

**RECEIVED
TOWN CLERK
BELMONT, MA**

DATE: January 14, 2025
TIME: 8:52 AM

BELMONT PUBLIC LIBRARY
MEETING OF THE BOARD OF LIBRARY TRUSTEES

October 15, 2024

Chair Kathleen Keohane called the meeting to order at 6:00 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. Library Director Peter Struzziero and Assistant Library Director Lauren Pfindner attended the meeting. Circulation Supervisor Grainne Griffin and member of the public, Barbara DuBois, also attended the meeting. Paul Joy, Chair of the Economic Development Committee, attended the meeting for the first item of business.

Relationship with Belmont Business Community

Chair Keohane thanked Paul Joy for participating in the discussion. She highlighted that the Library would like to partner with the business community. Director Struzziero and Ed Barker, President of the Belmont Library Foundation, plan to attend the upcoming meeting of the Economic Development Committee. Director Struzziero will be given an opportunity to address the group at that time. Chair Keohane noted that Assistant Director Pfindner attended a meeting of the Belmont Center Business Association

Review of Minutes

The minutes of the September 19, 2024 Trustees meeting were approved on a motion made by Chair Keohane and seconded by Trustee Mann. Vice Chair Olmstead abstained for the portion of the minutes that recorded discussions prior to when she joined the meeting.

Library Director's Update

Director Struzziero referenced his Directors' Report furnished with the meeting materials. He noted that things were going well at the temporary locations. Library staff are partnering with Brandon Fitts at the Beech Street Center to address concerns, including limiting programming at the center before 4:00 p.m. The Library is accessing available space at Town Hall and the Homer Building for some programming.

Director Struzziero noted that updated emergency procedures had been prepared for the temporary locations at the Beech St. Center and the Benton, since staff and services will continue at those locations for another year. He also confirmed that the previously approved staff development day will take place on January 24, 2025 at the Town Hall.

Director Struzziero responded to questions about services during the transition, including reference and book acquisitions. Reference services are provided in-person at the Beech Street Center as well as via e-mail and chat. Book acquisitions continue, particularly new titles but perhaps fewer copies, with some shifting to digital for space reasons.

Director Struzziero summarized state aid spending, including conferences, leadership training and staff appreciation. He noted that he is now documenting progress against his goals.

FY 2026 Budget

Director Struzziero reported that he met with Town officials about the proposed FY 2026 budget. Trustees Keohane and Olmsted were also in attendance. The discussions are ongoing concerning the percentage increase and the need to reset assumptions once the operation moves out of temporary spaces and into the new building. Custodial support and budget placement are part of the ongoing consolidation discussions referenced in prior meetings. Chair Keohane also noted that while the Library will not need an allocation for capital spending in FY2026, the process for the future will need to be worked out between the Town and the Library Trustees.

Library Policies

Director Struzziero referenced the revised Promotional Materials Policy provided to the Trustees. Upon motion by Chair Keohane, seconded by Trustee Mann, the Promotional Materials Policy, as amended at the meeting, was approved unanimously and the former Ads and Informational Material in the Library Policy was retired.

Director Struzziero noted that going forward policies will be brought forward monthly with advance notice. Vice Chair Olmsted suggested that the Trustees discuss the need for a policy regarding use of the Library's logo by third parties.

Building Project Update

Chair Keohane referenced the building project report provided to the Trustees. She noted that steel is expected to be delivered before the end of the month. The change orders to date are within the contingency budget. After considerable effort, furniture has been selected and fabrics are being tested. In response to a question, Director Struzziero noted that approximately 12 staff members are currently operating out of the Chenery Upper Elementary School and that he is communicating with the school's principal about space needs after summer 2025 and prior to moving into the new building. Chair Keohane noted that the current schedule is looking to a late fall 2025 public opening of the new Library but it is possible that staff could move in earlier in the fall. Chair Keohane also noted that she is still working on setting a date for the grant presentation to the Town by the Belmont Savings Bank Foundation.

Friends/Library Foundation Update

Chair Keohane reported that the Belmont Library Foundation was mobilizing efforts for the Wall for All. She noted that the BLF is also working on reaching out to the business community about the Library Project.

Trustee Stearns reported that the Friends were scheduled to have a table at the Belmont Farmers' Market on October 17. As previously reported, the Friends' membership drive will start in November. Work continues on the Friends' mission statement, vision and values. They are coordinating with the Recreation Department and the Women's Club on a Pumpkin Fest. The Friends is exploring a library corner in the Belmont Voice and is looking for space for sponsored events.

Schools' Liaison Update

Vice Chair Olmstead reported that K-12 enrollment figures for the 2024-2025 K-12 school year were released: 4, 552 students. She reported that the Belmont Middle High School received two recent threats that required evacuating the building. Director Struzziero noted that the Library is updating it's procedures to deal with this type of situation and is sharing draft updates with the Town's public safety officers.

Future Meetings

Meeting dates for November-February are as follows:

November 21, 2024

December 19, 2024

January 16, 2025

February 27, 2025

Next Meeting: November 21, 2024 7:00 p.m.

Adjourn

Chair Keohane moved to adjourn the meeting and Trustee Mann seconded the motion. The meeting adjourned at 7:33 p.m.

Respectfully submitted,

Gail S. Mann, Secretary

Exhibits:

- Agenda, October 15, 2024
- Director's Report October 15, 2024
- September 19, 2024 meeting minutes
- September 2024 statistics
- [Promotional Materials Policy](#)