

Town of Belmont, NH
Belmont Public Library
Library Trustee Meeting Minutes
March 14, 2024

Attendance:

Mary Charnley, BPL Trustee
Shela Cunningham, BPL Trustee
Terry Elliott, BPL Trustee
Jessica Ellis-Hopkins, BPL Trustee
Hillary Horn, BPL Trustee (arrived mid-meeting)
Eileen Gilbert, BPL Director

Call to order: 6:11 pm at the Belmont Public Library (BPL).

Acceptance of February 7, 2024 Meeting Minutes:

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

Acceptance of Library Director's March 2024 Report:

Mary motioned to accept the report. Terry seconded. All voted in favor.

Acceptance of Library Director's March 2024 Financial Report:

Mary motioned to accept the report. Terry seconded. All voted in favor.

Old Business:

Mileage Reimbursement: Recent travel by library staff will be reimbursed retroactively to September using the new form and process approved at the December 11, 2023 meeting. **Status:** The Trustees will reimburse the staff at the current rate of 67 cents/mile (federal rate of .665 rounded). The Director will update actual mileage reimbursement form to reflect the new amount. The Director to notify Trustees once the form for the September reimbursement is complete. The check will be cut once the signed reimbursement form is submitted by the Director.

ALA Grant: The new accessible table and desk being built at The Berlin Woodshop (referred to as NH Correctional Industries in the prior minutes) will be delivered within two weeks. The remaining grant monies are being used to purchase four chairs. The current table and chairs will be moved to the bank building for storage. It was suggested to purchase moving blankets to protect them. The Director to research cost of blankets and recommend from which budget line item this expense will come.

Belmont Public Library Maintenance:

- a) **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 will be taken up in May when the ground is fully thawed.
- b) **Internal Woodwork Repair:** 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 repairs are scheduled for June. Per Tom Garfield, Duffy Fund Trustee, the quote for the completed repairs will be submitted to Dave Caron to process for payment by the Duffy Fund.
- c) **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.

- d) **Flooring Downstairs:** The humidity gauge continues to be monitored with no noticeable change, better or worse.
- e) **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.
- f) **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. Note regular furnace cleaning is scheduled for May.

Emergency Training: Scheduling of the training by the Town is imminent. This training will include the library staff. Thereafter, the BPL processes and procedures need to be updated to include instructions regarding when to use the emergency switch which shuts down the furnace as well as any other relevant information regarding fire drills and use of AED.

Insurance: A request has been made to the Town Administrator for a current assessment of BPL and its contents for insurance purposes. **Status:** Per the Town Administrator, the BPL building has adequate coverage. There is a follow-up action pending to assess the value of the artwork.

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 warrant article passed at the March 12, 2024 Belmont Town election. The funds are anticipated in April or May.

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:** The draft policy for use of this equipment was reviewed and changes suggested. The revised policy to be sent to the Trustees and Director for final review before the next Trustee meeting.

Friends of BPL: Tickets are being sold for the 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. **Status:** Tickets also being sold at the upcoming Town Skate on Saturday. A bake sale is also planned. Per the Director, the Friends have asked to start a Cribbage Club and are offering to buy the cribbage sets. There will be a trial run in April.

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. **Status:** Terry was re-elected and will need to update paperwork at the bank after being sworn in for the new term on March 20, 2024.

Other

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? **Update:** It has been decided to move the current furniture to the bank building for the time being. This item is closed. See ALA Grant under Old Business.

New Business:

Strategic Plan: This item is pending completion of the 2024 budget.

Other:

Town Budget: The Town of Belmont budget failed to pass the March 12, 2024 Town elections. The Library Director is awaiting word from the Town Administrator re the potential impact to the library's funding from the town. A meeting to discuss the implementation of this may need to be scheduled once we hear from the Town Administrator.

Library Trustees: Terry and Hillary were re-elected Library Trustees for a 3-year term each at the March 12, 2024 Town elections. They will be sworn in March 20, 2024. See related item for Northway Bank under Old Business.

Eversource: Based on a recent experience of one of the Trustees, it was suggested that Eversource be contacted re installing a new meter for the library as this could potentially reduce electrical costs substantially. The suggestion was also made to request an energy audit for the library.

ALA Grant Part 2: BPL has received \$10,000 from the ALA Libraries Transforming Communities Grant Round 2. Because of the amount, the selectmen will be holding the public hearing on March 20 to formally accept the grant. As required, a public notice was published in the newspaper 3/7-3/9/24. The Director is suggesting three possible uses for these funds: (a) updating the electrical and lighting on the library's main floor; (b) purchasing mobile furniture; and (c) revamping the library's large print collection.

Inventory: The Director discussed the challenges of doing inventory while the library is open (versus closing for several days). Four weeks into the effort, it is only half-way complete. A complicating factor is that this has not be done since February of 2020 due to the pandemic. However, the staff is pressing on.

Duffy Fund: An annual statement is being requested.

NHLTA: The annual NH Library Trustee Association meeting is scheduled for June 5. Registration deadline is May 17.

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 Jessica. All voted in favor.

Non-public session called to order: 7:45 pm.

Non-public session adjourned: 8:01 pm.

Public session reconvened: 8:01 pm.

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

Meeting adjourned: 8:02 pm.

Upcoming meetings: The next Belmont Public Library Trustee meeting is being held Tuesday, April 9, 2024 at 6:00 pm at the library.



Mary Charnley

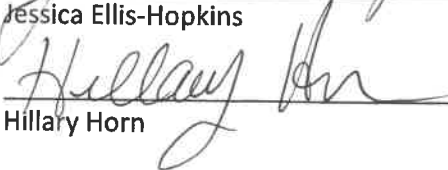
Shela Cunningham



Terry Elliott



Jessica Ellis-Hopkins



Hillary Horn