

Town of Belmont Library Trustees

August 8, 2022

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

Ron Mitchell - Patron

Call to order: 6:08pm

Reports

Hillary makes a motion to accept July 26th meeting minutes Mary seconded all in favor.

DIRECTORS REPORT:

There were no attendees to the July weekly programs. Eileen is not sure what caused this. She has tried evening programs, but it doesn't really work any better since closing is at 6pm. There have been requests from patrons to do the programs on Saturdays.

Eileen has a story time on Wednesday August 9th so she will see how it goes. It was posted in the Daily sun for advertising.

There is an idea to do a once-a-month Saturday program.

Constellations will not allow for the library to switch to them. The library is not considered a commercial account. If we wanted into the town, we would have to get the town to cover our electricity then the town would talk with Constellations.

The outdoor movie night had 28 patrons come. The Wildlife encounters had 70 patrons.

The social media presents has increased.

Eileen is still waiting to hear about switching to Irving for heating oil, she contacted them a week ago so she will reach out again.

Rebecca has an appointment for her federal background check for the 22nd.

Piper webs doesn't feel we should worry about switching to a .gov because there aren't really any risks of anyone pretending to be us (the library) but there was no reason not to do it.

Jessica makes a motion to accept the directors report, shela seconded, all in favor.

FINAINCIAL REPORT:

Terry thinks we are on track as best we can be.

Mary makes a motion to accept the financial report Terry seconded all in favor.

Old Business:

Mary makes a motion to accept the vulnerable persons policy as of August 8 2022, Shela seconded, all in favor

Shela makes a motion to accept the new credit card policy as of August 8, Mary seconded, all in favor.

Hillary checks the oil gauge every 10 days or so. The level is at $\frac{3}{4}$ of a tank and has stayed there. She will continue to monitor it to ensure there are no major changes especially during the colder months.

Budget:

Terry thinks we should budget the same way we always have unless something drastic happens. Mary agrees but there also should be a plan B incase we are asked to cut it.

Eileen said she could have a draft of the budget in the next couple of weeks.

New Business:

Ron Mitchell came to the meeting to discuss with us the possibility of a design build for the library expansion. He went to the selectmen's meeting to let them know he was coming to meet with us. He told them that his idea is to not put an addition to the library because you take 40% of the money to just match what is currently there. His feeling is to the library is historical so whatever would be built wouldn't fit in. His thought is to do the slab foundation with radiant heat with a split level. It would be a frame building. He feels that we could do this for less than a million dollars because a huge company would not need to be hired for this. The Duffy fund stipulation says the library needs to stay where it is. He thinks a building should be put at the Sargent Park parking lot where there is space for a building. He does not think the Duffy fund would restrict the use of the building as a library. He thinks there would be a lot of restrictions trying to build onto the existing structure.

He suggested to make up a floor plan before we move forward.

We are going to have to look at the will for the Duffy fund just to be certain of the verbiage to ensure we don't do something that could possibly risk losing the funds.

The main issue with this project is the potential cost overall. We will look at the Duffy Fund will and report back the findings. The money to pay for this will come out of savings. Copies will be provided at our next meeting. Hillary second, all in favor.

Nonpublic Session called to order: 8:20pm

Nonpublic Adjourned: 8:49pm

Public session reconvened: 8:49pm

Hillary makes a Motion to adjourn Jessica seconded, all in favor.

Meeting adjourned 8:50pm

Next meeting: August 23, 2022 at 6pm

Following meeting: September 6, 2022 6pm

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Hillary Made a motion to switch to nonpublic session RSA 91-A:3 II (a), Jessica seconded

Roll Call:

Mary- yes

Jessica- yes

Terry- yes

Shela- yes

Hillary- yes

Nonpublic called to order: 8:20pm

Other persons present: Eileen Gilbert Library Director

We presented a new evaluation form for Eileen to use at the library.

We offered Rebecca the youth services position with an official letter. She has verbally accepted the offer and has started the criminal background check process.

Terry is asking about the timecards. The machine is punching out the times and Eileen is calculating from there to determine her hours. Eileen talked to the finance director and is following her practices.

Eileen is offered the half hour lunch break. Eileen is taking 10 minutes to eat when there is a minor in the building. She doesn't leave the building during that time. When she does leave, she does punch out for her lunches.

Eileen is permitted to close the library for 30 minutes each day to allow for lunches for the staff that are working more than 5 hours on those days. This is just for the time being until more staff have been hired.

Hillary makes a motion to leave nonpublic, Mary seconded all in favor

Nonpublic adjourned: 8:49pm

Mary Charnley

Mary Charnley

Jessica Ellis-Hopkins

Jessica Ellis-Hopkins

Terry Elliott

Terry Elliott

Hillary Ciampi Horn

Hillary Ciampi Horn

Shela Cunningham

Shela Cunningham