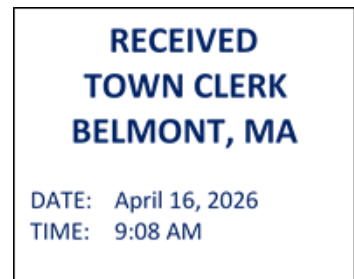


Belmont Public Library
Board of Trustees Meeting
March 31, 2026 Underwood Room



Trustee Chair Kathy Keohane called the meeting to order at 6:40 p.m. All other trustees were in attendance (Corinne McCue Olmsted, Ed Barker, Stephanie Cahoon, Gail Mann, Tara Donner) as well as Library Director Struzziero and Assistant Director Lauren Pfindner. There were no members of the public.

Review of Minutes

Chair Keohane motioned to approve the February 2026 minutes with a second from Vice Chair Corinne McCue Olmsted. Voting was unanimous with Trustee Mann abstaining due to her absence at the February meeting.

Library Update

Director Struzziero expressed thanks to Chair Kathy Keohane and Trustee Gail Mann for their 12 years of service on the Board of Trustees and said they are powerful examples of what individuals can accomplish when they invest in their communities. Both Trustees will complete their final terms on April 7, 2026.

The library continues to experience high volumes of patrons with 33,000 people attending the building in February.

The Director continues to receive comments from patrons, most of which have been addressed.

Ongoing plumbing and AV issues remain unresolved, though all involved parties are meeting to work on the plumbing solution. Three of the 4 possible causes of plumbing problems have been addressed with pipe slope being the remaining issue to consider. It was noted that remedying this issue, if necessary, will be a significant cost and disruption.

Four parking adjustments issues were reviewed and will be inquired upon: 1. adding markings to identify the fire lane in the parking lot; 2. signage for 15 minute space near the building inside the parking lot; 3. signage designating the lot as for Library Use Only; and 4, installation of a crosswalk on Concord Ave. It was noted that the Belmont Light Department owns the EV infrastructure and any adjustments to those spaces would require their approval.

The Library received a gift of magnetiles for the Children's room. Vice Chair Olmsted motioned to accept them. Trustee Barker seconded the motion and the Board provided unanimous approval.

Assistant Director Pfindner proposed a "Check It Out" column in the Library newsletter to highlight new aspects of the Library. Director Struzziero agreed it's a great idea and it began this month.

The Golden Bowl will be returned to the town in the condition that was agreed to by the Select Board and the Conservation Commission before the commencement of construction.

Issues related to the automated return system are being addressed.

Budget Review

Vice Chair Olmsted clarified that there are no staffing increases proposed in the FY27 budget. Custodial staffing remains at 1.7 FTE

The Town Administrator has recommended that the Library eliminate its public service overtime budget. The Board raised concerns about lack of data regarding the cost of running the new building and potential increases in staffing needs. The Board will accept the recommendation with the understanding that if needs increase they will ask for a salary reserve transfer. If union members are ever assigned to work on Sundays, overtime payment will be incurred.

Trustee Mann motioned to transfer \$20,000 from budget org 16131 into org 16142 in order to cover plant and custodial expenses that have been higher than the Architects projections . Chair Keohane seconded the motion and the Board voted unanimously to approve the motion.

Work remains to be done on the venting in the Community Classroom, blind installation and wiring in the Library Commons, which will likely require up to three days of Library closure.

Building Project Update

Some requirements regarding electrical service remain unmet. Discussion is ongoing regarding the payment to rectify the problem.

The Green Roof installation will begin on May 18.

All contingency funds have been used. The dollar value of change orders in the final third of the project has been higher than expected. The Building Committee is tracking expenses and reconciling accounting with the town treasurer. The project has paid for certain expenses including the new sidewalk at the pool which need to be reimbursed by the town.

It is anticipated that the project will return up to \$500,000.

Final borrowing will occur in the fall.

Library Fund Review

After careful review of all donor stipulations and detailed reconciliation with the town treasurer, the multiple funds and donations to the Library have been collapsed into four separate funds: the Dusten fund for Children's use, State Aid, Library Gift Fund, and B.Y.A. DARE.

None of the funds may be used for personnel purposes. The streamlining will provide clarity in managing funds in the future. All future donations will fall into these funds.

Responsibility for such management will be transferred from the Trustees to the Director and Assistant Director. Any distributions from these funds will need to be voted on by the Trustees.

Miscellaneous

Facilities consolidation – the final agreement is close to completion. Chair Keohane will attend a meeting with the Town Administration and Facilities Director and sign the agreement if it occurs before April 7th. Otherwise the new chair will sign.

The MOA with Woodland Gardens needs to be finalized and signed. It was noted that the Woodland Gardens land belongs to the Town, but permission was granted to the Garden Club in 1991 for garden use. The Town pays for the water required.

A MOA with the Friends needs to be drafted regarding details of tenancy and obligations to the Library including CORI, fire and safety training and building use.

Chair Keohane will remain on the building committee after her tenure as a Trustee expires.

Revolving Funds

The Trustees are the governing body for two Library Revolving Funds. The Town Administrator will be filing changes to all Town revolving funds with the State after approval from Town Meeting.

1. Copier / Printer and Lost Book Replacement Fund (and paper and toner)

The Library has 7 copiers, four of which were new with the building opening. Trustee Barker motioned to increase the spending limit from \$15,000 to \$25,000. Trustee Donner seconded the motion. Vice Chair Olmsted abstained with the remaining Trustees voting in favor of the motion.

2. Room Rental Revolving Fund

The Town has limited the use of this fund to repair and maintenance of the facility. Trustee Mann motioned to increase the spending limit to \$50,000. Chair Keohane seconded the motion. Vice Chair Olmsted abstained with the remaining Trustees voting in favor of the motion.

It was noted that these recommendations will be shared with the town for inclusion in upcoming warrant articles and thus the desire by the board to cover them at this meeting. The topic will be reviewed and ratified at the next meeting.

Liaison Updates

BMC – The Media Center is doing additional work to their space, making changes to shelving, desk space and monitor installation. They will be responsible for the cost of time and materials.

Friends – The Friends are planning for “Books in Bloom” on May 8th. The Nominating Committee is in process on a slate of officers and directors. Cyndi Reitmeyer will continue as president.

Historical Society – The Historical Society is considering hanging portraits and may plan a bicentennial celebration. There is likely to be a leadership change in the near future.

Future Meetings

April 13th @ 7:00 p.m.

The Board expressed deep appreciation for the service given by Trustees Kathy Keohane and Gail Mann. Their many years on the Board have created a powerful legacy for the future.

Attachments

Agenda

February Minutes

February Statistics

Director's Report

Building Committee Report

CHA Monthly Report

Respectfully submitted by Stephanie Cahoon, secretary