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BELMONT PUBLIC LIBRARY

BELMONT, MASSACHUSETTS

MEETING OF THE BOARD OF LIBRARY TRUSTEES

January 19, 2023

DATE: February 13, 2023

TIME: 8:56 AM

Chair Alligood called the meeting to order at 5:02 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. Member of the public, Barbara DuBois-Hoag, attended the meeting. Staff members attending this meeting included Lauren Pfendner, Ellen Girouard and Gráinne Breathnach-Griffin.

**AGENDA:**

**Review of Minutes**

The minutes of the December 13, 2022 Trustees meeting, as amended, were approved on a motion by Trustee Mann, seconded by Vice Chair Keohane, and voted unanimously.

**Library Operations Update**

- Building Conditions

The Library Director reported that the air compressor system fails intermittently and an inside piece of a window in the Children's Room fell and has been repaired.

**Building Project Update**

Vice Chair Keohane, Trustee Representative to the Library Building Committee, said the Library Building Committee has regular meetings on the first or second Tuesday of each month at 5 pm. The most recent meeting was held on January 17 and the next Building Committee meeting will be held February 14. The Library Building Committee will make meeting information more prominent and create a place for the public to submit comments on the committee's web page.

The Library Building Committee is hiring an accessibility consultant to ensure that the new building will comply with future accessibility requirements and seeks a structural engineer to advise on the use of timber or steel for structural components.

The architect has reviewed public feedback and is examining the building design to factor in information learned from the COVID experience.

Vice Chair Keohane reported that the Friends of the Belmont Public Library and the Belmont Historical Society have asked about space allocation in the new library. The Belmont Garden Club has asked how the Memorial Garden space will be handled. The Trustees and Library Director approve changes to space allocation in the library design. Design changes are referred to the architect.

The Library Building Committee has received questions as to why the new library building plan has several small meeting rooms. Meeting rooms in other town buildings are not an option because most buildings are not open evenings and library requests would have lower priority.

The new library's initial expenses will be paid using donated funds as agreed upon with the town. The town will likely make its first borrowing from the \$34.5 M borrowing authority in April 2024. Sally Martin is the Treasurer of the Library Building Committee and she and Vice Chair Keohane are members of the Library Building Committee's finance working group.

- **Timeline Forward**

The Library Building Committee is addressing design development to be followed by preparation of construction documents and release of the bid package by the end of 2023 or early 2024.

Contracts with the OPM and the architect are in process.

The Library Building Committee will redo the cost estimates in March, July, and again in the fall of 2023.

- **Funding / Fundraising Update**

Trustee Mann made a motion to authorize the Library to gift to the Town of Belmont the amount of \$875,000 of donated funds for the sole purpose of paying invoices authorized by the Library Building Committee for the design, demolition, construction, equipping and furnishing of a new Belmont Public Library and to authorize Kathy Keohane, Vice Chair of the Board of Library Trustees and member of the Library Building Committee, and Gail S. Mann, Trustee, to take all action necessary to effect the gift of such funds for the foregoing purpose. This motion was seconded by Vice Chair Keohane and passed unanimously. The donated funds, plus \$125,000 committed by the town from ARPA funds, provide \$1 million in the expenditure account set up at the town Treasurer's office to pay authorized invoices for the library building project.

East Cambridge Savings Bank and Cityside Subaru have become corporate sponsors of the library building project, with each contributing \$50,000 to the project.

More than 50% of the pledges have been received to date and deposited in the Library Capital Building Fund 2020 established for this purpose.

- **Documentation/Meeting Accessibility**

The Library Building Committee's web site, <https://belmontpubliclibrary.net/about/building-committee/>, is currently housed on the library web site. This web site contains recent documents as well as an archive of planning documents, Library Building Committee membership, scheduled meetings, meeting minutes and a feedback form. Whether the Library Building Project should have a stand-alone web site rather than being housed on the library web site is under discussion.

There will be public forums on the Library Building Project in March and May for community input.

