

MEETING OF THE BOARD OF LIBRARY TRUSTEES

November 19, 2020

DATE: December 29, 2020

TIME: 2:03 PM

Chair Kathy Keohane called the meeting to order at 5:31 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 Director Peter Struzziero. Trustee Mary Stearns was absent. Members of the Library staff attending the meeting were Ellen Girouard, Gráinne Griffin, Ann Marie Zocchi, and Amy Loustau. Anne Paulson and Marcie Schorr Hirsch, members of the 2020 Long Range Plan Committee, were present for the first item of discussion.

**Long-Range Plan:**

Director Struzziero, together with Anne Paulsen and Marcie Schorr Hirsch, presented a report on the Long-Range Plan Committee's work. Ms. Hirsch highlighted the broad community, staff and trustee representation on the Committee, half of the members of which are new to the process. The Committee considered new survey data and pandemic usage data. Director Struzziero and committee members noted the broad-based recognition of increased usage of digital resources offered by the Library, patron loyalty and appreciation of resources and staff.

Director Struzziero reported that the updated long-range plan will highlight accomplishments since the current plan was published, new goals and themes, and will present enhanced infographics.

The Trustees thanked the Committee for its work and contributions.

**Review of Minutes:**

Trustee Olmsted requested one correction to the minutes as submitted. The revised minutes were approved on a motion by Trustee Mann, seconded by Trustee Carthy, and voted unanimously.

**Library Operations:**

Director Struzziero reported that Amy Loustau will be stepping in as Children's Librarian during Deborah's maternity leave.

Director Struzziero acknowledged the Trustees caution about expanding services in light of the significant increase in cases of Covid 19. Director Struzziero noted that he consults with other Library Directors, and most are very cautious. He is analyzing available data and working with the department heads at the Library to determine criteria for restricting the current limited services and/or closing the building. The Director and staff are also designing alternative materials access plans in the event the building were to be closed.

**FY 22 Budget Update:**

Chair Keohane reported that she, Trustee Olmsted, and Director Struzziero met with the Select Board to review the original budget submission and overview document. The Select Board supported the staffing

model and replacement of funds cut from the FY 2021 budget to assist with the Town's budget shortfall. Chair Keohane and Director Struzziero presented to the Trustees budget detail related to headcount and noted staffing considerations. They noted that the staffing assumptions in the FY 2022 budget take into consideration the organization structure work conducted over the past two years, as well as position reassessments conducted with the Belmont Librarians Association.

Director Struzziero and Chair Keohane noted that staffing costs are largely fixed by contract, materials costs must meet established guidelines to qualify for state aid and network access, and building costs are principally driven by the Facilities Department. Chair Keohane highlighted that the budget cut for FY 2021 trimmed the margin under the materials acquisition regulations (MAR) and that this will need to be monitored as the FY 2022 budget discussions continue.

Chair Keohane discussed the five-year projected spend in the FY 2022 capital budget request, noting the limited request for FY 2022, which represents a carry forward of items not funded in FY 2021, with a focus on patron and staff health and safety. Capital budget has been very limited by the Town for the past couple of years and the Library has supplemented when necessary from other available funds.

To assist with the Town's override analysis, the Town has requested that the Library prepare budget forecasts with 10% and 20% reductions from the original submission. Director Struzziero is working with Chair Keohane and Trustee Olmsted to prepare a menu of potential service cuts but no commitments have been made.

### **Friends/Foundation Update:**

#### *Friends of the Belmont Public Library*

The Friends' October 25<sup>th</sup> book sale was quite successful, raising approximately \$4,000. Trustee Alligood continues to work with the Friends on a history of the organization.

#### *Belmont Library Foundation/Building Committee*

Chair Keohane noted that the Foundation has had limited discussions with donors, and has presence on certain giving links, but remains in a quiet phase. The architect provided the Building Committee with a report of innovations in library design.

### **School Committee Update:**

Trustee Olmsted provided an update on school-related and School Committee activity. 2020-21 school enrollment is down by 255 students, 95 of them being kindergarteners. This may be related to Covid-19. The elementary and middle schools are operating a hybrid schedule and the high school plans to move to a hybrid schedule November 30<sup>th</sup>, subject to collective bargaining.

### **Director's Report:**

Director Struzziero referenced the report included with the meeting materials. He reported that the Library's initial air flow analysis was not accurate and has been redone. Based on the report it may be necessary for the Library to purchase additional air purifiers. He highlighted patron response related to increasing the Library's collection of periodicals in different languages, particularly Chinese.

**Schedule:**

The Trustees set the meeting schedule for January-March, 2021, with remote meetings scheduled for January 21, February 25, and March 25, all starting at 7:00 p.m.

The next Trustees' Meeting is December 17, 2020 at 7:00 p.m. via Zoom

**Adjourn:**

Trustee Mann moved to adjourn the meeting and Chair Keohane seconded the motion. The meeting adjourned at 7:19 p.m.

Respectfully submitted,

Gail S. Mann, Acting Secretary

**Exhibits:**

- Agenda – November 19, 2020
- Minutes- October 22, 2020
- November 2020 FY 2022 Library Budget submissions
- Library FY 2022 budget narrative
- Buildings and Grounds Spreadsheet
- Director's Report, November 19, 2020
- Library FY 2022 Capital Budget submission
- October usage statistics
- Hold shelf trends
- Survey on Chinese periodicals