

BELMONT PUBLIC LIBRARY

BELMONT, MASSACHUSETTS

MEETING OF THE BOARD OF LIBRARY TRUSTEES

March 30, 2023

DATE: April 12, 2023

TIME: 11:10 AM

Chair Alligood called the meeting to order at 7:02 p.m. The meeting was held as a teleconference through Zoom technology. Also attending were Vice Chair Kathy Keohane, Trustees Corinne McCue Olmsted, Gail Mann, Mary Stearns, Mark Carthy, and Library Director Peter Struzziero.

Chair Alligood adjourned the public meeting at 7:05 pm and made a motion to move into Executive Session to discuss the union negotiations with the Belmont Librarians' Association with Acting Human Resources Director Stephen Delaney. The motion was seconded by Trustee Mann. A roll call vote on the motion was held with voting as follows: Chair Alligood: aye; Trustee Carthy: aye; Vice Chair Keohane: aye; Trustee Mann: aye; Trustee Olmsted: aye; and Trustee Stearns: aye.

At the conclusion of the Executive Session, Chair Elaine Alligood called the regular meeting back to order at 7:40 pm. Also attending were Vice Chair Kathleen Keohane, Trustees Mark Carthy, Gail Mann, Corinne McCue Olmsted, Mary Stearns, and Library Director Peter Struzziero. Members of the public, Susan Lewis and Larry Link joined this meeting. Staff members attending this meeting included Lauren Pfindner, Ellen Girouard and Gráinne Breathnach-Griffin.

Review of Minutes

The minutes of the February 9, 2023 Trustee meeting, as amended, were approved on a motion made by Trustee Mann, seconded by Trustee Olmsted and voted unanimously.

Library Operations Update

The Library Director reported some building systems failures but noted that he principally authorizes repairs to items affecting health and safety. He replaced emergency lighting in the Assembly Room. During a fire drill during the week of March 20, the annunciator panel did not work. It was subsequently inspected, repaired and the repairs failed. The Library Director is looking into whether further repairs can make it work properly.

Building Project Update

•Timeline Update

Vice Chair Keohane reported the Library Building Committee has completed the 30% milestone for the Design Development Phase which will complete by 6/30/2023.

Cost estimates will be calculated three times; March, July, and October. There are new energy codes and their cost has not been entirely factored into the cost of the new library which will be an all-electric building.

The Building Committee is considering whether they should prepare two construction documents to go out for bids; one for demolition and one for the construction of the new building. The Building Committee will vote on the approach at their April 11 meeting.

The Building Committee will provide an update on the library building design at its April 25 meeting. CHA is maintaining a list of all community input received to date. This feedback has been considered and has been used to enhance the design.

The geotechnical engineering effort for the new building has started and is due to be completed May 3.

Efforts are underway to identify temporary space to operate the library during construction. Vice Chair Keohane and Trustee Stearns have met with town officials to identify available space in town owned facilities.

The costs of equipping temporary space will be paid from the library's operating budget. The Library Building Committee will authorize payment of rent for temporary space in private facilities if needed.

- Floorplan Review

Vice Chair Keohane described the refinements to floorplans for each floor of the new library building. (See Exhibit 230314-LBC-Meeting-6) The library footprint will shift slightly on the right side (of the exhibit) causing a small reduction in square footage due to site issues.

Refinements for the first, or ground floor, include specifying the location of the "Wall for All," moving the table and chair storage room to below the stairs, extending the glass opening to the Children's Room, moving the Commons Stairs, reducing the stadium seating, and moving the "Library of Things" nearer to the Circulation Desk. Two concepts under evaluation for the food and beverage offering are a "grab and go" setup or vending machine. Consideration of a café has been removed.

Refinements for the second floor include reducing the number of quiet study rooms to seven, adding a second egress, reducing the size of the quiet reading room, increasing space for the video and podcast studio, increasing storage space, carving out space for periodicals from a portion of the reading porch, reducing the Claflin Room footprint and placing a doorway between the Claflin and the Underwood Rooms. The adjacent Underwood History Room will hold Belmont's historical records.

