

DATE: July 3, 2025  
TIME: 9:07 AM

Belmont Public Library  
Meeting of the Board of Trustees  
May 15, 2025, Town Hall Conference Room 1

Trustee Chair Kathy Keohane called the meeting to order at 7:00 p.m. The meeting was held at Conference Room 1 in the Town Hall.

Also in attendance were Vice Chair Corinne McCue Olmsted, and Trustees Ed Barker, Stephanie Cahoon, Tara Donner and Gail Mann. Also in attendance were Library Director Peter Struzziero and Assistant Director Lauren Pfendner. There were no members of the public present.

The minutes of the April 17th, 2025 Trustees meeting were approved on a motion made by Chair Keohane and seconded by Vice Chair Olmsted.

#### Trustee Goals

Chair Keohane recommended implementing formal goals both for the board and for the library director, suggesting that the opening of the new library offers natural timing to shift or enhance the work of the board. She highlighted the key areas of programming, community engagement and communication, library management and fiscal management for consideration. A discussion ensued regarding potential goals including improved communication of the library's role in the community especially to those who are not library patrons. Trustee Barker suggested a component of education for the board. The Director suggested broadening world language programming and updated reporting of library statistics as indicators of library use. The Chair emphasized the need to formalize the roles and responsibilities of the board and MOAs with library partners as guiding documents for the future. A guiding question will be what does the library want to be known for? The topic of goals will be revisited at the June board meeting. The goals will be reflected in a revision of the Long Range Plan, scheduled to be updated in 2026.

Chair Keohane noted that the Library Director's annual review will occur in the coming month and asked trustees to prepare to participate in that process. The board will meet in executive session in June to discuss the review.

#### Trust Funds

Trustee Mann provided information about ongoing work to consolidate and update financial reporting that has been performed in accordance with the Town Treasurer. Small gifts have been consolidated into a Library Gift Fund in order to improve tracking and streamline reporting. Additional funds will be collapsed into a Special Materials Fund that honors the original intentions of donors. At the June meeting Trustees will vote on the final streamlining.

#### Library Update

Director Struzziero shared the following:

1. The creation of a new library website will begin soon and is scheduled for completion in August or September 2025. A vendor has been selected and the contract is in process. A committee is being formed that will include members from the Town IT department as well as Friends President Cyndi Reitmeyer, Trustee Barker and members of the library staff. The website will be launched at the same time as the new logo.
2. A search is underway for a new Technology Coordinator. Trustee Barker or Donner will participate in the hiring process. The job has been posted on multiple websites.
3. The MOA with the Belmont Public Schools to use space at Chenery Middle School during library construction will extend beyond the originally specified end date of August 2025. Both the superintendent and Chenery principal have confirmed that there will be space available and likely the space currently being used by library staff.
4. The time capsule from 1964/1965 has been located, but not retrieved.  
Excess funds available from unfilled technology positions of approximately \$50,000 will be transferred within the budget in order to purchase technology supplies. The board supports this move. The Director will work with the Chair to submit the required form.

Assistant Director Pfendner shared details about the costs of e-circulation: there are three lending models – metered access, one-copy-one-user, and cost per circulation.

### Policy Update

Trustee Cahoon reviewed the new process for reviewing library policies, which will allow for improved transparency and board feedback. The board then considered two policies. Small edits were made to the drafts circulated.

Vice Chair Olmsted motioned for approval of the Special Collections policy. Trustee Mann seconded and the board voted unanimously to approve the policy as amended.

Chair Keohane motioned to approve the Collection Development policy as amended and Trustee Mann seconded. The motion passed unanimously.

### Building Update

Chair Keohane shared that the new building is 54% complete. Substantial completion is scheduled for late October with move in scheduled for November and December. The opening celebrations with the community will occur in January. All mechanicals are on site or in country, which is important to note for the budget management. The project remains on budget. The Director and Assistant Director have created an initial move in plan.

An Opening Committee is being formed to oversee six months of events intended to bring the public into the new building.

### Liaison Reports

Belmont Media Center - Vice Chair Olmsted reported that the library and the BMC have reached an agreement regarding BMC space in the new library. Chair Keohane motioned to approve MOA as amended with Trustee Barker seconding the motion. The motion passed unanimously.

Foundation - Trustee Barker reported that the merger of the Foundation and the Friends of the Library is underway, pending vote of the Friends membership at their June meeting. Foundation leadership is working on language to preserve the intention of Foundation financial resources.

### Friends

Trustee Cahoon noted that the Friends approved a slate of officers with the executive board remaining the same and the addition of nine new board members at large. Voting by members will occur at the June Friends meeting.

Fundraising has exceeded the annual goal.

The Friends will host a table at Town Day and ice cream truck at Payson Park on June 20 to celebrate the summer reading program.

Chenery Book Awards are ready for delivery. The BHS scholarship of \$500 received 30 applications. The board is considering adding an additional scholarship.

Per recommendation of the State Ethics Commission, Trustee Cahoon has resigned as a board member of the Friends in order to fill the position of Trustees Liaison. There is no conflict to serve as a board member of both organizations.

Director Struzziero thanked the board for accommodations provided to him.

Director Struzziero noted the passing of dear friend and mentor Glenn Clancy who served for 40 years as the engineer for the town of Belmont. The board acknowledged the incredible contributions that Glenn made to the town and the library. He will be missed by all who knew him.

### Next meeting

June 26 via zoom

Summer meetings will be held via zoom to enable board members to participate. Meetings will be held on July 17, August 14<sup>th</sup>, and September 18.

Adjourned by Chair Keohane at 9:40 p.m.

Respectfully submitted by Stephanie Cahoon, Secretary