

Chair Kathleen Keohane called the meeting to order at 7:00 p.m. The meeting was held as a teleconference meeting through Zoom technology. Also attending were Vice Chair Corinne McCue Olmsted and Trustees Mark Carthy, Gail Mann and Mary Stearns. Trustee Stephanie Cahoons did not attend the meeting. Library Director Peter Struzziero and Assistant Library Director Lauren Pfendner attended the meeting. Circulation Director Grainne Griffin also attended the meeting.

### **Review of Minutes**

The minutes of the November 21, 2024 Trustees meeting were approved on a motion made by Chair Keohane and seconded by Trustee Stearns.

### **Library Director's Update**

1. Director Struzziero contacted various organizations about accessing additional locations for library programming during the construction transition period. He is working through insurance and other logistical considerations. He also continues to work with public safety officers regarding emergency procedures at the library's temporary locations.
2. Director Struzziero and Vice Chair Olmsted presented to the School Committee in early December and Chair Keohane, Trustee Stearns and Director Struzziero attended a meeting of the Council on Aging Board.
3. The working groups continue to meet at the Beech Street Center and the Benton Library.
4. The budget run rate is on track with the percentage of the fiscal year completed.
5. Director Struzziero discussed current vs budgeted full-time and part-time staffing for the current fiscal year and projected needs once the new building is completed.

### **FY 2026 Budget**

1. Conversations with Town administration and the Select Board continue. Facilities and custodial spend has been adjusted after review of temporary location experience and discussions with the building project team.
2. Director Struzziero reviewed the revised custodian hours for the library.
3. The Trustees noted that the Library has worked constructively with the Town to reduce the budget increase originally requested while ensuring that the Library will be able to return to full operating hours once the new building is ready for occupancy. They also noted that the actual increase in the library's budget over five years has been less than 2%. A graph depicting the library's budget increases over the past ten years is attached to these minutes. The Trustees concurred with submission of the revised budget.
4. Chair Keohane noted that there would be further discussion with the Town and with the Trustees concerning plant operations and custodial support, including discussion of a possible shared services model to ensure proper building maintenance with appropriate oversight.

## **Library Policies**

1. The Trustees discussed the food and drink policy previously circulated. Director Struzziero noted input from the children's librarian about limiting food to non-carpeted areas of the Library. He confirmed that the new building would not have a dedicated café but that there would be a vending machine. On motion by Chair Keohane, seconded by Trustee Carthy, the revised Food and Drink Policy was approved unanimously.
2. The Trustees also reviewed revisions to the Library's Collection Policy for Tangible Gifts. Upon motion by Trustee Mann, seconded by Chair Keohane, the revised Collection Policy for Tangible Gifts was approved unanimously.

## **Building Project Update**

1. Chair Keohane noted that the oversight and production of the "Wall for All" will be financed and supervised by the Belmont Library Foundation and ultimately gifted to the Trustees and installed by the project contractor. The BLF is consulting with the architect and contractor on the design, will provide regular updates to the Trustees, and will request design approvals from the project team.
2. Chair Keohane referenced the building project report provided to the Trustees. The project remains on schedule and on budget.
3. Chair Keohane reviewed arrangements with the Historical Society for meeting and storage space in the new building.
  - a. There have been ongoing meetings over the past 18 months with the Library Building Committee and the Historical Society to plan for the Historical Society's space in the new building.
  - b. The Historical Society room will be next to the Underwood Local History conference room which will provide flexibility for how the space in the Historical Society room can be used.
  - c. The Historical Society room in the new building is slightly larger than the room in the old building. There will be some dedicated storage for their artifacts. Even with this targeted storage, the Historical Society currently has and will continue to have needs for additional storage. The town has offered to discuss these needs with the Historical Society for solutions outside of the library building.
  - d. The Historical Society is exploring options for furniture in the new space. The LBC has provided contact information to them for the provider of the furniture in the building overall which would allow the Historical Society to leverage consistent design and pricing.
  - e. Discussions with the Historical society have focused on locations and placements for murals and outlets. There is agreement that artifacts will be protected with cabinetry and locks so that the room will be open during all library hours.
  - f. The Historical Society understands that the room layout must conform to ADA requirements for clearance and access including flooring (no rugs).
  - g. In addition to the discussions on the room dimensions, furnishings and layout, the Trustees will work to outline an operating agreement to be implemented once the building can be occupied.
4. The Belmont Media Center will be furnishing and maintaining a studio at the Library and an operating agreement is being worked on for this space as well. BMC is committed to operating this studio space in line with the operating hours of the library.

5. On motion by Trustee Mann, seconded by Trustee Carthy, the Trustees voted unanimously to extend the delegation of authority to Chair Keohane to represent the Trustees in naming and recognition discussions with donors for all gifts up to \$250,000.
6. New donations continue to come in to the BLF and to the Library directly for the building project.

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

Chair Keohane reported that the Belmont Library Foundation had recruited volunteers to confirm donors' names for the Wall for All. The Foundation expects to plan an opening celebration.

Trustee Stearns reported that the Friends had a good return on their recent membership drive and launched a Giving Tuesday fundraiser. The book drops around town have been successful. The Friends plan to purchase museum passes for additional museums. The Friends is looking forward to their dedicated space in the new building.

### **Schools' Liaison Update**

1. Vice Chair Olmstead and Director Struzziero attended the December 3<sup>rd</sup> School Committee Meeting, presenting information on updated hours, results of the kindergarten and 5<sup>th</sup> grade library card initiatives, and the updated project timeline.
2. Group study space for teens at the new Library was discussed since Middle Schoolers cannot remain in the school building unsupervised after hours.

### **Holiday Party**

Director Struzziero reminded everyone about the Library's holiday party on December 20<sup>th</sup>

### **Future Meetings**

Meeting dates for January-March are as follows:

January 16, 2025  
February 27, 2025  
March 20, 2025

### **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, December 19, 2024
- Director's Report December 19, 2024

- October 15, 2024 meeting minutes
- November 2024 statistics
- Budget increase graph FY 2015-FY 2025