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BELMONT, MA**

DATE: December 21, 2022
TIME: 2:00 PM

BELMONT PUBLIC LIBRARY
MEETING OF THE BOARD OF LIBRARY TRUSTEES

BELMONT, MASSACHUSETTS
November 17, 2022

Chair Alligood called the meeting to order at 7:35 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, Mark Carthy and Director Peter Struzziero. Gráinne Breathnach-Griffin, member of the library staff, joined the meeting. Members of the public, Susan Lewis, Barbara DuBois-Hoag and Larry Link, Belmont Library Foundation, attended the meeting.

Public Comment

Susan Lewis commended the Belmont Library Foundation's (BLF) efforts on behalf of the town and asked that its success be publicized. She asked for information about the process and time table for the new library and whether the Library Building Committee will hold public meetings.

Vice Chair Keohane said that the Library Building Committee takes community concerns seriously and will ensure there are opportunities to receive community feedback. Meetings with the OPM begin in January 2023 and are open to the public. The meetings will include time for the public to provide feedback. The Library Building Committee will finalize the library design in 2023.

Barbara DuBois-Hoag asked how often the Library Building Committee will meet, how meetings will be advertised and who are the members of the Library Building Committee. The Library Director said this information is on the library's web site and showed where it is on both the library web site and the Town of Belmont web site.

Larry Link said that it is possible to subscribe electronically to the Town of Belmont web site to receive notifications of town meetings.

Review of Minutes

The minutes of the October 20 Trustees' meeting, as amended, were approved on a motion by Chair Alligood, seconded by Trustee Olmsted, and voted unanimously.

Library Operations Update

There was no library operations update.

Building Conditions

The Library Director reported that the air compressor failed and a new one has been installed.

The library had electrical issues and repairs are underway after consultation with the Fire Department.

One Book One Belmont Review

The OBOB program has finished and was very successful. There were more than 700 participants. This is the second year in a row that the library has organized and conducted a OBOB program.

The Library Director thanked staff members Deborah Borsuk and Lauren Pfender for their diligent efforts to make OBOB a success.

Friends of the Library Update

The Friends held a very successful book sale in October.

The Library Director thanked the Friends for funding the OBOB events.

The Friends are planning events in 2023 to celebrate their 50th anniversary. These events include miniature golf and Books in Bloom.

The Friends announced their FY 23 budget and plan to increase their financial support to the library.

The Friends will launch their annual membership drive in November.

School Committee Update

Trustee Olmsted reported that the new middle school is scheduled to open September 2023 for grades 7 and 8. The Chenery Upper Elementary School, grades 4, 5 and 6, is scheduled to open September 2024.

The School Committee plans to remove the modular units at Chenery and to renovate the playground for use by younger children.

Building Project Update

- **The Vote / Timeline Forward**

Vice Chair Keohane said, following the November 8th positive vote on the debt exclusion for the new library, Town Meeting Members will be asked to vote on the second night of the upcoming Special Town Meeting, November 30, to appropriate and authorize the town to borrow \$34.5M.

There will be a presentation at the November 30th Special Town Meeting describing the new library's time line and finances.

Vice Chair Keohane previewed the timeline for the library building project. Starting January 2023, there will be a yearlong effort to finalize the plan for the new library, including public forums. Construction is anticipated to start April 2024. The Town Treasurer anticipates borrowing the funds needed in April 2024.

- **Special Town Meeting Warrant Article**

The Library Trustees will review Town Counsel's input about the November 30 Special Town Meeting Warrant article at their December 13 meeting.

- **Budget & Fundraising Review**

Vice Chair Keohane said pledges continue to be received. She will provide the Trustees an updated list of the recognition opportunities available.

Belmont Library Foundation Update

The BLF's fundraising proceeds will be gifted to the Library building Fund account. Fundraising proceeds will be held by the Town Treasurer with the library's trust fund accounts.

Fundraising proceeds will cover library building expenses prior to construction start in April 2024. These expenses are currently estimated at \$3.5M and include design development, demolition and fees, construction documents and procedures to maintain library services.

The BLF will meet on November 28 to discuss gifting the funds to the Library Building Fund account. The BLF will contact donors who made pledges to request they submit the funds pledged.

Community Preservation Act Grant

Vice Chair Keohane met with the town's Community Preservation Act (CPA) Committee November 9 to speak to the library's pending CPA request. Vice Chair Keohane identified five items of historical interest in the library. 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. Based on information from the BCA Belmont Library Object Condition Assessment Report, Vice Chair Keohane recommends that the Library's CPA submission include removal, restoration, storage and reinstallation of the Children's Room stained glass windows, two bronze relief plaques and the two veterans' memorial plaques.

Trustee Stearns asked about the bronze statue outside the Children's Room given in memory of Joyce Higgins, long time Children's Room librarian. The library director said that it will be brought to the new library. Trustee Carthy asked for details on the costs of the framed mural.

Trustee Carthy asked about the Claflin Room and its contents. Vice Chair Keohane said that the Historical Society owns the contents in the Claflin Room and is responsible for moving, storing, and reinstalling these items in addition to equipping the new space. The Historical Society will be assigned the same size space in the new building that they currently occupy in the Claflin Room. Vice Chair Keohane suggested that the Historical Society to apply for a CPA grant to cover these expenses. It was discussed that we should describe via a letter of agreement the Historical Societies relationship to the current building and what it will be in the new Library. Vice Chair Keohane asked the Historical Society to clarify their insurance coverage on the Claflin Room items.

Submission and Status

Trustee Stearns made a motion to revise the BCA quote to include the removal, restoration, storage, and reinstallation for the Children's Room stained glass windows, two bronze relief plaques and the two

veterans' memorial plaques, seconded by Vice Chair Keohane and the motion passed unanimously. Vice Chair Keohane will submit a request on behalf of the Trustees to the town's CPA Committee to cover the cost of the removal, restoration, storage, and reinstallation for the Children's Room stained glass windows, two bronze relief plaques and the two veterans' memorial plaques. Vice Chair Keohane proposed that the framed mural and the relief map be handled separately and brought to the new library.

FY24 Budget Review

- Operating Budget

The Budget Subcommittee, Vice Chair Keohane and Trustee Olmsted, met with the Library Director to prepare and submit the FY 24 operating budget which has a 2.34% increase reflecting contractual increases. The Town starts the budget review process the week of November 21.

- Capital Budget

The Library Director will not submit a capital budget request for FY24.

Director's Report

There will be a Holiday Brunch for the library staff on Thursday December 15 at 9 am in the Assembly Room.

Adjourn

Trustee Mann moved to adjourn the meeting and Chair Alligood seconded the motion. The meeting adjourned at 9:01 p.m.

Next Meeting: December 13, 2022, 5 pm

Exhibits:

- Board of Library Trustees Agenda, November 2022
- Library Trustees Meeting Minutes, October 20, 2022
- October Statistics Report
- Director's Report