

BELMONT PUBLIC LIBRARY  
MEETING OF THE BOARD OF LIBRARY TRUSTEES

April 11, 2024

DATE: May 21, 2024  
TIME: 8:50 AM

Co-Chair Kathleen Keohane called the meeting to order at 4:30 p.m. The meeting was held as a teleconference meeting through Zoom technology. Also attending were Vice Chair Corinne McCue Olmsted, and Trustees Stephanie Cahoon, Mark Carthy, Gail Mann and Mary Stearns, and Library Director Peter Struzziero and Assistant Library Director Lauren Pfendner.

Co-Chair Keohane welcomed the newly elected Trustee Stephanie Cahoon. She noted that the purpose of the meeting was to appoint officers for the upcoming year and assign Trustee liaisons to various organizations and responsibilities.

### **Library Trustee Roles & Responsibilities Discussion and Votes**

- *Officer Roles*

The Trustees voted unanimously to appoint Gail Mann as Secretary of the Board of Library Trustees for the upcoming year upon a motion by Chair Keohane, seconded by Trustee Stearns. The Trustees voted unanimously to appoint Kathy Keohane as Chair of the Board of Library Trustees for the upcoming year upon a motion by Trustee Mann, seconded by Vice Chair Olmsted. The Trustees voted unanimously to appoint Vice Chair Olmsted to serve as Vice Chair of the Board of Library Trustees for the upcoming year upon a motion by Chair Keohane, seconded by Trustee Carthy.

- Liaison Roles

After discussion about the various liaison roles and responsibilities, upon motion by Chair Keohane, seconded by Trustee Mann, the Trustees voted to accept liaison recommendations as follows; Vice Chair Olmsted, liaison to School Department; Trustee Mann, liaison to Belmont Library Foundation; and Trustee Stearns, liaison to the Friends of the Belmont Public Library.

It was noted that Trustee Mann will continue to serve as point person for the Library's various trust fund accounts and as the Trustee representative for union negotiations. Chair Keohane will continue to be the Trustee representative to the ad hoc working group for temporary space at the Benton Library and Trustee Stearns will be the representative to the ad hoc working group for the temporary space at the Beech Street Center.

Trustee Cahoon noted that she will work with other Trustees to become better acquainted with the work of the Trustees. She noted that she had a communications background. Chair Keohane reported that work has begun on a branding effort in conjunction with the Belmont Library Foundation and other community members. Trustee Cahoon will be the Trustee point person for this effort.

The Trustees then discussed the future meeting schedule. Trustee Carthy and Chair Keohane recommended scheduling meetings on the third Thursday of each month subject to conflict with other important town meetings. It was noted that Trustees may have to miss a meeting due to vacations or personal commitments, but so long as a quorum of members can attend, the Trustees would stick with the pre-set schedule. Chair Keohane noted that a meeting schedule proposal will be presented at a future meeting this spring.

**Next Meeting:** April 25, 2024 at 7:00 p.m.

**Adjourn**

Chair Keohane moved to adjourn the meeting and Trustee Mann seconded the motion. The meeting adjourned at 5:01 p.m.

Respectfully submitted,

Gail S. Mann, Secretary