of the recent Omicron variant but he is watchful and is prepared to readjust his plans. He is starting to prepare rooms in anticipation of being able to have in person as well as remote attendance for events. He anticipates offering volunteer contact tracing for program participants as needed. He has air purifiers in the Assembly Room and is acquiring technology to make hybrid programming available. Trustee Stearns asked the Library Director to coordinate with the Health Department for their protocol re listing names of attendees at any future event.

**Budget Update:**

• FY23 Update

The Library Director, Vice Chair Keohane and Trustee Olmsted met with the Town Administrator and her team. They discussed the request for a children's librarian and the increased funds for technology. The Town Administrator followed up with a request for a reduction in the preliminary budget. Trustee Olmsted, Chair Keohane and the Library Director will respond to this request.

Trustee Olmsted, Chair Keohane and the Library Director met with the Select Board who questioned adding an FTE position to the library staff at this time given there may be reductions in services during the building phase. The Library Director said that the library is open 66 hours

per week and a full-time employee works 35 hours per week, showing the coverage need. The Select Board asked for the library to present their strategic priorities and a transition plan for moving into and out of temporary facilities to a new building. Vice Chair Keohane said that they will get back to the Select Board with the cost to operate in the different phases of the transition to a new building and more detail as to why there is a need for a children's librarian position now.

The Library Director submitted a five-year capital budget request, however the 1<sup>st</sup> year is the focus leading up to a debt exclusion vote. In the first year it includes funds for RFID equipment which is portable and suitable for the new library building.

### **Key Topics:**

- Building Project Update

Vice Chair Keohane reported that they are working on a transition plan to identify what temporary space for the library would look like. They will meet with the representatives of the COA, School Department, Benton Library and other town spaces. They are also exploring use of the school department's modular classrooms.

The Library Director said other library directors have said the library will need half its current space for temporary operations. The operational costs for temporary space will be compiled in the coming months. Work had been done to estimate these costs but the current effort will revalidate the costs of temporary operations.

The electrical conduits in the library parking lot are being replaced because the parking lot lights do not work. This information is reported on the library web site and also posted on the doors of the library.

The Young Adult Librarian, Hanna Lee, proposed that the Library Trustees consider adding an honorary member from the Belmont Public Library's Teen Advisory Board, who would attend meetings quarterly. This honorary member would bring provide input to the Trustees from a young adult's perspective. The Teen advisory board chair and vice chair are elected by their peers. Librarian Lee recommended that both the Chair and Vice Chair attend together as the new chair is elected in January and could become oriented to the position prior to their senior year and serving as chair. The trustees were receptive to the idea. The Trustees listened to the discussion, and noted their willingness to consider a young adult observer but deferred action.

- Friends / Foundation / School Committee updates

Trustee Olmsted said there was no pertinent School Committee news to report.

The Friends of the Belmont Public Library completed their membership drive which was successful financially. Membership numbers are slightly lower than the past year. The Friends are planning an outdoor event in February. The Friends' book sale at the Holiday Market was

very successful. There was interest in the non-English books and the Friends want to publicize that they accept world language books.

The new Treasurer of the Belmont Library Foundation will be Chad Onufrechuk. He is scheduled to be formally elected at the Foundation's January meeting. Trustee Mann and Vice Chair Keohane are the Trustees' liaisons to the Foundation. They asked the library newsletter to report on the anticipated appropriation of state funds for the new library and to encourage giving plans for 2022.

### **Policy Reviews and Votes:**

- **Tangible Gifts Policy**

The Trustees reviewed the library's tangible gift policy. The policy states the gift will be acknowledged, including the date of the gift, to show clear transfer of ownership. Vice Chair Keohane made a motion to approve a modification to the tangible gift policy to develop a gift form and Trustee Stearns seconded this motion. The motion was passed unanimously.

- **Naming Rights Policy**

Vice Chair Keohane, Trustee Mann and Belmont Library Foundation President Marcie Schorr Hirsch, Vice President Ellen Schrieber are drafting a naming rights program. A revision to the Library Policy will be provided for review at the January 12, 2022 Trustees meeting. Trustee Carthy supported the recommendation that Vice Chair Keohane and Foundation President Hirsch have the authority to state the donation level and to accept the donation on behalf of the trustees. Trustee Mann recommended that there be a certain donation level where the decision would revert to the Trustees.

### **Director's Report:** not discussed

On behalf of the library staff Grainne Griffin expressed their appreciation for the recent staff holiday breakfast brunch.

Trustee Olmsted asked the meeting materials be provided to the Trustees two days prior to the meeting to allow time for review.

Trustee Olmsted asked that the library Facebook site include information about the availability of museum passes at the library.

Trustee Carthy asked that the Trustees revert to their prior practice of holding meeting on the third Thursday of each month.

Trustee Carthy asked that the Trustees look into the agreements regarding the naming and use of the Clafin Room.

Chair Alligood adjourned the public meeting at 9:21 pm and made a motion to move into Executive Session. The motion was seconded by Trustee Mann. The roll call vote to move into Executive Session was as follows: Chair Alligood: aye; Trustee Carthy: aye; Vice Chair Keohane: aye; Trustee Mann: aye; Trustee Olmsted: aye; and Trustee Stearns: aye.

The public session resumed at 10:05 pm.

### **Adjourn**

Trustee Mann moved to adjourn the meeting and Vice Chair Keohane seconded the motion. The meeting adjourned at 10:06 pm.

**Next meeting** – January 12<sup>th</sup>, 2021 7:00pm

Respectfully submitted,  
Mary D. Stearns, Secretary

### Exhibits

- Agenda – December 21, 2021
- Minutes-November 30, 2021
- Director's Report, December 21, 2021
- November 2021 statistics
- Collection Policy for Tangible Gifts
- Naming Rights Policy
- Trustees' Calendar