

Vice Chair Corinne McCue Olmsted called the meeting to order at 7:01 p.m. The meeting was held as a teleconference meeting through Zoom technology. Also attending were Trustees Stephanie Cahoon, Mark Carthy, Gail Mann and Mary Stearns. Chair Kathleen Keohane did not attend the meeting. Library Director Peter Struzziero and Assistant Library Director Lauren Pfendner attended the meeting. Circulation Supervisor Gráinne Griffin also attended the meeting.

Review of Minutes

The minutes of the December 19, 2024 Trustees meeting, as amended, were approved unanimously on a motion made by Trustee Mann and seconded by Trustee Carthy.

Library Director's Update

1. Director Struzziero referenced the document noting his progress against his FY 2025 goals. He reiterated that he welcomes comments or thoughts from Trustees.
2. Director Struzziero reported that he continues to work with various external organizations about accessing their locations for new library programming during the construction transition period.
3. He continues to work with Beech Street Center personnel and Town administration regarding programming at the Beech Street Center during the transition period.

FY 2026 Budget

1. Conversations with Town administration and the Select Board continue. Director Struzziero noted that there have been no further changes to the budget discussed at the December meeting other than a salary adjustment for the head custodian. The same budget, with the salary adjustment, will be submitted for review at the next budget summit.
2. In response to questions, Director Struzziero confirmed that the FY 2026 proposed budget reflects a return to full-service hours, including Sundays, in the new building.
3. Director Struzziero noted that a discussion about shared services will be scheduled with the Town Administrator and DPW director, possibly in March. The intention would be for the Trustees and staff to discuss the Library's interests and needs in this regard at that meeting.

Library Policies

The Trustees discussed the proposed Technology Use Policy previously circulated. On motion by Trustee Carthy, seconded by Trustee Stearns, the Technology Use Policy, as amended at the Meeting, was approved unanimously.

Building Project Update

1. Vice Chair Olmsted referenced the building project report provided to the Trustees. The project remains on schedule and on budget. It was noted that the contractor is finishing up with installation of the steel and is beginning to close in the walls.

2. The Trustees suggested that the LBC should consider sending a community-wide e-mail communication about the status of the project.

Director Presentation on Patron Questions and Service Innovations

Director Struzziero reviewed data about the nature and quantity of questions received by library staff from patrons. He noted that the past several years have been somewhat anomalous because of Covid and the move to temporary space, but the data still provides useful information for designing and improving programs and services and helps to drive change. The Trustees commented on the usefulness of the data and encouraged continuing analysis after the move to the new building.

Director Struzziero also reviewed service innovations over the past couple of years, including reference through on-line chat and text, simplified card renewal, vinyl records collection, building project feedback and the Library of Things. He also mentioned the new museum passes now available through the generous contribution of the Friends of the Library and discussed future plans for new programs and services.

The Trustees discussed with Director Struzziero and Assistant Director Pfender the need to develop a “get to know the new library” program in anticipation of the move into the new building.

Friends/Library Foundation Update

Trustee Stearns reported that the Friends membership has remained stable during the transition. They continue to support existing programs such as the middle school book awards. The Friends and Belmont against Racism are partnering for an event in February. The Friends have so far received 10 applications for their annual scholarship presented to a high school graduate.

The Belmont Library Foundation president reported to the Friends at their last meeting, noting that there had been an additional \$35,000 of donations in December 2024. He confirmed that the Wall for All name verification process was underway.

Schools' Liaison Update

Vice Chair Olmsted reported on the town wide FY 2026 budget submission dates. The schools are working toward a 5.6% budget increase. The budget currently adds a library aide but not a librarian.

Chair Olmsted noted that the week of January 20 was mid-term exam week for high school students and therefore school hours for those students would be limited.

Resident Letter re: Historical Society

Trustee Carthy referenced a letter received by the Trustees from a Belmont resident regarding the Belmont Historical Society and its relationship to the Library. He noted that the minutes of the December meeting recited information relevant to this relationship.

Next Meeting: February 27, 2025

Adjourn

Trustee Carthy moved to adjourn the meeting and Trustee Mann seconded the motion. The meeting adjourned at 8:10 p.m.

Respectfully submitted,

Gail S. Mann, Secretary

Exhibits:

- Agenda, January 16, 2025
- December 19, 2024 meeting minutes
- December 2024 statistics
- Owner's Project Manager Monthly Update January 2025
- [Technology Use Policy](#)
- FY 2025 second quarter state aid expenses