### **FY24 Budget Review**

The proposed FY 24 operating budget holds FTE neutral and reflects updating and realigning staffing. The Budget Subcommittee (Vice Chair Keohane, Trustee Olmsted and the Library Director) submitted a FY 24 operating budget which requests a 1.65% increase and includes adding an Assistant Director

position. The library is the only town department without an assistant director position and the only library of its size without an assistant director in the Commonwealth.

The Budget Subcommittee is preparing a three year budget plan to anticipate the new library's needs. Foundational work on the three year budget has been done as part of projecting the costs of the new library's operations and the subcommittee will refresh these numbers.

- Trust Fund Review and Vote

Trustee Mann reviewed the various library funds held by the Town. The library can draw on 80% of the annual trust fund income for operations as permitted by the terms of the various gifts. Several trust accounts are restricted to capital expenses. She reviewed past practice and the proposal with respect to the most recently completed fiscal year.

Trustee Mann made a motion to move a portion of the operating income to the Special Fund 72 Expenditure account. The motion was seconded by Vice Chair Keohane and was passed unanimously. Upon this motion duly made and seconded, the Trustees unanimously voted to transfer \$1,710.71 from the Special Funds to the Special Fund 72 expenditure account; \$6,280.67 from the Jane Dustan Children's Educational Fund to the Jane Dustan Children's Expense Account; and \$1,474.73 from the various restricted Library Gift Funds to their expenditure account; representing a total transfer of \$9,466.11 to the designated current expenditure accounts.

### **Friends / Foundation Update**

- Friends

Chair Alligood reported that the Friends will host an indoor mini golf event in the spring, one day for adults and one day for children

- Belmont Library Foundation Liaison Appointment

Vice Chair Keohane was appointed liaison from the Library Building Committee to the Belmont Library Foundation with a term expiring 12/31/2023.

- Gifting Funds to Town for the Library Project

Vice Chair Keohane and Trustee Mann met with the Belmont Library Foundation about the process to transfer funds to the town. The Belmont Library Foundation is transferring donated funds to the Library Capital Building Fund 2020 fund to be used to pay invoices approved by the Library Building Committee.

### **School Committee Update**

Trustee Olmsted reported that the Belmont Public Schools will open Wednesday, September 6, 2023.

The high school's volunteer coordinator is retiring and the high school is reviewing how to support the graduation requirement of 40 hours of volunteer service. Trustee Olmsted asked whether the library might provide volunteer opportunities for high school students. The Library Director suggested that students interested in volunteering at the library contact the Teen Librarian and asked to revisit this topic when the new library opens.

Trustee Olmsted reported that the Rink Committee is preparing a new design but it will not change the plans for parking.

### **Director's Report**

- The Library Director is looking at potential sites to lease for temporary space to maintain library operations during construction.
- The Teen Librarian put together a video on how to play Dungeons and Dragons that has gone viral with more than 20K hits.
- The Library Director acknowledged the recent death of Mary Hall, Head of the Circulation Department, who was a library employee for more than 50 years and a faithful donor to the Library Building project.
- Gráinne Breathnach-Griffin is the acting head of the Circulation Department and the permanent position will be advertised.
- The Library Director introduced Lauren Pfindner who has worked at the Belmont Public Library for four years. She was a library director at another library prior to coming to Belmont. She currently heads the Reference and Public Service Department at the Belmont Public Library.
- The Library Director asked for the appointment of an Acting Director while he is on medical leave. Trustee Mann made a motion to appoint Lauren Pfindner as Acting Library Director for the duration of the Library Director's medical absence, seconded by Trustee Olmsted. The motion passed unanimously.

### **Public Comment**

There was no public comment.

### **Adjourn**

Chair Alligood moved to adjourn the meeting and Trustee Olmsted seconded the motion. The meeting adjourned at 6:12 p.m.

### **Next Meeting: February 9, 2023, 7 pm**

Exhibits:

- - Board of Library Trustees Agenda, January 19, 2023
- - Library Trustees Meeting Minutes, December 13, 2022
- - December 2022 Director's Report
- - Director's Report
- - Library Trustees Activity FY 2022
- - Library Trustees-To Spend FY 2023
- - Recap Library FY22
- - FOBPL-Quarterly Spending 2022 Q4
- - State Aid Expenses Q4 2022