

Belmont Public Library  
Board of Trustees Meeting  
November 13, 2025 via Zoom

**RECEIVED  
TOWN CLERK  
BELMONT, MA**

DATE: February 3, 2026  
TIME: 11:21 AM

Chair Kathy Keohane called the meeting to order at 7:01 p.m. In attendance were Chair Kathy Keohane, Vice Chair Corinne McCue Olmsted, Trustees Ed Barker, Tara Donner, Stephanie Cahoon, and Gail Mann. Also present were Library Director Peter Struzziero, Assistant Director Lauren Pfindner, Town Administrator Patrice Garvin, Belmont Light Representative Kevin Bleau and Matt Taylor from the Select Board.

Solar RECs

Patrice Garvin, Town Administrator, and Kevin Bleau from Belmont Light were present to discuss any questions regarding the SREC proposal that will be voted on by the Select Board on Monday. Payment received from the purchase of SRECs generated by library solar panels will be placed in the town Capital Stabilization Fund. (Details of the proposal are noted in the October minutes.) It was noted that the library solar panels will only provide 30-40 % of the total needs of the all-electric building. As such, operating costs will be reduced as a result of electricity generation from the panels on the roof. The financial benefits of the sale of SRECs will be directed to the capital fund as noted above and not to the Library's operating budget.

Approval of Minutes

Chair Keohane motioned to approve the October – minutes as amended. Trustee Barker seconded the motion and the board voted unanimously to approve. Trustee Mann abstained as she was absent from the October meeting.

Library Update

Move in plans – The move in process will begin formally on December 8. During this time the library will continue to offer services, though at a reduced level at the current temporary locations.

The Director will help coordinate the move in of the BMC and Historical Society.

Holiday Coverage – It is probable that the staff will receive an early release day on the eve of Thanksgiving and New Year's Eve. The town is considering early releases on these days and although different than our contracted process, as we are in town buildings for temporary service and as such are governed by these decisions for this period.

Hiring – The job posting for the library custodian will be ready and available shortly. It was noted that there will be custodial needs once move in begins.

Miscellaneous – The Director is considering alternate plans for a staff holiday celebration because library space will still be in flux. Staff will receive new swag related to the new logo and building.

#### Budget Update

The FY 2027 budget will be presented to the Select Board on December 12, 2025. The budget that was reviewed, approved and submitted by the Trustees included a detailed staffing model for coverage in the building with the return to regular hours and considering needs of the new space. The Director noted that the Technology Librarian position is sometimes assumed to be an IT role, but is very specifically a library function. The Director has worked with the town Technology Lead to identify opportunities for synergy and partnership. Those opportunities have largely been implemented.

The overall budget changes from FY 26 and 27 are driven primarily by software licensing fees for automated equipment as well as the end of warranty coverage for building systems. The projected budget for FY 2028 is forecasted to level off.

It was noted that the Capital Budget will be projected in present day dollars as a point of clarification from the October meeting. Trustees will have a role in requesting and approving any future capital expenditures.

#### Precinct Polling Request

The Town Clerk asked to use the library as a polling place in future elections. The Board is supportive with a future discussion to be had regarding the logistical arrangements.

Kathy Keohane motioned that the library be used as a precinct polling space with targeted voter parking spaces, provided that patron services, patron parking, and programs will continue on election days.

Corinne McCue Olmsted seconded the motion and the board voted unanimously to approve the motion.

#### Building Update

The new building will open officially on Jan. 10 with a ceremony from 10-12 or January 11 from 1-3, depending on weather. The Events Committee will arrange details of the ceremony. Additional January events will be hosted by the Friends of the Belmont Public Library and the Belmont Media Center.

#### Meeting Room Policy

The Director shared a draft of the new Meeting Room Policy designed to promote equitable use of those spaces. A discussion ensued regarding the best methods for reservations and potential rentals with consideration given to restricting business use. It was recommended that any rental rates be consistent with Town categories. The policy should include details about each space, including capacity and equipment available.

### Key Topics

Staff Member Grainne Griffin will be leaving the library after 18 years on the staff. During those years she rose to become the department head of Circulation. The Director and Trustees thank her for her service.

### Future Meetings

December 18 – Hybrid (BPL and Zoom)

January 22 – TBD

February 26 – TBD

March 26 –

9:10 p.m. Chair Keohane motioned to adjourn with Gail Mann seconding and a unanimous vote in favor by the board.

### Attachments

Meeting Agenda

October 2025 Statistics

REC Redlined

Trustees October Minutes

October 2025 Administrative Report

Respectfully Submitted by Stephanie Cahoon, Secretary