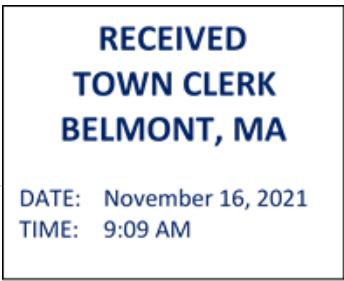


MEETING MINUTES



**Project:** Belmont Library  
Belmont, MA

**DATE:** November 16, 2021  
**TIME:** 9:09 AM

**Meeting Date:** October 29, 2019

**Time:** 7:00 PM

**Meeting Location:** Homer Building - Gallery

**Meeting:** Library Building Committee - #18

**Report By:** Alicia Monks

**Attending:** Clair Colburn, Chair  
Kathy Keohane  
Sally Martin  
Steve Engler  
Bob McLaughlin  
Stephen Sala, PBC  
Marcie Schorr Hirsch

Bart Nelson  
Bob Schafer  
Jenny Fallon  
Peter Struzziero, Library Director  
Conrad Ello, Oudens Ello Architecture  
Noel Murphy, Oudens Ello Architecture  
Alicia Monks, Daedalus Projects

**Absent:** Steven Dorrance  
Heli Tomford  
Madeline Fraser Cook

Phil Chang, Oudens Ello Architecture  
Sara Eardensohn, Oudens Ello Architecture

Item		Action
18-1	Meeting Minutes dated October 22, 2019 from the Library Building Committee meeting were approved as noted. MOTIONED by Bob McLaughlin and SECONDED by Bob Schafer. All in Favor.	
18-2	The Warrant Committee will be meeting the evening of October 30. Bob McLaughlin and Jenny Fallon will be providing a brief update to the Warrant Committee. Oudens Ello will send a summary of the changes of both scope and costs from the Feasibility Study to Bob and Jenny prior to the meeting.	Conrad
18-3	<p>Peter summarized his conversation with the Medford Library Director.</p> <ul style="list-style-type: none"> <li>- The existing Medford library was 22,000 sf and their temporary library is 8,500 sf which has proven to be a little small</li> <li>- It was recommended not to cut staff nor the library’s annual budget</li> <li>- Include all the temporary library costs in the project budget</li> <li>- Have a yard sale to empty the library</li> <li>- Have a “Goodbye Library” party in the empty library</li> <li>- Include all of the Children’s and Teen Collections in the temporary library</li> <li>Recommended including 1/3 of the Adult Collection</li> <li>- Deaccession of 1/3 of Adult Collection recommended prior to move</li> <li>- Identify any material that has not circulated in four years – either goes to storage or to be deaccessioned</li> <li>- Include the Radio Frequency Identification (RFID) update into the project budget</li> <li>- Be sure to include a Town employee on the Building Committee who will be active</li> <li>- Anticipate the library to be closed for three to four weeks during moving</li> </ul>	
18-4	There is a Communications Working Group which is comprised of members from the Trustees, Foundation Building Committee and Friends. This Working Group has been developing master materials, slides and information to allow for consistent messaging of the library project. There is an email address set up for the library project.	
18-5	Lauren is the new Technology Librarian and she will be helping to reorganize the project website. It was suggested there be a link to the project website on the main library page as well as the Town website.	Library Staff
18-6	The staff are not expected to be the experts on the library project. There will be two training sessions for the staff to prepare them to answer questions as they are primary contacts with the public.	

18-7	<p>Upcoming Events include:</p> <ul style="list-style-type: none"> <li>- Foundation Meeting – November 6, 2019 at 6 PM To discuss the Major Gift Campaign</li> <li>- Foundation Meeting – November 7, 2019 at 6 PM Part of their discussion will be to review the possibility of additional presentation materials (physical model, video, etc) to support the library project</li> <li>- Sneak Peek – November 7, 2019 at 7 PM The Schematic Design will be shared with the key stake holders</li> <li>- Information Hours. This will be opportunities in November at the Library, December at the Beech Street Center and January at the Library for people to ask questions about the upcoming library project.</li> </ul>	
18-8	<p>Construction Manager at Risk The Building Committee briefly discussed alternate project delivery methods. No decisions were made at this time. The Permanent Building Committee may be consulted at a later date.</p>	
18-9	<p>Sally has been working on a Peer Library Analysis reviewing 12 peer libraries within the Minute Man Network.</p>	Sally
18-10	<p>Existing Building Report. The Trustees are working with Oudens Ello to assess the physical needs of the library building that will be required to bridge the next few years. Peter has been working with Steve Dorrance on budget resources.</p>	
18-11	<p>Conrad will write an Executive Summary that describes at a high level, the Schematic Design process since the Feasibility Study. A draft will be sent to the Building Committee for review.</p>	Conrad
18-12	<p>Jenny was asked to look into how long the library has been on the Financial Task Force’s list of buildings to be addressed.</p>	Jenny
18-13	<p>Lauren Stara from the Massachusetts Board of Library Commissioners (MBLC) wrote an email to Peter confirming the likelihood of the next Planning and Design Grant not being announced until possibly 2028. This timeline will likely not work for the Belmont library project.</p>	
18-14	<p>The format and agenda for the Community Forum was discussed. It will take place on Tuesday November 12, 2019 at 7:00 PM in the library. All Building Committee members were encouraged to attend.</p>	
18-15	<p>Town Meeting will take place on November 13, 2019 and the Library update is anticipated to be first on the agenda and have approximately 10 minutes. The brief update will be more about process and less about content.</p> <p>Select Board meeting update will take place on December 2 at a time to be determined.</p>	
	<p>The meeting was ADJOURNED.</p>	
	<p><b>Next meeting:</b> To be determined.</p>	Reminder