

**RECEIVED  
TOWN CLERK  
BELMONT, MA**

DATE: November 18, 2022  
TIME: 9:38 AM

BELMONT PUBLIC LIBRARY  
MEETING OF THE BOARD OF LIBRARY TRUSTEES

BELMONT, MASSACHUSETTS  
October 20, 2022

Chair Alligood called the meeting to order at 7:28 p.m. The meeting was held as a teleconference through Zoom technology. Also attending were Vice Chair Kathy Keohane, Trustees Gail Mann, Corinne McCue Olmsted, Mary Stearns, and Director Peter Struzziero. Trustee Carthy did not attend. Ellen Girouard, member of the library staff, joined the meeting. Members of the public, Susan Lewis, Allison Lenk and Ellen Schreiber also joined the meeting.

**Public Comment**

There were no public comments.

**Review of Minutes**

The minutes of the September 22 Trustees' meeting, as amended, were approved on a motion by Vice Chair Keohane, seconded by Trustee Stearns and voted unanimously.

**Library Operations Update**

• **Building Conditions**

The results of a second air quality assessment show that the library air quality is acceptable.

There was a new leak during the week of October 10 and lights failed at the bottom of the stairwells.

The new exhaust fan arrived and was lifted onto the roof. The installation date depends on the arrival of necessary tools.

The heat has been turned on and the boiler checked prior to turning on the heat.

A new air compressor was installed. It regulates building temperature and is needed for the heating season.

• **One Book One Belmont (OBOB)**

The OBOB program is two-thirds complete and has been very successful. The Keynote Address was held both virtually and in person. There will be more OBOB programming during the next ten days. The staff will be in costume on October 31.

**Building Committee Update**

Vice Chair Keohane reported that the Building Committee appointed CHA as the OPM.

Vice Chair Keohane is preparing a proposal to the town for a CPA grant to cover the removal, restoration storage and reinstallation of the library's historical material. She will ask the trustees to review this proposal at the November trustees' meeting.

Vice Chair Keohane met with Building Conservation Associates (BCA) who assessed the library's historical materials and provided cost estimates for removal, restoration, storage, and reinstallation. The materials are stained glass windows in the Children's Room, two bronze relief plaques, the veterans' memorial plaques, the framed mural, and the relief map. Vice Chair Keohane met with the Belmont Veterans to find out how they want the Veterans Memorials in the library entrance handled.

Vice Chair Keohane recommended that the CPA grant proposal cover the stained-glass windows, the two bronze relief plaques and the veterans' memorial plaques. She said the town is looking into climate-controlled storage and she will investigate other storage alternatives.

- **Library Tours**

Vice Chair Keohane reported that the library tours have been well attended.

There are several more building tours scheduled and requests for custom tours will be accommodated to the extent possible.

## **FY24 Budget Review**

- **Operating Budget**

The budget subcommittee, composed of the Library Director, Vice Chair Keohane and Trustee Olmsted, are preparing the FY 24 operating budget request using a level funding model. The subcommittee contacted the town's Facilities Director to obtain estimates for utility costs. This request is due to the Town Administrator in November.

- **Capital Budget**

The Library Director is preparing the FY 24 capital budget request using information from CHA and CHA confirmed these estimates.

- **Plant Budget**

The town wants to further consolidate library facility management. The Library Director will respond to this request. The Trustees want to ensure a governance process for facility decisions because the library building is unique due to its evening and weekend use.

## **Library Foundation**

Vice Chair Keohane updated the current status of Belmont Library Foundation fundraising. The Foundation continues to receive pledges, \$60k in one recent week.

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

The Friends of the Belmont Public Library plan multiple events to celebrate their 50<sup>th</sup> anniversary. Events include an indoor mini golf event and "Books in Bloom" on March 31.

The Friends provides the library ~\$50K annually to underwrite the library's clubs and programs.

Chair Alligood and Friends member Pam Dalla have prepared a 50-year narrative and photographic history of the Friends which will be posted on the library web site.

The Friend will hold their Annual Book Sale October 22 and 23 in person at the library.

### **School Committee Updates**

The library undertakes a Library Card Drive each September to encourage students to sign up for library cards. In the past this program focused on fifth grade students. It was expanded to include sixth grade students this year due to the virus and will refocus on fifth grade students in 2023. In addition, members of the library staff attended all of the Belmont schools' curriculum nights in September. These efforts resulted in the library issuing 150 more library cards than would occur in a typical month.

The School Department has received MCAS results for spring 2022 tests. The library offers programs in mentoring and tutoring buddies to support the students to prepare for MCAS testing.

Trustee Olmsted attends Belmont School Committee meetings regularly and provides an update to the school committee quarterly along with Director Struzziero. They plan to provide the next update in November.

### **Director's Report**

The Library Director commended the excellent work of the library staff. Ellen Girouard took the lead to obtain the required information for the state reports and overcame problems with the state data entry system.

The library continues to offer very active and successful youth programs.

Library usage statistics continue strong. The year-to-year circulation statistics now capture two time periods when the building was open.

Vice Chair Keohane met with a member of the Belmont Historical Society to convey the Trustees' interest in more engagement with the Historical Society and its Claflin Room. Member of the Historical Society, Allison Lenk, recommended that the Trustees meet with the Historical Society member in charge of programming.

A group of second grade students visited the Claflin Room on October 22.

### **Adjourn**

Trustee Mann moved to adjourn the meeting and Trustee Stearns seconded the motion. The meeting adjourned at 8:28 p.m.

**Next Meeting: November 17th 2022, 7:00pm**

Exhibits:

- Board of Library Trustees Agenda, October 2022
- Library Trustees Meeting Minutes V2, September 22, 2022
- September Statistics Report
- Director's Report
- State Aid Spend July-Sept 2022
- BCA Belmont Library Object Condition Assessment
- FOBPL July-September