

MEETING OF THE BOARD OF LIBRARY TRUSTEES

June 29, 2020

DATE: August 24, 2020

TIME: 10:06 AM

Chair Kathy Keohane called the meeting to order at 7:03 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. Select Board Member Adam Dash attended the first part of the meeting. Four members of the Library staff attended the meeting, Ann Marie Zocchi, Ellen Girouard Gráinne Griffin and Christopher Tremblay.

Hosting of Select Board Member Adam Dash:

Select Board Member Adam Dash will continue as the Select Board liaison to the Library Trustees for FY 21. He reported that the Select Board will meet with the town's Financial Task Force on June 30 to discuss the FY 22 town budget, the need for an override, the size of the override and when the override decision should be placed on the ballot, November 2020 or April 2021. The override date needs to be decided by the July 27 deadline for inclusion on the November ballot which is a federal government ballot.

The Chair of the Trustees, Keohane, said that the library wants to give more input to the town's Financial Task Force to ensure that the Task Force knows that the MBLC requires the town to meet certain funding thresholds to participate in the Minuteman Network and to be able to use the Belmont Library card at other libraries. She asked Select Board member Dash to relay this information about the MBLC requirements to the Financial Task Force. Select Board Member Dash requested a list of what is needed to keep the current library building operating to give to the Town administrator this fall.

Officer Slate Vote:

The Trustees discussed officers for the upcoming year. Upon motion by Trustee Mann, seconded by Trustee Stearns, Chair Keohane was unanimously voted to serve as the Chair of the Board of Library Trustees for the upcoming year. Trustee Keohane stated this is the last term that she will serve as Chair. Upon motion by Trustee Stearns, seconded by Trustee Mann, Vice Chair Alligood was unanimously voted to serve as Vice Chair of the Board of Library Trustees for the upcoming year. Upon motion by Chair Keohane, seconded by Trustee Mann. Mary Stearns was unanimously voted to serve as Secretary to the Board of Library Trustees for the upcoming year. Trustee Olmsted continues as liaison to the School Department. Trustee Carthy is liaison to the Community Preservation Act program and the Traffic Advisory Committee.

Review of minutes:

The Minutes of the Trustees' May 21 meeting were approved on a motion by Trustee Stearns, seconded by Trustee Mann and voted unanimously. No changes to the minutes as submitted.

Library Return to Operations:

As of June 29, most of the library staff returned to on site operations. Full time staff are in the library three days on site and two days off site, rotating weekly to minimize contact. Library books checked out are due to be returned by June 30. During the shutdown, the library has held many virtual programs

with 1,146 live attendees, and 5,039 views of our taped programming videos during April, May and June. Curbside pick up began on June 8 with 48 slots/day and these slots were filled every day. Furloughs of the part-time staff continue.

The library has acquired PPE for staff, i.e., gloves, masks, hand sanitizer, bleach wipes and plexiglass for public service desks. Patrons will be required to wear masks in the building. Books returned will be quarantined for 72 hours prior to being reshelved. The library is operating a 9-5 Monday through Friday schedule. The Director has contacted Belmont Helps to provide home-bound delivery services, to commence after completing CORI checks.

Next Steps:

Trustee Carthy asked for a proposal addressing how to increase throughput and maximize service and what is needed to allow people back into the library building prior to the next Trustee Meeting.

Communications:

The library has started to send its newsletter to residents with library cards by email. As of June 2, 14,400 card holders received the newsletter and 6,243 card holders opened it. The library tracks why people unsubscribe. Newsletter recipients and library card applicants have an opt out option. The Library Director reported he has received positive feedback from patrons about the newsletter.

FY21 Budget Update:

The library provided FY 20 budget givebacks to the town due to unspent utilities line items, maintenance cutbacks and deferral of building repairs.

FY21 Appropriation:

The library did not receive the FY21 budget increase asked for. In addition, the library cut ~\$70K from its FY 21 budget request per the town's request. This cut will be achieved by deferring computer replacements and cutting back on materials and staff hours. The Director anticipates more use of self-checkout and cross training of staff to accommodate funding decreases. Due to staff turnover, the replacement children's librarian is now on board and the teen librarian replacement is due to report in August.

FY22 Framing:

The Library Director will work on the FY 22 budget during July.

Friends/Foundation Update:

The Friends of the Belmont Public Library have been active despite the impact of the virus. They held a very successful virtual annual meeting and reported on the Friends' accomplishments which included raising sufficient funds to meet their annual budget early in their fiscal year. They clarified roles and responsibilities for the Friends leadership and are planning to celebrate the fiftieth anniversary of the Friends founding in 2021.

The Belmont Library Foundation is beefing up its communications and is clarifying its roles and responsibilities vis a vis the Friends. The leadership of both organizations have met and recognize they both support the library but in different ways. The Foundation is getting ready for a time to become more public in raising money.

Key Topics:

Long Range Plan Process:

The FY 21 plans include producing a long range (5 year) plan). There will be a deliverable in the October/November time frame to be distributed for comment with a final version ready in the November/December time frame. Elaine Alligood, Trustee representative, will work with the library director on this document together with the team identified. This plan will provide an opportunity to adjust the service model.

One Book One Belmont:

The Library Director is assembling a committee including Belmont Against Racism (BAR) to plan the One Book One Belmont and identify the book. The events may be held in the fall.

Library Director Contract:

The Library Director's contract expired June 30, 2020. His new contract will be discussed and voted on at the July Trustees meeting in Executive Session.

Director's Update:

The children's summer reading program launched the week of June 29. It is sponsored by the Friends of the Belmont Public Library and the Belmont Center Business Association who donated gift cards for the participants. The new children's librarian Amy Loustau has started work.

The schematic design phase for the new library is now complete and was published on 6/29/20. It will be sent to the Trustees.

Updates from MBLC:

The MBLC will be flexible re requirements for the ARIS report and the time line has been extended into the fall.

Schedule Summer/Fall Meetings:

The next Trustees meeting will be held on July 30 at 5 pm and open in Executive session.

Adjourn:

Chair Keohane moved to adjourn the meeting and Trustee Mann seconded the motion. The meeting adjourned at 9:05 p.m.

The next regular meeting will be held via video/teleconference on Thursday, July 30, 2020 at 7:00 p.m.

Respectfully submitted,

Mary D. Stearns, Secretary

Exhibits:

- Agenda – June 29, 2020
- Minutes- May 21, 2020
- Survey focused on Digital Offerings
- Online Program Stats, Pre-taped Videos
- Online Program Stats Live on Zoom
- Framework for Library Budget Considerations and Discussion