

Belmont Public Library Trustees Meeting-Minutes  
Sept. 9, 2022  
Belmont Mill Fourth Floor

Present:

Trustees:

Hillary Ciampi-Horn via Zoom Meeting  
Jessica Ellis-Hopkins  
Shela Cunningham  
Mary Charnley  
Terry Elliott

Eileen Gilbert, BPL Director

Call to Order 6:19 pm public meeting-This meeting took some time to start due to trying to get into a ZOOM link and a Google Meet Link.

Jessica Ellis-Hopkins made a motion to go into a non-public meeting. Shela Cunningham seconded the motion.

Roll call:

Shela: Yes  
Hillary (zoom): Yes  
Jessica: Yes  
Terry: Yes  
Mary: Yes

nonpublic Called to order: 6:19pm

Nonpublic adjourned 6:40pm

Public session reconvened 6:40pm

Shela made a motion to seal nonpublic minutes because it would affect adversely the reputation of any person other than a member of this board, Hillary seconded

Roll Call to seal the non-public minutes- Jessica Ellis-Hopkins yes  
Shela Cunningham yes  
Hillary Ciampi-Horn (Zoom) yes  
Terry Elliott yes  
Mary Charnley yes

Terry Elliott made a motion to accept the Director's report. Mary Charnley seconded the motion.

Financial report- Terry Elliott, BPL Trustee treasure, gave a warning we need to watch the circulation line item. Eversource increased by double even though we are not really in the actual month of the start of the raising of the utilities.

Shela Cunningham made a motion to accept the financial report, Hillary Ciampi-Hor seconded the motion.

Minutes from 8/23/22 need to be amended and will be reviewed at the next Belmont Public Library Trustee meeting.

OLD BUSINESS- Eileen stated she canceled Stafford Oil and we should be receiving a \$500.00 refund, the BPL will now start using Irving Oil Company with the Town of Belmont Municipality rate, Eileen will check with the Belmont Town Hall on how the billing will be handled and report back to the trustees at the next trustee meeting. The BPL Trustees requested that we also see the original bill or a copy of the month bill form Irving for the BPL's portion. Eileen will need to submit these to the board during our monthly meetings for the BPL. Eileen did not get in touch with the time clock company- Painter for painting the furnace room, Eileen called on 9/6 and stated "I am waiting for a date."

Bricks as a fundraiser working with the Friends of the Library had to be tabled until next month's BPL trustee meeting.  
The older chromebooks were sent to be recycled.

#### NEW BUSINESS-

Patrick and Kyle from the Belmont Maintenance crew fixed the cracks in the cement walkway in front of the BPL.

Mary asked Bob Ferguson as a Belmont resident, if he could look at the bottom of the pillars regarding repair. We are waiting for Bob to be available to check it out.

Eileen reported that the Belmont Fire Dept. will be holding their annual scarecrow contest and the BPL will be participating this year. Jessica Ellis-Hopkins will donate hay, Shela Cunningham will donate clothing and Mary Charnley will have a T shape wooden frame built. Eileen will let the BPL trustees know when these items are needed.

The Town of Belmont will be holding a yard sale on October 1, 2022. There was discuss on how the BPL could participate, a plan from Eileen will be presented to the BPL trustee board at the next BPL trustee meeting.

Timecards- The BPL trustees approved special approved situations for an employee not to reopen the secured BPL in order to punch out they could hand write their hours on the time card. For example: BPL Trustee meetings instead of reopening the library to punch out pre approved workshops that are out of town.

Time Sheets- Reviewed with the BPL Director again for all employees that are requesting vacation, personal day, workshops, staff development, funeral time, etc...that they know of in advance to complete the form and submit it to the BPL trustees for approval. For instances of sick time for individuals or using sick time for families, the form must still be completed in full and submitted to the BPL Board of Trustees after the time or event has occurred. The BPL Trustees must sign off on the form.

Waiting for the full complete Federal background check on an individual in order for a start date to be arranged, we received the state background check.

Eileen will be attending the New England Library Association Conference on October 23-25 in Manchester, the \$300.00 approved fees were paid, and Eileen stated there is coverage for the BPL. Eileen will be attending a day-long workshop for Primex on October 5.

The Belmont Public Library Trustees reviewed and made decisions regarding the 2023-2024 Belmont Public Library Budget that needs to be submitted to the Belmont Budget Committee and the Belmont Select Board. The BPL Trustees need to make a few corrections to the work sheet for the budget, the BPL trustees will meet on Monday, Spet. 12 at 5:30 at the Belmont Public Library to sign the approval of the final draft for submission.

Belmont Public Library Trustee meeting adjourned at 8:39 motion made by Sehla Cunningham and Hillary DiCampi-Horn seconded the motion  
Next Belmont Public Library Trustee Meeting is scheduled for Tuesday, September 27 at 6pm at the Belmont Mill.

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Mary Charnley




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Jessica Ellis-Hopkins



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Terry Elliott



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Hillary Horn



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Shela Cunningham