

**RECEIVED
TOWN CLERK
BELMONT, MA**

DATE: February 5, 2026
TIME: 2:20 PM

Belmont Public Library
Board of Trustees Meeting
December 18, 2025

Chair Kathy Keohane called the meeting to order at 7:02. All trustees were present, as were the Assistant Library Director, and Director. There were no members of the public.

The Library opening ceremony has been moved to January 17 and 18 upon the recommendation of the building committee.

There have been daily changes regarding the logistics of the move.

The limited occupancy permit has been received. Full occupancy permit is expected on December 22.

The solar panels have passed inspection and are operational.

Approval of the minutes

Chair Keohane motioned to approve the November minutes as amended with a second from Trustee Mann. The motion was approved unanimously.

Library Update

The director has drafted a transparent, flexible plan for the move into the library. The moving company is adapting to weather, building needs and schedules.

The head of circulation job has been posted and has received significant interest. The full-time custodian position has also been posted.

The library will offer reduced services, "library light," during the move, allowing patrons to pick up holds, museum passes and make returns.

Trustee Barker motioned that the director be given discretion to close the library before the opening, if needed. Trustee Donner seconded the motion and the board voted unanimously in favor.

The Capital Fund was closed and the remainder of \$342,000 transferred to the Select Board. More than \$5.9 million has been directed to the project. Additional funding has been directed to the schematic design including \$150,00 from the Foundation for half of the schematic, the Wall for All, and targeted equipment to outfit the new building including the 3D printer.

The project is under budget by approximately \$500,000. Final numbers will be available hopefully by the end of Q1 (March).

Miscellaneous

Marble benches from the foyer of the original building will be gifted to the Belmont High School forest.

The building committee voted \$23,000 to replace rugs at the Benton Branch, some carpet at Beech Street focusing on the areas of the building that the library used. The funds will also cover some of the cost for paint materials for the Beech St. Center.

Legal counsel has advised the Library building committee that bonded money could only be used for incidental expenses for refresh of the targeted spaces that the library occupied.

Money from the yard sale when the Library moved out of the old building as well as turn backs from the operating budget over the past two years (combined in excess of \$177,000) goes into the general fund and could be used for additional repairs/refresh.

Budget

All change orders are reviewed and approved by the Building committee. It was noted that some of the expenses within the change orders will be paid for and or reimbursed from other sources including CPA funding, BMC and others.

The building committee has approved good will measures including repair of the sidewalk in front of the pool and obtained a cheaper price for the town through G&R. The town will reimburse the project, but by using G&R the town has saved money on this required repair.

The Golden Bowl will be seeded in the spring and thus returned to its original state prior to the use of the space for library construction.

The green roof will be installed in the spring.

The Friends/Foundation will provide support for grounds beautification as they have in the past. This will now include the green roof.

There are no new FTEs to run the building.

Chair Keohane noted that great attention has been given to the details – finishes, fabric, furniture – with an emphasis on detail, sustainability and durability.

Opening Events

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Opening Weekend – January 17 and 18 Library opens on Saturday at 9 a.m. with ribbon cutting at 9:30. There will be multiple stations with volunteers to answer questions.

Additional events –

January 20 – Major Donors

January 22 – Belmont Land Trust

January 24 – Friends

Trustee Barker noted that the library has offered to host a future grant awards ceremony for the Mass Cultural Council.

Key Topics

There is ongoing work on a memo of agreement with DARE regarding the \$25,000 donation designated for programming. The town treasurer has asked for an 18 month minimum commitment as a minimum investment window.

The trustees will oversee the fund and the use thereof.

Meeting Room Policy

The board discussed a draft of the policy with particular attention to the reservation process.

The director will amend the numbers reflecting room capacity.

The board anticipates significant interest in room reservations and rental. The rental policy will be reviewed at the next meeting. It was suggested that given this is new territory for the library and the board, it would make sense to revisit these policies in 6 months.

Chair Keohane motioned to approve the policy contingent upon minor forthcoming changes.

Trustee Mann seconded the motion and the board voted unanimously to approve.

Liaison Updates

Schools – There were no updates regarding the schools.

Friends - The Friends are preparing for the opening and their event on January 24. They have had a very successful membership drive. The next meeting is January 12 at 1 p.m. via zoom.

BMC - There was a December 8 working group meeting. The BMC will choose a liaison with the library. The library needs to be listed on the insurance policy. BMC will need to pay for change orders. They plan to do a video of the new library when it is completed.

Historical Society – The Historical Society is behind schedule on plans for the move. There are concerns about the condition of the collection and efforts to help them comply with the accepted moving process.

Next meetings

January 22, 6 pm – hybrid with the option of attending in person

February 26, 7 p.m. on Zoom

March 26, 7 pm on Zoom

Kathy Keohane motioned to adjourn at 9:40 p.m. Trustee Donner seconded the motion and the board voted unanimously to approve.

Attachments:

November minutes

Agenda

Library update

November 2025 statistics

LBC Owner's Update

Respectfully submitted by Stephanie Cahoon, secretary