

BELMONT PUBLIC LIBRARY

BELMONT, MASSACHUSETTS

MEETING OF THE BOARD OF LIBRARY TRUSTEES

March 17, 2022

DATE: May 25, 2022

TIME: 2:20 PM

Chair Elaine Alligood called the meeting to order at 7:05 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. Staff Members attending were Deborah Borsuk and Ellen Girouard.

Review of Minutes:

Vice Chair Keohane made a motion to accept the February 17 meeting minutes as amended, seconded by Chair Alligood and the motion was approved unanimously.

Library Operations Update:

The Library Director reported that the library is now offering in person programming for all ages. The library will offer hybrid programming when the necessary equipment arrives. The mask mandate has been removed per decision of the Select Board and the Board of Health. The library is mask friendly with masks available for patrons upon request. The library is making an effort to allow spacing between patrons during in person programming. The Children's Room offers multiple sessions of programs that might be crowded. The Library Director will start to allow non-library groups to use library rooms in April.

Trust Fund Review:

The Belmont Library Foundation and Board of Library Trustees have finalized a process to track pledges and report fund-raising results and other sources of funds quarterly. They have prepared a spreadsheet tallying Library funds available from all sources, to be updated quarterly.

Information on funds available for the Library Building project will be provided on a quarterly basis.

Building Project Update:

The Library Building Committee is spearheading the effort to update the library building cost estimates.

CHA:

The Library Building Committee hired two cost estimators at the beginning of 2022 to refresh the cost estimates for the new building. Cost estimates were two years old at that time. Vice Chair Keohane, the architect and CHA will meet to reconcile the two updated cost estimates during the week of March 21. The refreshed estimate will be presented to the Select Board in mid-April.

In July the Select Board will decide whether to place a vote on the November ballot for a debt exclusion for the library building project. The town ballot must be submitted to the state for approval in

August because the November vote is a state vote.

Trustees Calendar for 2022:

The Trustees reviewed the current calendar which is a working document. They identified activities to be added and asked the Library Director to update and distribute the revised calendar.

Support Committees:

- Library Foundation & Friends Updates

The Belmont Library Foundation and the Belmont Public Library will have tables at Town Day on May 21.

The Belmont Library Foundation has created a "flip book" containing informational material about the new building. They have developed a gift intention form and Trustee Board members will send letters to past trustees and building committee members. Vice Chair Keohane asked current trustees to commit to making a donation.

The Belmont Library Foundation will start grass roots fundraising during April and May.

Vice Chair Keohane reported that the Friends will hold their Annual Book Sale at the Library on May 21st which is also Town Day and also the following day Sunday May 22nd.

The Friends is moving forward with the Children's Room library staff to launch "The Bookstore" in a corner of the Children's Room, a child's version of the Every Day Book Sale in the main library. It will open in April.

The Friends will celebrate the fiftieth anniversary of their founding this year. Vice Chair Keohane is on the committee planning this celebration. The Friends will hold a series of events starting in September and continuing into the Spring. The Friends also plan to sponsor a series of author talks focusing on books that have had an impact on the community.

- School Committee / Rink Updates

Trustee Olmsted reported that she and Vice Chair Keohane will be on the agenda for the April 12th School Committee meeting to update them on the library's return to in person programming, new programming and plans for naming the study rooms in the new library building.

The School Committee has voted to make masking optional.

Trustee Olmsted reported that the High School Building Committee voted to remove plans to redo the area west of Harris Field from the high school building budget. She reported that an OPM and an architect are developing a plan for the ice rink. The OPM and the architect will also review whether the existing building can be renovated.

She reported that the School Committee has not decided whether to make the temporary parking in the front of the high school permanent. Trustee Olmsted said that proposed changes to Concord Avenue would install a bike lane next to the sidewalk with parking adjacent to the travel lane.

Update on Outdoor Spaces:

The Library Director reported that use of the library's outdoor spaces was successful in FY22 and he will continue this effort in FY23.

Trustee Carthy and the Library Director identified and procured the services of an expert to begin removal of the invasive knotweed infestation at the edges of the library grounds. This effort requires a three-year treatment plan. The Library Director and Trustee Carthy consulted with the Conservation Commission to identify ecological and safe treatment.

The Library Director met with Lucia Gates from the Belmont Garden Club to discuss how to enhance the library's green space. The plan should focus on native plants and butterfly attractors. The Library Director will install weather resistant chairs for patrons' use.

Discussion on Meeting Room Policy:

The Library Director circulated the library's policy statement on meeting room use for trustee review. There were no programs held in the meeting rooms for two years due to the virus. He asked the Trustees to review the policy. No action was taken at this meeting. The Trustees asked that a revision to this policy include a revision date and the ability to submit a digital meeting room request. They also asked the Library Director to look at what policies other towns have for the use of library meeting rooms. The Library Director will revise this policy and ask the Trustees to review and approve it at a subsequent meeting.

Director's Report:

The Library Director commended the work done by an unseen but critical part of the library, the Technical Service Department. Despite reduced staffing due to budget issues, this department has maintained and exceeded their productivity.

There is increased interest in the library's world languages collection and the Technical Service Department is working to enhance this collection. This category of book often sells out at the Friends' book sales.

Adjourn:

Trustee Mann moved to adjourn the meeting and Vice Chair Keohane seconded the motion. The meeting adjourned at 8:48 p.m.

Next Meeting: April 21th at 7:00pm: Via Zoom

Exhibits

-Agenda – March 17, 2022

-Minutes- February 17, 2022

-Director's Report, March 17, 2022

-February 2022 statistics

-Trustees Calendar

-Meeting Room Policy
