

November 10, 2022

Belmont Public Library Minutes 6:01 meeting started

Belmont Mill

Attending: Trustees, Mary Charnley, Shela Cunningham, Jessica Ellis-Hopkins, Hillary Ciampi-Horn,(attending through ZOOM), Eileen Gilbert (Director), Terry Elliot (arrived 6:18 pm).

October minutes will be accepted at the 11/29 meeting-unable to print minutes at the Belmont Mill through the printer.

Director's Report- Mary Charnley accepted and Jessica seconded the motion-all were in favor. Financial Report-The town report on page: 14. They have \$17,908.88 as the last disbursement from the town. Although, the legal fees will be deducted leaving around \$ 14,000.

With this understanding: Jessica accepted the report and Shela seconded.

OLD BUSINESS-

Safe Deposit Update-Two trustees will meet at the bank to review one missing document. Jessica presented a new draft policy for trustees to review. The trustees made changes to the policy, Jessica will correct and present to the trustees at the next meeting for a vote.

Building Committee-Eileen will check with NHLTA, NH Library Association, New England Associations and her new book from a staff development workshop (checklists within the reading material) on resources regarding the procedure and protocol for having a building committee for an expansion of a public library. Information will be presented at the December regular BPL Trustee meeting as will be discussed first on the agenda unless other issues arise of emergency status. Other additional BPL Trustee meetings may need to occur monthly to discuss just the expansion of BPL.

Sargent Fund- BPL Trustees will meet on November 29th at 6 pm, to review and vote for the Memory Lab and Summer Reading presenter before the application is submitted to the Sargent Fund Trustees for review and a vote. BPL Trustees are requesting \$1,100.00.

LCHIP-The report is due 12/31 and Eileen is working on this request to present at the December BPL Trustee meeting for \$250.00.

Eileen will speak with Katherine Davis of the Belmont Town of Finances regarding if she is able to assist in setting up a Quickbook license. Eileen will let Jessica know of available times for her to also attend. If Katherine Davis is unable to do this then the BPL will discuss at the December meeting to find out who may be able to help, and if we need to hire a consultant to do this.

Eileen will notify the BPL trustees through email regarding staffing issues (if they occur) during the Thanksgiving break.

NEW BUSINESS-

QuickBooks-discussed above from the Library Director's Monthly report.

~~New Business:~~

~~Quickbooks: Discussed above from the Library Directors monthly report.~~

Other:

Oil was delivered already from our new company Irving Oil, an invoice was not issued at the time just the amount of gallons that we required to fill the tank.

Eileen will get the amount for how much we are being charged per gallon and the total amount of the invoice from Irving by calling them. She will notify the BPL by email for Terry Elliott, since she is reviewing the BPL current Financial Report. Eileen will be double checking with the Town Administrator, Alicia to make sure we are receiving the Belmont Town rate for oil per gallon.

Jessica will check with the Friends of the Library regarding donating Christmas cards or any occasion cards for troops deployed. Eileen will check with the VFW, American Legion, and Hillary will check with Veterans and will email Eileen directly. Mary will also check with an organization in NH that handles cards being sent to the deployed soldiers. (Email sent to Eileen and BPL Trustees the night of the meeting on November 10 around 9 pm).

BPL Trustees and having a separate email address that is part of the town's email, Hillary will check with the Town Administration, Alicia regarding this. This was mentioned previously after BPL Trustees attended a spring conference through NHLTA and the presenter from the attorney at the State of NH Municipality suggested this to NH Trustees. The attorney suggested this in case a NH Trustees emails ever needed to be subpoenaed, in that case an individual trustees' personal would be subjective to this and its entire contents.

Meeting adjourned 7:49 Terry left at 7:03 pm (roughly)

Next meeting to sign on previous minutes, and the request for the Sargent Fund, Safe Deposit Policy signing, and non-public section will be held on November 29 at 6 pm at the BPL.

Mary Charnley

Mary Charnley

Jessica Ellis-Hopkins

Jessica Ellis-Hopkins

Terry Elliott

Terry Elliott

Hillary Horn

Hillary Horn

Shela Cunningham

Shela Cunningham