

BELMONT PUBLIC LIBRARY

BELMONT, MASSACHUSETTS

MEETING OF THE BOARD OF LIBRARY TRUSTEES

May 25, 2023

DATE: July 13, 2023

TIME: 1:47 PM

Co-Chair Kathy Keohane called the meeting to order at 6:02 p.m. The meeting was held as a teleconference through Zoom technology. Also attending were Co-Chair Elaine Alligood, Vice Chair Corinne McCue Olmsted, Trustees Gail Mann and Mary Stearns, and Library Director Peter Struzziero. Trustee Mark Carthy was absent. Members of the public, including Larry Link, Anne Lougee, Barbara DuBois, Susan Lewis, and Carolyn Bishop, joined this meeting.

Public Comments

A member of the public inquired about the landscape plan and roof snow clearance for the proposed new library building. Co-Chair Keohane noted that these issues would be addressed at the June 13 Library Building Committee meeting.

Election of Board Secretary

It was noted that the Board had not formally appointed a Secretary for the upcoming year. Upon motion by Trustee Stearns, seconded by Co-Chair Keohane, Trustee Mann was unanimously appointed as Secretary of the Board for the current year.

Review of Minutes

The minutes of the April 11, 2023 Trustees meeting, as amended, were approved unanimously on a motion made by Trustee Mann and seconded by Co-Chair Alligood. Co-Chair Keohane noted that at the time of the April meeting it was noted that the Trustees would transfer certain of the Library trust funds to the Town in April to cover expenses of the Library Building Project. Subsequent to the meeting, the date of transfer was postponed until May 22 and the transfer was made and approved at the Select Board meeting held that evening.

Library Operations Update

Given the new building project, Director Struzziero noted that the focus on facilities work at the current building was on items potentially affecting health and safety. He thanked the Friends of the Library and the Garden Club for recent outside beautification efforts. Director Struzziero noted that John Marshall, long-time custodian, is now officially retired from service and that he will be sending a letter of appreciation on behalf of the staff and the Trustees.

Building Project Update

Co-Chair Keohane reported that the architects continued to meet with Town department heads and to refine the building design based on community and stakeholder input. She noted the need for emergency vehicle access on the side of the building and that the architects were working on providing additional storage on the upper floor. She also noted that an outside disability access consultant is providing input to the project team.

Co-Chair Keohane also reported that the team was in conversations with Belmont Media about staffing and equipping the studio space in the proposed new building. She then discussed the installation of EV

chargers in the parking lot for the new building. After discussion, the Trustees concluded that it would be most appropriate for Belmont Light to install and maintain the chargers, given their competencies in this regard. Upon motion made by Co-Chair Keohane and seconded by Trustee Mann, it was unanimously voted to request that the Belmont Light Department install, maintain and support EV Chargers in the parking lot of the new building, consistent with other installations in Belmont and applicable law.

The Trustees then discussed parking at the new building and ways to impose reasonable limits in order to provide free on-site parking for the greatest number of patrons. This discussion will continue as the project progresses.

Co-Chair Keohane next discussed the process and documentation for independent organizations that are scheduled to have dedicated space in the new library, including the Friends organization and the Belmont Historical Society. She shared a sample license agreement with the Trustees as a best practice for memorializing the obligations of the licensee. The possibility of a financial contribution, either in cash or in-kind, was raised. Co-Chair Alligood also noted the importance of understanding insurance coverage for various assets. This conversation will continue as space and design plans are finalized.

Co-Chair Keohane has suggested that the architects meet with staff and the Trustees to walk through the building design and recent changes.

Temporary Space

Director Struzziero reported on the status of discussions regarding temporary space after move out and during construction. The School Department and the Library are in discussions to provide staff space as well as additional space for storage and equipment. The Town, the Friends of the Benton Library and the Trustees are working on finalizing agreements to provide children's services at the Benton library.

FY 2024 Budget Update

Director Struzziero reported on funds from FY 2023 that are likely to be turned back to the Town which are principally unused maintenance funds. Given the building project, the Library is focusing on health and safety repairs and foregoing additional cosmetic improvements.

Director's Report

Director Struzziero next reported on the status of the RFID project. As of April, approximately 10% of the collection had been tagged. He would like to complete the project in one year, an aggressive schedule that will depend on available personnel. He noted that he would be providing extra hours to expedite completion of the project, and would supplement with interns and potentially the tax work-off program. Co-Chair Keohane suggested that Director Struzziero provide an update on the project in his Director's report each month.

Friends/Library Foundation Update

Trustee Stearns advised that the Friends' Annual Meeting was scheduled for June 13th. She reported on the successful April Books and Bloom event and the annual book sale. The Friends have sponsored a Saturday music program that has been well attended. They will be sponsoring an ice cream truck at the Library for children who are participating in the summer reading program.

Co-Chair Keohane reported that Marcie Schorr Hirsch had stepped down as President of the Belmont Library Foundation but will remain on the Board. Ed Barker has taken over as President.

School Committee Update

Vice Chair Olmsted noted that tours were being scheduled in connection with the planned September 2023 move of the 7th and 8th grades to the new Belmont Middle and High School. The move of the 4th grade from the elementary schools to the Chenery Middle School is scheduled for September 2024.

Vice Chair Olmsted noted that Superintendent Phelan announced that the Chenery would be providing temporary space for Library services, subject to approval by the School Committee.

Director Struzziero's Annual Review

Co-Chair Keohane reported that Director Struzziero's contract was up for renewal at the end of the fiscal year. She noted that Co-Chair Alligood would be communicating with the Trustees about providing feedback and suggested that the Trustees work toward completing the work by the next Trustees' meeting at the end of June.

The Trustees set dates for their next two meetings: June 29 and July 27.

Adjourn

Co-Chair Keohane moved to adjourn the meeting and Trustee Mann seconded the motion. The meeting adjourned at 7:03 p.m.

Next Meeting: June 29, 2023 7:00pm

Respectfully submitted

Gail S. Mann

Secretary

Exhibits:

- Agenda, May 25, 2023
- Director's Report, May 2023
- April 11, 2023 meeting minutes
- April 2023 Statistics
- Sample License Agreement
- Temporary Space Plan

- Draft MOA for Temporary Space