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BELMONT PUBLIC LIBRARY
MEETING OF THE BOARD OF LIBRARY TRUSTEES

July 18, 2024

DATE: August 22, 2024

TIME: 3:48 PM

Chair Kathleen Keohane called the meeting to order at 7:02 p.m. The meeting was held as a teleconference meeting through Zoom technology. Also attending were Trustees Stephanie Cahoon, Gail Mann and Mark Carthy. Vice Chair Corinne McCue Olmsted and Mary Stearns did not attend the meeting. For the regular session, Library Director Peter Struzziero and Assistant Library Director Lauren Pfindner attended the meeting. Circulation Director Grainne Griffin and member of the public, Susan Lewis, also attended the regular session of the meeting.

Executive Session

Trustee Mann moved that the meeting move into Executive Session. Chair Keohane seconded the motion. On a roll call vote, the motion was unanimously approved.

The meeting continued after the conclusion of the Executive Session.

Review of Minutes

The minutes of the May 16, 2024 Trustees meeting were approved unanimously on a motion made by Trustee Mann and seconded by Trustee Carthy.

Library Director's Update

Director Struzziero referenced his Directors' Report furnished with the meeting materials. He reported on the successful groundbreaking ceremony held in June, noted the new hours of operation for the Benton library, and that the Benton neighborhood impact continued to be managed.

Director Struzziero presented a budget update, noting that certain targeted purchases for the new building had been made, the FY 2025 budget is in place and work has begun on the FY 2026 budget.

Building Project Update

Chair Keohane reported that information being shared via social media has incorrectly suggested that certain site work underway was unanticipated and thus an addition to the project scope. She noted that all the rigid inclusion work was anticipated and was included in both the project budget and the project timeline. She also reported that the furniture working group has been meeting regularly and has been spending considerable time assessing furniture and finish options for each of the areas within the new building. Recommendations from this working group will be brought to the Library Building Committee in the forthcoming meetings for review, discussion and approval. Chair Keohane confirmed that the library had been awarded a \$100,000 Massachusetts Cultural Council construction grant.

Chair Keohane noted again that the Belmont Media Center will have dedicated space in the new library that the BMC will equip and staff and to which the community will have access. She discussed the proposed Memorandum of Agreement with the BMC and noted that the details of the MOA are still being worked out.

Trustee Carthy, who is chair of the Town's Cable Advisory Committee, and Trustee Mann, both noted that the arrangements with the BMC are a benefit to the library and the entire community. Upon motion by

Chair Keohane, seconded by Trustee Carthy it was unanimously voted to authorize Chair Keohane to finalize and sign a Memorandum of Agreement with the Belmont Media Center.

Key Topics

Library Policies: Director Struzziero reported that the policy review working group (Trustee representatives are Stephanie Cahoon and Mary Stearns) will be grouping policies by subject matter for efficient review and amendment as appropriate, with the goal of completing the work by the opening of the new building.

Friends/Library Foundation Update

Assistant Director Pfendner reported that the Friends were working on meeting logistics, including location and quorum requirements, during the transition.

Chair Keohane noted that the Belmont Library Foundation continued to working on naming conventions for donor recognition at the new library and following up with donors about recognition opportunities.

Other Business

Director Struzziero noted that there would be an ice cream social at the Beech Street Center from 12:00-1:30 on Friday, July 19 for and in recognition of Library and Beech Street Center staff and the Trustees.

Next Meeting: August 15, 2024 at 7:00 p.m.

Adjourn

Chair Keohane moved to adjourn the meeting and Trustee Carthy seconded the motion. The meeting adjourned at 7:54 p.m.

Respectfully submitted,

Gail S. Mann, Secretary

Exhibits:

- Agenda, July 18, 2024
- Director's Report July 18, 2024
- May 16, 2024 meeting minutes
- June 2024 statistics report
- Owner's Project Manager Monthly Update