

Chair Kathleen Keohane called the meeting to order at 7:03 p.m. The meeting was held as a teleconference meeting through Zoom technology. Also attending were Vice Chair Corinne McCue Olmsted and Trustees Gail Mann and Mary Stearns. Trustees Stephanie Cahoon and Mark Carthy did not attend the meeting. 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 meeting.

**Staff Appreciation; Publicity re: project issue**

Chair Keohane expressed her gratitude for all the work done by the department heads and staff during the transition to temporary space and particularly thanked Grainne Griffin, who was in attendance at the meeting, for her efforts relating to circulation.

Chair Keohane referenced the publicity surrounding soil testing at the project site, noting that soil testing work was included in the contract and the additional testing and oversight being conducted is within the project budget.

**Review of Minutes**

The minutes of the July 18, 2024 Trustees meeting, as amended, were approved on a motion made by Trustee Mann and seconded by Chair Keohane, with Vice Chair Olmsted abstaining because she did not attend the July Trustees' meeting.

**Library Director's Update**

Director Struzziero referenced his Directors' Report furnished with the meeting materials. He reported that an additional cubicle had become available, enabling the coordinator of reference to move to the Beech Street Center from the Chenery Upper Elementary School. He also reported that the collaboration between library and school department staff is underway, including librarian visits to schools, library card sign-up efforts and the status of temporary spaces.

Director Struzziero reported that he would update the Trustees quarterly on his progress against his annual goals for FY 2025. Chair Keohane requested that he obtain feedback from patrons about the summer reading programs and other services.

**Library Policies Review**

Director Struzziero noted that together with the policy working group, all library policies are being reviewed to determine necessary or appropriate amendments, or whether they should be retired or converted to a practice. New policies will be considered to address new subject matter. He reviewed a prioritization grid established with the working group and indicated he would be reaching out to trustees for assistance. The goal is to complete this work by the opening of the new building. Vice Chair Olmsted noted the importance of reviewing and revising as necessary the meeting room policy.

## **FY 2026 Budget**

Director Struzziero reported that an initial FY 2026 budget submission is due in September and that he is working with the budget working group to assemble this. He will update the Trustees at the September meeting and will request an extension if necessary to accommodate the Trustees' meeting schedule. He is also working with the architect about assumptions for capital needs for the new building. Chair Keohane confirmed that the new building will be included in the Town's long-term capital budget planning, recognizing that capital needs should be quite limited in the early years.

Director Struzziero noted that the Town is encouraging a support model that includes consolidation of facilities services for the new building, with budget dollars adjusted accordingly. He and the Trustees noted that the service levels are very important and that these matters should be addressed in a Memorandum of Agreement signed by the Trustees and the Town. Director Struzziero noted that he would circulate the existing facilities consolidation agreement signed in 2015.

## **Building Project Update**

Chair Keohane reported that foundational and preparatory work continues. She confirmed that the Library Building Committee tightly tracks and manages the construction budget and change requests and orders. Additional fundraising monies, including the recently awarded Massachusetts Cultural Council grant, will be dedicated to funding contingencies.

The Building Committee's furniture working group continues to meet regularly to evaluate furniture options. The Committee is also continuing to work through the terms of an operating agreement with the Belmont Media Center. Chair Keohane noted that the Belmont Voice would likely do a story about the BMC's plans to move into the new library facility.

## **Branding**

Chair Keohane reported on the early work being undertaken on branding, including discussions with an outside consultant. Branding and logo will influence signage; signage is part of the project budget. Trustees Cahoon and Stearns have been involved with the early brainstorming work.

## **Key Topics**

### **Friends/Library Foundation Update**

Trustee Stearns reported that the Friends first meeting this fiscal year is scheduled for September 9 in-person at the Beech Street Center. The Friends will be alternating between afternoon and evening meetings. Director Struzziero met with the new officers of the Friends and was impressed with the energy of the group and noted that he was excited about working with them.

Trustee Mann noted that the Belmont Library Foundation had not met over the summer but continues to work on naming conventions, the "wall for all", and other fundraising and donor matters. This work will continue in the fall and further updates will be provided.

### **Schools Update**

Vice Chair Olmsted and Assistant Director Pfindner presented a library update at the May 7th School Committee meeting. Vice Chair Olmsted mentioned the library card sign-up programs at the schools,

historically focused on kindergartners and 5<sup>th</sup> graders. A discussion ensued about the card enrollment initiatives and whether the kindergarten initiative could or should be rolled out earlier in the year.

Vice Chair Olmsted reported that the first day of school is September 4<sup>th</sup>. Chair Keohane inquired about the schedule for attending School Committee meetings; Vice Chair Olmsted noted that, assuming agenda allows for a library presentation, she prefers to attend a meeting early in the school year, and then toward the end of the school year, to discuss the summer reading programs, with a midyear meeting in January or February as appropriate.

### **Other Business**

Director Struzziero noted that Assistant Director Pfindner had been accepted into a leadership program run by the Collins Center at UMass Boston. He also reported that he had a conversation with John Marshall's brother (John Marshall was a much beloved long-time custodian at the library), who noted how important the library was to his brother.

Chair Keohane reported that she is part of the senior tax relief working group for Belmont. The group is run by Jennifer Hewitt, Assistant Town Administrator and Finance Director, and other members include Aaron Pikcilingis, Mark Paolillo, and Daniel Dargon.

Chair Keohane noted that meetings for the fiscal year are scheduled for the third Thursday of the month. Director Struzziero will circulate a google doc so that Trustees can note/change their availability to confirm that quorum requirements will be fulfilled. Vice Chair Olmsted noted that the September meeting conflicts with back-to-school night so she will only be able to attend the latter portion of the meeting. Chair Keohane confirmed that the budget discussion will be scheduled to accommodate this.

**Next Meeting:** September 19, 2024 at 7:00 p.m.

### **Adjourn**

Chair Keohane moved to adjourn the meeting and Trustee Mann seconded the motion. The meeting adjourned at 8:35 p.m.

Respectfully submitted,

Gail S. Mann, Secretary

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Exhibits:

- Agenda, August 15, 2024
- Director's Report August 2024
- July 18, 2024 meeting minutes
- July 2024 statistics report
- Owner's Project Manager monthly project update
- Architect's PCO review log August 2024

- Policy review prioritization groupings