

**Belmont Public Library**  
**Belmont, Massachusetts**

**February 1, 2016**

**Assembly Room: 7:00 PM**

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**Minutes**

Taken by: Elaine Alligood, Committee Co-Chair

7:05 PM: The Meeting was called to Order by Library Trustees Chair, Kathy Keohane

**In Attendance:**

Kathy Keohane, Elaine Alligood, Claire Colburn, Hannah Fischer, Nancy Dignan, Joel Semuels, Jenny Fallon, Pat Brusch, Anne Paulsen, Gail Mann. Absent: Gerry Boyle and Peter Struzziero

**Introductions:** Going around the table, each member introduced themselves, describing their related experience and commitment to libraries and the community. After, Kathy Keohane led the discussion and request for volunteers to serve as committee officers. Elaine Alligood and Nancy Dignan volunteered to co-chair the committee, with Kathy Keohane agreeing to serve as the Secretary.

Pat Brusch then explained the Belmont feasibility committee process and tasks. As well, she explained that the Library is quite likely not going to participate in the MBLC grant funding process when or if it is announced. Thus, this feasibility study will inform the Town's planning going forward as was outlined in the by Town Meeting when it approved sharing the costs equally for the feasibility study. Pat Brusch then took the committee's questions; further explaining the process and the schedules. It was agreed that a consultant would be hired to organize the process and that an RFP for one would be announced in the near future.

Additionally, the next step will be to appoint a sub-committee that will meet more frequently to carry out the RFP process, and select an architect for the development of the 3 options required by the Town Meeting's approval of the Feasibility Committee. The three options to be described by the Committee will all be driven by the Library program needs and requirements: 1) tear down the building and build a new one on the current site; 2) renovate the current building; 3) renovate the current building with an addition.

The ensuing Committee discussions and questions focused on the process ahead. Members raised issues and suggestions including the suggestion to hold a public meeting for feedback and comments as part of the process. The Committee agreed that was an excellent idea.

The meeting adjourned at 8:45PM. Trustee Alligood offered to take Committee members on a tour of the current Library's spaces from the basement to the attic.

The next meeting will be held on March 9, 2016 at 7:00pm in the Assembly Room.

Submitted by:

Elaine Alligood, MLS  
Co-Chair