Vice Chair Keohane met with the Belmont Historical Society to discuss their plans to furnish the Claflin Room. The Belmont Historical Society is responsible for removing from the current building, storing the materials and reinstalling materials and all needed equipment into the new space.

The partners in the new library, i.e., The Historical Society, the Friends of the Belmont Public Library, and Belmont Media, will be asked to contribute to the library's operating costs. Trustee Olmsted asked if we would be reducing the partners percentages if we let other groups use the spaces. Vice Chair Keohane suggested that it would be determined at a later date.

Trustee Carthy asked if rooms dedicated to specific purposes can be used by others. Vice Chair Keohane replied all rooms can be used for other purposes with the potential exception of the studio space which is targeted for that use. Staff space will remain as staff space and although flexible for any staff needs, will not be used for public space.

- Funding Update

Trustee Mann said funds from trusts and bequests designated for the new building will be used to pay bills. Trustee Mann moved to authorize Vice Chair Keohane and Trustee Mann to instruct the Town Treasurer's office to liquidate up to \$500,000 of dedicated Library trust accounts for transfer to the Library Building Project 2020 Fund, and to gift such funds to the Town 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. The motion was seconded by Trustee Stearns and passed unanimously.

Vice Chair Keohane said she and Sally Martin, who comprise the Building Committee Financial Working Group, meet monthly with the town accountant on oversight of the building project expenses.

FY24 Budget Update

Vice Chair Keohane and Trustee Mann have met with the Town Administrator about the FY 24 operating budget and talks continue. There also have been multiple meetings about the library's FY 24 operating budget with the Select Board, the Warrant Committee, and the Warrant Committee's Subcommittee on Human Service. The Town Administrator recognizes that the library budget needs to meet the state MAR requirement. The final decision on the library's FY 24 operating budget is pending.

Friends / Foundation Update

Chair Alligood said that the Belmont Library Foundation continues to accept contributions and the Trustees continue to accept pledges and grant intentions.

The Belmont Library Foundation will meet during the week of April 10.

Chair Alligood said the Belmont Garden Club, in coordination with Friends of the Belmont Public Library, will sponsor a "Books in Bloom" fundraiser at the library on Friday evening, April 28, 2023.

Acting Director Pfindner reported that the Friends of the Belmont Public Library held a "Putts and Pints" mini golf fund raiser on March 3. The following day the mini golf event was free and open to families. Both days were very successful with more than 500 people attending. Several local businesses sponsored this event and Sam Adams Brewery donated the pints. She reported that many people commented that they had never seen all three floors of the library and were unaware of the extent of the library's collection.

School Committee Update

Trustee Olmsted reported that the School Committee has selected a new superintendent who will report on July 1 and the School Committee will now fill the assistant superintendent vacancy. Trustee Olmsted will ask the School Committee to schedule her and the Library Director to speak at a School Committee meeting to update them about the plans for the new library and highlight the proximity that relocated middle school students will have to the library.

Trustee Olmsted sends the School Committee regular updates with relevant information about library activities.

Director's Report

The Library Director referred to his attached Director's Report

Public Comment

Larry Link asked if the footprint for the Belmont Historical Society includes storage space. Vice Chair Keohane said she is in discussions with the Historical Society regarding their needs for the space. It has

been suggested to the Historical Society that they have moveable display cases so that items could be displayed in different areas of the building to enhance public access to the materials.

Adjourn

Trustee Carthy moved to adjourn the meeting and Trustee Mann seconded the motion. The meeting adjourned at 8:45 p.m.

Next meeting – April 11, 2023

Exhibits:

- 3-30-23 Board of Library Trustees Agenda
- Director's Report, March 2023
- February Statistics, Report 2023
- BLA Settlement Memo 022823
- 230314-LBC-Meeting-6