

Town of Belmont Library Trustees

June 15, 2022

Mary Charnley, Jessica Ellis-Hopkins, Terry Elliott, Hillary Ciampi-Horn, Shela Cunningham,  
Eileen Gilbert – Director

Sharon Ciampi – Chairman of the cemetery trustee committee

Call to order at 6:03pm

Sharon came to talk to us about the possibility of having a printer put into the mill. She sent TA Alicia Jipson an email to see her thought. Alicia said that there were currently no plans to put a printer in the mill, but the cemetery trustees have the funds to purchase one if needed. The cemetery trustees do have that ability to do so along with the ink and paper that would be needed. It would be hooked up to the internet for wireless printing options. She wanted to ask if the library trustees would be able to go in on the printer with the cemetery trustees. She doesn't anticipate it being that much of an expense. In turn the library trustees would be able to also utilize it.

The printing budget line is on track to run out before the beginning of the year.

Mary suggested potentially doing this and taking the money out of the savings to avoid using the budgeted line items for the year.

Sharon will research the startup cost and after her meeting in July, she will present us with the information for consideration.

#### Directors Report

We asked Eileen to add the savings account, Duffy fund, capital reserve funds to the financial report. It would be all balances and activity related to these accounts.

Eileen recommended the global business solutions upunch starter time clock because it has the best reviews. The sales rep said if we bought the rack at the cost of \$15.29, he would throw in the shipping for free.

With respect of the cards, there will be one timecard for each employee per week. The cards would be sent to the town hall weekly.

It would be here within 3 to 5 days. Simple installation with 4 screws or it can sit on a table. There is a 2-year warranty, and 24-hour help line. The customer service has the best rating on this time clock.

Mary makes a motion to purchase the upunch starter for up to \$175 from amazon including the rack. This will come out of the supply line item. Hillary seconded all in favor.

Mary made a motion to accept May 17 minutes with amendments Jessica seconded all in favor.

Mary made a motion to accept the June 6<sup>th</sup> meeting minutes Jessica seconded all in favor.

#### Old Business

Credit Card Policy:

The email from Jessica with a proposed policy has been reviewed. Potential fees need guidelines. Eileen said she would ask TA Jipson to restrict the limit of the town credit card to \$1500.00. Jessica will make suggested changes to the policy, and we will vote on it next meeting.

We asked Eileen to make the changes to the library policy that are reflected in the May 17 meeting minutes.

Terry made a motion to amend the trustee bylaws to reflect the new majority from 2/3 to 3/5. Jessica seconded all in favor.

Nonpublic Called to order 7:30pm

Nonpublic adjourned 7:53pm

public session reconvened at 7:54pm

Nonpublic called to order at 7:55pm

Public session reconvened at 8:43pm

Mary makes a motion to accept the cultural books for children and adults from an anonymous donor.

Hillary made a motion to seal the nonpublic session minutes Jessica seconded. It is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this board

Roll call:

Jessica – Yes

Terry-Yes

Shela - Yes

Hillary - Yes

Mary – Yes

Motion passed.

Hillary made a motion to adjourn Shela seconded all in favor.

Meeting adjourned at 8:53pm