

BELMONT PUBLIC LIBRARY

BELMONT, MASSACHUSETTS

MEETING OF THE BOARD OF LIBRARY TRUSTEES

April 11, 2023

DATE: May 26, 2023

TIME: 11:03 AM

Chair Alligood called the meeting to order at 7:03 p.m. The meeting was held as a teleconference through Zoom technology. Also attending were Vice Chair Kathy Keohane, Trustees Corinne McCue Olmsted, Gail Mann, Mary Stearns, Mark Carthy, and Library Director Peter Struzziero. Member of the public, Larry Link, joined this meeting. Staff members attending this meeting included Lauren Pfendner and Gráinne Breathnach-Griffin.

Review of Minutes

The minutes of the March 30, 2023 Trustee meeting, as amended, were approved unanimously on a motion made by Vice Chair Keohane and seconded by Trustee Olmsted.

Library Trustee Roles & Responsibilities Discussion and Votes

• Officer Roles

The Trustees voted unanimously to appoint Elaine Alligood and Kathy Keohane Co-Chairs of the Board of Library Trustees for the upcoming year given the complexities of the year ahead. Upon a motion by Trustee Mann, seconded by Trustee Stearns the Co-Chairs were appointed unanimously. Trustee Mann nominated Trustee Olmsted to become Vice Chair of the Board of Library Trustees, seconded by Trustee Stearns, and she was appointed unanimously. The Trustees agreed that the recording of meeting minutes would be rotated during the year. Trustee Mann will draft the Board of Library Trustees May meeting minutes and will be the point of contact for designating whether another board member will be responsible for the secretarial duties at subsequent meetings.

• Liaison Roles

The Trustees assigned the liaison roles as follows; Vice Chair Olmsted, liaison to School Department; Co-Chair Keohane and Trustee Mann, liaisons to Belmont Library Foundation; Trustee Carthy, liaison to Community Preservation Act program and Traffic Advisory Committee; Trustee Mann, liaison re Library Trust funds and Trustee representative in union negotiations; Trustee Stearns and Co-Chair Alligood, liaisons to the Friends of the Belmont Public Library.

Building Project Update

Co-Chair Keohane reported on the status of the CPA grant application to preserve the library's historical items. The CPC has accepted the library's submission for a CPA grant and final approval will be sought at town meeting. The work scope included in the grant has been sent out for final bids. The final cost figures will be amended with this feedback and will be shared as part of the town meeting discussion.

Vice Chair Keohane reported that, on April 24, 2023, consistent with prior authorization from the Trustees, she and Trustee Mann will gift funds from the Library Building Fund 2020 which will include Trust fund account proceeds as well as Belmont Library Foundation donations. These funds are for the sole use for the library building project.

The Library Building Committee will provide a community update on the library building project on April 25, 2023. The Library Building Committee has met with town departments to collect their input to the proposed design and will continue to meet with town departments throughout the month of April.

The Town of Belmont Planning Board must review and approve the site plans for the new library. It is expected this review will begin in early September and may take into October or November, 2023 for final approval.

Co-Chair Keohane said signing of the OPM CHA's contract has been significantly delayed and the Building Committee will address this concern which impacts the new library's schedule with the Town Administrator.

Co-Chair Keohane, Trustee Stearns and Acting Director Pfendner have been identifying temporary locations for the library during construction. Locations for temporary library services include the Children's Room at the Benton Library, staff offices in several Chenery classrooms, limited storage at the mods in the DPW yard. Rental options for adult services are being explored.

The library operations budget will cover all utilities and other operating expenses in these temporary spaces. The Building Committee is responsible for moving and rental costs.

The Friends of the Belmont Public Library, in coordination with the Belmont Garden Club, will host a fundraiser, "Books in Bloom," at the library on April 28, 2023. The Belmont Library Foundation and the Building Committee will be on hand to provide information and address questions from those attending the event.

FY24 Budget Update

Vice Chair Olmsted reported that the library submitted an FY24 operating budget showing a 1.6% increase and, with expected contractual agreements incorporated, a 2.66% increase over FY23. Co-Chair Keohane and Trustee Mann met with the Town Administrator to review our budget submission. The revised operating budget for the library is \$2,348,394, a 1.1 % decrease below the FY23 budget. This budget meets the minimum MAR requirement but is a 3.66% decrease from the library operating budget as submitted. This budget assumes an assistant director to be hired halfway through the fiscal year and the town assuming the cost of the full time custodian. The MOA signed with the town by the Trustees nine years ago to agree to consolidate facilities with the town will need amendment as a condition to accepting this revised budget.

Vice Chair Olmsted made a motion, seconded by Co-Chair Keohane, to accept the FY24 revised operating budget of \$2,348,394 and the motion passed unanimously.

Director's Report

The Library Director reported that, following a recent unscheduled fire drill, the Belmont Fire Department reported that the library's annunciator system did not function properly. The Library Director contacted technicians who could not find the problem and he has asked for a quote to repair or replace the annunciator. The Trustees expressed concern that this issue is unresolved several weeks after the incident. Co-Chair Keohane asked and received confirmation that there is an open work order and

asked the Library Director to document the dates of the initial failure and when attempts were made to repair it. Trustee Carthy instructed the Library Director to put in place a consumer product such as “Simply Safe” immediately as a fall back until this issue is resolved.

Public Comment

There was no public comment.

Adjourn

Trustee Mann moved to adjourn the meeting and Vice Chair Olmsted seconded the motion. The meeting adjourned at 8:06 p.m.

Next Meeting: May 25th 2023 7:00pm

Exhibits:

- Director’s Report, April 2023
- FY2023 State Aid Spending
- March 2023 Statistics
- FOBPL Jan thru March 2023