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DATE: July 21, 2025  
TIME: 8:56 AM

Belmont Public Library  
Meeting of the Board of Trustees  
June 26, 2025 via Zoom

Chair Kathy Keohane called the meeting to order at 7:02 p.m. In attendance were Chair Keohane, Vice Chair Corinne McCue Olmsted, and Trustees Ed Barker, Stephanie Cahoon, Tara Donner and Gail Mann. Library Director Peter Struzziero was present as was Kelly King and a member of the Teen Advisory Board. Chair Keohane motioned to move to Executive Session and was seconded by Tara Donner with a unanimous roll call vote by all board members.

Executive Session concluded and the regular meeting reconvened at 7:37. The Board thanked the Director for his strong contributions over the past year noting that there were unique demands on his time and focus with the operations and complexities of running the temporary locations across multiple sites. Additionally, the Director has been heavily involved in the design and continued development activities for the new building. The Board voted unanimously to approve a 2.5% merit increase for the Director with the Board noting their gratitude for his strong leadership during the past year.

#### Teen Librarian Report

Maya Escobar was joined by a member of the Teen Advisory Board. They shared an update with the Board regarding recent activities for teens at the library. The theme for the summer reading program is Level Up in Your Library, which leans into the idea of gaming. Upcoming workshops include Dungeons and Dragons, hip hop, acting and improv, and comedy and clowning. The teen advisory board will also host monthly silent reading parties, which have become a popular replacement for book groups. The library hopes to host an end of summer mini golf event at Plymouth Church. The summer reading program has fewer participants than the children's program, but participation is strong among 6, 7 and 8th graders.

#### Review of Minutes

Vice Chair Olmsted motioned to approve the May minutes as amended. Chair Keohane seconded the motion and the board voted unanimously to approve.

#### Library Update - Director Struzziero

- The website working group has chosen the firm Sterling and signed the contract to begin work on a new library website. They anticipate a website launch in the fall of 2025. The group will review the initial design in July and will employ surveys and heat mapping to gauge patron use and interest.
- The Trump administration's disbanding and defunding of the Institute of Museum and Library Services will impact the MBLC which in turn will impact our local support. MBLC has reduced the support they provide to libraries, particularly for databases. The Board asked the Director to continue to provide updates to the Board and to also outline the specific databases and other services that are impacted.
- The Director, as one of his goals for the new fiscal year, will be looking to modify the content and format for the statistical reporting. The Board would like the redesign to consider metrics and reporting to better represent the impact and value of programs and services.

#### Budget FY25

Trustee Mann motioned to approve the transfer/reallocation of funds within the budget of \$68,000 to cover the purchase of six self-checkout machines. Trustee Barker seconded the motion and the board voted unanimously to approve the motion.

#### MOA Update

In January 2020, a MOA was established for a capital building fund for the library to establish clear boundaries and expectations for the use of those funds. Donations will not be solicited after the end of the fiscal year.

#### Trust Fund Actions

In an effort to simplify and streamline library trust funds, several smaller funds that were designated for book purchases will be consolidated into a single materials fund. Trustee Mann motioned to consolidate these funds. Chair Keohane seconded and the board voted unanimously to approve the motion.

A discussion ensued regarding the policies for future financial contributions. It was suggested that donations should be placed in the general gift fund if they are a one-time contribution. In instances where entities may wish to make ongoing donations, the Board could consider establishing a new trust fund. Additional guidance regarding financial contributions may be added to the library's gift policy.

#### Belmont Media Center

The library has reached a final agreement with the BMC regarding use of space in the new library. The details are captured in an amended MOA that will be approved in June by the select board. The changes reflected in the current version include a modification to the initial duration of the agreement. Trustee Mann motioned to approve the amended MOA. Vice Chair Olmsted seconded and the trustee board voted unanimously to approve the motion.

#### Donor Recognition and Wall for All

The Wall for All will be funded by the Belmont Library Foundation and given as a gift to the Trustees. Trustee Barker noted that the Foundation is working with design firm Selbert Perkins to create the Wall for All. It will be installed for the soft opening.

#### Facilities Consolidation Discussion

The trustees and director continue to consider the best arrangement with the town for consolidating the maintenance of the library. The Board has outlined in the past the key considerations and parameters that they feel should be reflected in any such agreement. When the Town Administrator and the Director of Facilities shared information with the Board earlier this year, they noted the potential cost savings with a consolidated arrangement.

Chair Keohane would like details about what the cost savings will be.

#### Building Update

The new library is 64% complete. The Building Committee anticipates that there is sufficient contingency to complete the construction of the building. The volume of change orders is likely to increase in coming months, but they will be of a much smaller dollar amount. Two remaining details under consideration are the ADA path in the Woodland Garden and the Green Roof. Chair Keohane reports that the Building Committee continues to work well together.

#### Liaison Updates

Friends — Trustee Barker reported that the Friends of the Belmont Public Library and the Belmont Library Foundation will merge officially on June 30, 2025.

Schools — Director Struzziero reported that the School Committee approved an updated MOA regarding library use of school spaces through the end of 2025.

Historical Society - Chair Keohane and Trustee Barker continue to work with the Historical Society to ensure the room layout is ADA compliant and to outline an MOA governing operating practices and responsibilities. A draft MOA will be shared with the full Board for consideration prior to signing.

Miscellaneous

Chair Kathy Keohane received the Commonwealth Heroine Award today for her incredible work in shepherding the new library building. She was nominated by Sen. Will Brownsberger.

Next meeting — July 17 via zoom, August 14 via zoom, September 18 (location TBD).

Future topics — Director Struzziero will report on his attendance at the ALA Conference at the July meeting.

Respectfully submitted by Stephanie Cahoon, Secretary

- Agenda
- LBC Owners Update Summary
- LBC Budget
- Draft Consolidation Agreement V.2
- Directors Report
- May Minutes