

DATE: July 3, 2025  
TIME: 9:00 AM

BELMONT PUBLIC LIBRARY  
MEETING OF THE BOARD OF LIBRARY TRUSTEES

April 17, 2025

Chair Kathy Keohane called the meeting to order at 7:00 p.m. The meeting was held in Conference Room 4 at Town Hall. Also attending were Vice Chair Corinne McCue Olmsted and Trustees Ed Barker, Stephanie Cahoon, Tara Donner, and Gail Mann. Library Director Peter Struzziero attended the meeting. Paul Roberts attended the meeting for the first order of business.

### **IT Advisory Committee**

Chair Keohane introduced Paul Roberts, the IT Advisory Committee's (ITAC) liaison to the Library. He noted that the Committee serves as an internal consultancy to the Town and discussed the work of ITAC, including efforts with respect to cybersecurity and artificial intelligence. He noted in particular their work with the Select Board concerning a cyber incident response plan. The Trustees and Mr. Roberts discussed ITAC's community education efforts and that perhaps ITAC could offer sessions to Library patrons with respect to cybersecurity and AI. Paul to work with the Director to outline multi session programs.

### **Introductions; Process**

Chair Keohane welcomed new Trustees Ed Barker and Tara Donner and acknowledged the long service of former Trustee Mark Carthy. The Trustees and Director Struzziero introduced themselves. A discussion ensued about simultaneous service as a Trustee and board member of one of the Library's support organizations. It was noted that conflict issues are being managed in accordance with guidance from appropriate sources. Chair Keohane noted that the Trustees and Library Director and Assistant Director should think strategically and in a coordinated fashion about their respective goals and their relationship with and toward the Library support organizations. She referred to the roles and responsibilities handout previously circulated and requested that Trustees provide comments for discussion at a future meeting.

A discussion ensued about open meeting laws, conflict of interest, working groups and subcommittees and the importance of complying with applicable requirements in this regard.

### **Appointments for the upcoming year**

Trustee Mann nominated Chair Keohane to serve as Chair of the Library Board of Trustees for the upcoming year. No further nominations were forthcoming. Upon motion by Trustee Mann, seconded by Vice Chair Olmsted, Chair Keohane's nomination was unanimously approved.

Chair Keohane then nominated Vice Chair Olmsted to serve as Vice Chair of the Board for the upcoming year. No further nominations were forthcoming. Upon motion by Trustee Mann, seconded by Trustee Cahoon, Vice Chair Olmsted's nomination was unanimously approved.

Trustee Mann next nominated Trustee Cahoon to serve as Secretary of the Board for the upcoming year. No further nominations were forthcoming. Upon motion by Trustee Mann, seconded by Trustee Donner, Trustee Cahoon's nomination was unanimously approved.

The following liaison appointments for the upcoming year were unanimously approved:

School Committee: Trustee Donner  
Friends of the Library: Trustee Cahoon  
Belmont Library Foundation: Chair Keohane \*  
Belmont Media Center: Vice Chair Olmsted  
Belmont Historical Society: Trustee Ed Barker  
Budget: Vice Chair Olmsted  
Library policies: Trustee Cahoon  
Union negotiations: Trustee Mann

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\*Until pending merger of the Friends of the Library and the Belmont Library Foundation is completed.

It was agreed that there would be further discussion concerning facilities consolidation and that a liaison would be selected at a later date. Director Struzziero will contact the Belmont Garden Committee to determine the best approach for working with them.

### **Naming Convention**

Trustee Barker reported that the Belmont Library Foundation developed the naming conventions for the “Wall for All” recognition board that will be installed in the new library in consultation with its design consultant. Trustee Barker referred to the document attached to the meeting notice. Chair Keohane noted that the Trustees adopted a naming rights policy in 2018 that gives the Trustees ultimate approval. After opportunity for discussion, upon motion by Chair Keohane, seconded by Trustee Cahoon, the naming conventions were approved, with Trustee Barker abstaining. Chair Keohane noted that as the Wall for All process continues, the Trustees should have opportunity for input into the design.

### **Review of Minutes**

The minutes of the March 20, 2025 Trustees meeting were approved on a motion made by Chair Keohane and seconded by Trustee Mann.

### **Library Director’s Update**

Director Struzziero referenced his Director’s Report included with the meeting materials which includes program and service highlights. He acknowledged the long service of Ellen Girouard, Director of Technology Services, who retired on April 11<sup>th</sup>.

Director Struzziero referenced his quarterly update on progress against his FY 2025 goals and the quarterly state aid spending report. In response to questions from new Trustees, Chair Keohane and Director Struzziero explained the state aid received by the Library each year and the parameters put in place by the Trustees for use of those funds. Director Struzziero will circulate the state aid parameters.

Director Struzziero noted marketing efforts, including work to develop a new logo for the Library and efforts to update the Library’s website.

### **Building Project Update**

Chair Keohane referenced the monthly update from the Owner's Project Manager. She noted that any use of pictures of the construction site and the building must be pre-approved by the construction manager. She also noted that additional PR was being considered by the Library Building Committee.

Chair Keohane discussed the substantial completion date and move-in time frame. She acknowledged the need for continuing conversations with staff at the Library's temporary locations as this situation unfolds. She also discussed supply chain and tariff risks that could impact furniture and fixture delivery and cost, but that the situation was being closely monitored.

Memorandums of Agreement with the Belmont Media Center and Belmont Historical Society concerning their respective dedicated spaces at the new building have been drafted, reviewed by Town Counsel, and are being finalized.

### **Library Policies**

Director Struzziero reported on work done to date on reviewing, updating and retiring Library policies. He noted prior discussions regarding policies vs. procedures and the need to improve the efficiency and transparency of the feedback process. At the next meeting he and Trustee Cahoon will present a revised process approach for discussion.

**Next Meeting:** May 15, 2025 (in-person)

### **Adjourn**

Chair Keohane moved to adjourn the meeting and Trustee Barker seconded the motion. The meeting adjourned at 9:45 p.m.

Respectfully submitted,

Gail S. Mann, Secretary

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Exhibits:

- Agenda, April 17, 2025
- March 20, 2025 meeting minutes
- March 2025 statistics
- Director's Report –March Highlights
- Owner's Project Manager Monthly Update