

Town of Belmont, NH
Belmont Public Library
Library Trustee Meeting Minutes
February 7, 2024

Attendance:

Mary Charnley, BPL Trustee
Shela Cunningham, BPL Trustee via Google Meet
Terry Elliott, BPL Trustee
Jessica Ellis-Hopkins, BPL Trustee
Hillary Horn-BPL Trustee
Eileen Gilbert, BPL Director
Guest: Ruth Mooney, Chairman of Belmont Board of Selectmen

Note: Due to a snowstorm, the previously scheduled Library Trustee Meeting of January 16, 2024 was cancelled. This meeting is a combined January and February 2024 meeting. The agenda used is the agenda published for the January meeting.

Call to order: 6:01 pm at the Belmont Public Library (BPL).

Acceptance of December 11, 2023 Meeting Minutes:

Mary motioned to accept these minutes. Hillary seconded. All voted in favor.

Acceptance of Library Director's January and February 2024 Reports:

Hillary motioned to accept the reports. Mary seconded. All voted in favor.

Acceptance of Library Director's January and February 2024 Financial Reports:

Mary motioned to accept the reports. Jessica seconded. All voted in favor.

Old Business:

Eversource Late Fee: This issue has been resolved.

Mileage Reimbursement: Recent travel by library staff will be reimbursed retroactively to September using the new form and process approved at the last meeting. **Status:** In progress.

ALA Grant:

There are \$1,991 remaining of the \$10,000 grant awarded to the library by the American Library Association (ALA). The remainder was used for the work done by BPS. The Director has researched the cost of two accessible tables. However, generally available furniture is much more modern in design than the interior of the library. Another alternative may be a custom solution. **Update:** The Director has found an affordable custom option: For approximately \$1200 NH Correctional Industries can craft an accessible table and accompanying desk. Note: this is the same organization which made the current front desk. Jessica made a motion to pursue this option as long as the work costs no more than \$1900. Mary seconded. All voted in favor.

Belmont Public Library Maintenance:

Message Board: Rather than attaching a new message board to the recently painted front door, the cost of installing a free-standing board on a post will be researched. **Status:** This is being postponed until spring as the ground is now frozen.

Internal Woodwork Repair: The Director is working on a Moose Plate Grant to fund the internal woodwork repairs. The woodwork over the fireplace has suffered water damage over the years. A quote has been received from the contractor recommended by BPS. **Update:** The application process for the Moose Plate Grant has changed; the application process now doesn't begin until May. This would result in funds not being available until Fall. We decided to pursue the grant, but for other purposes, and use the Duffy Fund so the woodwork can be repaired earlier. As a result of this discussion, Mary made a motion to request \$6,000 from the Duffy Fund to cover the repairs. The amount is based on the quote received. Hillary seconded the motion. All voted in favor. The monies will be deposited into the library's bank account until needed.

Front Door: The scuff marks at the bottom of the front door have been removed. The Director is researching the installation of a brass kick plate to avoid this in the future. It is anticipated that this will be paid for by the BPL maintenance budget. **Status:** Pending.

Flooring Downstairs: The humidity gauge continues to be monitored with no noticeable change, better or worse.

Outside Columns: The bases of the columns at the front of BPL still need repair, though there seems to be no easy solution. **Status:** This is being tabled until the spring when the weather is warm enough for work outside.

Furnace and Oil Tank: At the November meeting, it was decided not to move forward with replacing the furnace and oil tank after a review of the furnace and oil tank by a second supplier. However, it was recommended to install an additional sprinkler and a cold air kit. A Trustee will contact Irving to see if they do this or if they will support the work if done by another company. This item is still in progress. **Update:** Mary and Shela to discuss next steps.

Emergency Training: The BPL processes and procedures need to be updated to include instructions regarding when to use the Emergency switch which shuts down the furnace. This led to a discussion about the need for a fire drill and AED training by the Fire Department for BPL staff. **Status:** The Director is still awaiting word when the library staff will be invited to participate in the town of Belmont training.

Insurance: A request has been made to the Town Administrator for a current assessment of BPL and its contents for insurance purposes. **Status:** Pending.

Sargent Fund: The Director has submitted the 2024 Library Sargent Fund request. The request is to fund Wildlife Encounters for the Summer Reading Program, bulletin boards for downstairs and storage for local historical items. **Update:** The Sargent Fund request has been approved. It's now part of a warrant article to be voted on in March.

Mitten/Hat Drive: A large box of mittens and hats was collected and donated to the elementary school.

Memory Makers: This equipment allows information to be transferred from one type of device/media to another. The library owns multiple devices for various transfer techniques. The trustees are concerned that loaning out the items leaves the library liable if users commit copyright infringement, and would prefer to that these items be restricted to in-house use. **Update:** A policy for use of this equipment has been drafted and is under review.

New Business:

Strategic Plan: At the December 2023 meeting of the BPL Trustees, it was realized that we needed to better understand the long-term plans for the Town of Belmont, and how potentially, they may impact the library, before completing the library's Strategic Plan. To aid this, Alicia Jipson, Town Administrator was invited to this meeting. She was unable to attend due to a scheduling conflict, but Ruth Mooney, Town Selectmen Chair attended the meeting instead. There followed a lengthy discussion where Ruth shared priorities of the Town and ideas/suggestions re library expansion. Some potential action items resulted which will be documented separately.

Friends of BPL: The Winter Raffle and the gift-wrapping event have concluded. The next fund raiser is a Grill and Glamour raffle to be drawn Memorial Day weekend. First prize is a grill and the makings for a barbecue. Other prizes are gift cards to local merchants. Tickets can be purchased at the library.

Northway Bank: Mary, Jessica, and Terry visited the bank to sign the necessary paperwork to be listed on the library accounts. Apparently there had been some confusion on the bank's part previously that needed to be corrected. Note: This is effective until the April Trustee meeting, after elections. Thereafter, some of the trustees will need to return to the bank with paperwork from the town re-establishing their credentials.

Storage Unit: The library currently has a storage unit where items not used are kept. Plans are to move the large table to storage to make room for the accessible table and desk to be built. This results in several action items: determining the free space of the storage unit; if the table fits; if a second storage unit is needed; what size would it be; is one available locally and how much does it cost; is month-to-month rental available?

Non-public Session RSA 91-A:3 II (a): The primary purpose of this session is a to discuss personnel issues for BPL. Motion to enter non-public session made by Hillary and seconded by Mary. All voted in favor.

Non-public session called to order: 8:15 pm.

Non-public session adjourned: 8:30 pm.

Public session reconvened: 8:30 pm.

New Employees: A new part-time page and a new part-time employee have been hired since the last Trustee meeting.

Motion to adjourn made by Mary, seconded by Hillary. All voted in favor.

Meeting adjourned: 8:35 pm.

Upcoming meetings: The next Belmont Public Library Trustee meeting is Tuesday, March 19, 2024 at 6:00 pm at the library.

Mary Charnley

Shela Cunningham

Terry Elliott

Jessica Ellis-Hopkins

Hillary Horn

