

BELMONT PUBLIC LIBRARY  
MEETING OF THE BOARD OF LIBRARY TRUSTEES

BELMONT, MASSACHUSETTS  
January 7, 2016

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Chair Keohane called the meeting to order at 7:30 p.m. in the Claflin Room of the Library. Also present were Trustees Elaine Alligood, Gail Mann, Sarah Phillips, and Library Director Peter Struzziero. Gerry Boyle, Director of Facilities for the Town of Belmont, was also in attendance. Trustees Mark Carthy and Mary Alice Wistman were not present.

Chair Keohane and Director Struzziero presented an update on the Library feasibility study process and Town of Belmont news since the December 17, 2015 Trustees' meeting. They reported that the Massachusetts School Building Authority had selected the proposed renovation of Belmont High School as one of 26 projects across Massachusetts chosen for a final funding review. The Authority is scheduled to make its decision on which projects it will approve at its monthly meeting on January 27, 2016. Chair Keohane reviewed the timeline for the High School's feasibility study if the project is approved for funding, noting the timing for completion of the study and a potential debt exclusion vote in 2017.

Chair Keohane reported that she had met with David Kale, Town Administrator, and talked with selectman Mark Paolillo, as well as attended a meeting of the Town's Capital Budget Committee, about the Library's planned feasibility study in light of the High School project. Chair Keohane also reported that she and Director Struzziero had met with John Phelan, Superintendent of Schools. The possibility of a combined school/library project was discussed, but it was noted that economies of scale were not certain and that phasing issues could be problematic.

Chair Keohane reported that Town management is in favor of the Library going forward with the budgeted feasibility study. Director Struzziero highlighted that the timeline and work involved are different if the Library elects to participate in the next MBLC grant round (tentative date of January 2017). Chair Keohane and Director Struzziero discussed a potential timeline for the Library's feasibility study and related requirements, deliverables, and approvals in the event funding in the next grant round were to be sought and/or approved.

Director Struzziero and the Trustees discussed whether and how to integrate satisfaction of the grant requirements of the MBLC with the feasibility study work. Director of Facilities Boyle participated in the discussion, describing certain steps in the process, including possibly retaining a consultant for an initial exploration of a building program. The Trustees suggested that Director Struzziero and/or Chair Keohane contact the architect who has worked with the Library in the past to submit a proposal for approval at the next Trustees' meeting to assist with drafting an initial building program as input into the planned feasibility study. The Trustees' preliminary conclusions with respect to preparing and evaluating options for the Library facility, subject to change as Town dynamics and circumstances evolve and change, were as follows:

1. Enter into a professional services agreement for consulting services for preparation of a conceptual framework for a building program that could be used in a grant application.
2. An RFP would be issued thereafter for the consultant (who may be the same consultant/architect who prepares the conceptual options) to evaluate the options.
3. The Trustees designate the preferred option and request that a building committee be appointed by the Town.
4. The building committee would then issue an RFP for an architect to prepare the schematic design for the preferred option.

It was agreed that the Trustees would discuss this further, along with the appointment of members of a feasibility committee, at the next Trustees' meeting.

Director Struzziero then reviewed with the Trustees a first draft of a proposed fiscal 2017 capital budget, along with a multi-year look forward for capital expenditures, noting that he was working with the facilities department on that budget and that it remained subject to change. He further noted that the budget would likely need to be prioritized, given limited funds available town-wide for capital expenditures. Trustee Mann moved to prioritize the boiler and spline ceiling replacements for the FY 2017 capital budget, with all other expenses moved into outer years from FY 2018-FY 2021, seconded by Chair Keohane. The motion passed unanimously.

Trustee Alligood moved to adjourn the meeting and Trustee Phillips seconded the motion. The meeting adjourned at 9:10 p.m.

**Next meeting will be held on Thursday, January 21, 2016 at 7:00 p.m.**

Respectfully submitted,  
Gail Mann, Secretary

Exhibits:  
Agenda-January 7, 2016