

BELMONT PUBLIC LIBRARY  
MEETING OF THE BOARD OF LIBRARY TRUSTEES

BELMONT, MASSACHUSETTS  
May 6, 2020      DATE: June 15, 2020  
TIME: 9:54 AM

Chair Kathy Keohane 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 Elaine Alligood, Mark Carthy, Gail Mann, Corinne McCue Olmsted, and Mary Stearns and Director Peter Struzziero. Two members of the Library staff attended the Meeting.

**Minutes:**

The Minutes of the Trustees' April 1, 2020 meeting were approved on a motion by Chair Keohane, seconded by Trustee Stearns, and voted unanimously.

**Election of Officers:**

Chair Keohane led a discussion about the election of officers for the Board of Trustees in light of the delay of the Town election until June. She noted that the Trustee positions were uncontested, referenced the Library's by-laws and Town Counsel's input on the question, and mentioned that the Select Board rotated the Chair position in April in accordance with regular past practice. After discussion, the Trustees indicated their preference for waiting until June to elect officers. Trustee Mann noted that she would be rotating off of the Secretary position at that time.

**Library Operations:**

Director Struzziero reported on activity over the past several weeks. He noted that part-time employees working less than 15 hours per month were no longer being paid, as there was no remote work available for them to do. To date, the pandemic closures have not impacted full-time staff or members of either of the unions. Director Struzziero mentioned his efforts as a member of the Minuteman Library Network board, in particular with respect to contacting the Massachusetts Board of Library Commissioners concerning guidance on re-opening of public libraries.

Director Struzziero reported on the current vacancies at the Library, and the Town's hiring freeze and process for exceptions. He has posted the positions but advised the Town of a willingness to defer hiring until July 1.

Director Struzziero noted that he had attended several meetings to discuss the Town's current fiscal 2020 budget and the fiscal 2021 budget. The Trustees and Director Struzziero discussed options for the Library in the event of budget shortfalls, keeping in mind regulatory and network requirements for minimum service and acquisitions as a condition to state aid and/or Minuteman membership. While re-opening plans were being considered, no decisions are likely before June 1. He described possible phases, advance planning and acquisitions for health and safety equipment and processes, and coordination with the Town and the Commonwealth. Trustee Alligood recommended that the staff consider additional technology-related acquisitions.

Director Struzziero advised that the installation of the previously purchased air conditioner was now scheduled to begin the week of May 18.

Chair Keohane reported that the Town has opened an account that will enable the Library to receive donations from donor-advised charitable giving funds. The Trustees and Director Struzziero then began a discussion of the Library's gift policies. The importance of coordinating efforts among the various support organizations was emphasized. Chair Keohane noted that she would review existing documentation and create a framework to focus further work and discussion on the subject.

Director Struzziero noted that he reached his fifth anniversary of service at the Library this month. The Trustees thanked him for his contribution.

The Trustees agreed to meet again via remote video/audio conference at 7:00 p.m. on May 21 and June 18, 2020.

Trustee Mann moved to adjourn the meeting, and Trustee Stearns seconded the motion. The meeting adjourned at 8:26 p.m.

**The next regular meeting will be held via video/teleconference on Thursday, May 21, 2020 at 7:00 p.m.**

Respectfully submitted,  
Gail Mann, Secretary

Exhibits:

- Agenda – May 6, 2020
- Minutes- April 1, 2020