

**RECEIVED  
TOWN CLERK  
BELMONT, MA**

DATE: January 14, 2025  
TIME: 9:00 AM

November 21, 2024

Called to Order - 7:02 by Chair Kathy Keohane. In attendance: Trustees Stephanie Cahoon, Mark Carthy, Chair Kathy Keohane and Mary Stearns; Library Director Peter Struzziero; members of the public Larry Link, Susan Lewis, Barbara DuBois-Hoag and Grainne Griffin. Trustees Gail Mann and Corinne McCue were not in attendance.

Review and approval of minutes:

Kathy Keohane motioned for approval. Mark Carthy seconded and trustees voted unanimously to approve the minutes from the October meeting.

Library Update - Peter Struzziero

Director Struzziero provided additional information to the director's report that was previously submitted for review. He gave three additional highlights:

1. The library staff experienced a very successful fall outreach program to the town schools. A staff member attended every Back-to-School night. These efforts did not yield many additional library card applications because most children already have one, but they did provide an opportunity to highlight ongoing services available to students and their families. The staff also held a successful initiative to provide library card information to every kindergartner.
2. The library has had a very successful partnership with the Council on Aging, and will mark their one year anniversary of collaboration in the coming days. Library staff continue their commitment to be good guests at the Beech St. Center. In an effort to limit daytime use of the Center, Peter has met with all local churches and is in conversation about low-cost options for library programs at these facilities.
3. The Library has established a contract with a cleaning company to provide additional cleaning services at the Beech Street Center because of the additional use of the Center by library patrons.

Director Struzziero is working with trustee Mark Carthy to analyze the reference question data. They will examine if there are opportunities to enhance the service model and methods for addressing these questions.

The library will host a holiday celebration on December 20 to express appreciation to staff and library partners.

Budget Update: Peter Struzziero and Kathy Keohane

The budget this year is a transition budget that covers the move to the new building and the restoration of full servicing and operations. Adult and Childrens hours will increase, returning to full hours. This represents an increase of 34% for Childrens and 19% for adults. The budget submission includes the return of a full time custodian as well as the cleaning company support as was standard for the budget in the old building. There is additionally, a second full time custodian included in the submission. This was added at the request of the Facilities Director and the Town Administrator.

While the Trustees voted on this budget submission earlier this year, discussions are ongoing with the town. Substantive changes and the final budget will be brought to this group for review and approval.

The Town Administrator has asked the library to consider a possible consolidation of facilities related services. The budget working group will continue to explore potential opportunities and will provide updates to the full board. Any agreement, if adopted, would require board approval.

#### Policy Review -

Director Struzziero shared the updated versions of the Homebound Delivery Policy and Safe Child Policy as drafted by the policy review working group. He also shared comments received from other Trustees. After minor revisions, Trustees voted unanimously to accept the new policies. Work will continue on remaining policies. The Director asked for timely responses on future revisions.

#### Building Update - Kathy Keohane

The building project is on time and on budget with substantial completion likely in October 2025. A topping off ceremony will be held on December 6. An effort was made to repurpose excess soil from the excavation by offering it as fill for town fields. Soil content made this prohibitive, but the effort is an example of the ongoing work of the building committee to collaborate with town departments.

#### Liaison Updates -

##### Friends - Mary Stearns

The Friends membership drive is underway. They have updated their online donation page and voted to accept a new mission statement. They held two successful fall events that were well attended. Early discussions are underway between the Friends and the Foundation regarding future collaboration.

##### Benton Branch - Kathy Keohane

Use of the Benton facility continues to be extremely positive. Staff are sensitive to concerns and work quickly to address them. Public feedback and comment continues to be overwhelmingly positive.

##### Foundation - Kathy Keohane

The Trustees with the Foundation received a donation from Belmont Savings Bank Foundation for \$2 million dollars. These funds will sponsor the Library Commons and large meeting room in the new building which will be named the Robert J Morrissey Hall. Donations are still being accepted and all donors will be named on the Wall for All. The Foundation is asking that all donations be made by December 31, 2024. Conversations are ongoing regarding additional spaces for sponsorship.

#### Miscellaneous:

The Town administration is giving time to all town employees on the eve of each major holiday including Thanksgiving, Christmas and New Years Eve. Library employees will receive the same.

Meeting Adjourned 7:45