

Belmont Public Library  
Belmont Public Library Trustees Minutes  
Monday, December 12, 2022

Attendance: Eileen Gilbert, Director  
Terry Elliott, BPL trustee  
Mary Charnley, BPL trustee  
Jessica Ellis-Hopkins, BPL trustee  
Shela Cunningham, BPL trustee  
Excused, Hillary Horn-BPL trustee

Call to order: 6:29 p.m.

Motion to accept the minutes from Nov. 29, 2022 was made by Jessica Ellis-Hopkins and seconded by Shela Cunningham. All in favor.

Director's report-Mary Charnley made a motion to accept the Director's report from Nov. 29 and Terry Elliott seconded the motion. Accepted as written and submitted will be reviewed in later minutes.

Financial Report-Mary Chamley accepted as written and submitted will be reviewed in later minutes.

Old Business-Meredith Library Director Meeting report-Jessica Ellis-Hopkins spoke with the Director of the Meredith Public Library, Erin Apostolos and Jessica reported back to the trustees on what she heard.

Financial Report Analysis-QuickBooks 1. reconciliation of the bank statements and balancing the checkbook. 2. Chart of accounts, Katherine Davis from the Town of Belmont Town Hall; will review Chart of Accounts and she will review the start up. A proposal of QuickBooks line items will be submitted to Katherine Davis at Belmont Town Hall. Eileen is reviewing the manual and becoming familiar with the procedure of using QuickBooks to discuss with Katherine Davis. BPL Trustees will review procedure and program within a 3-month term, Eileen will be doing the manual bookkeeping reporting as well as learning QuickBooks.

Other-Dave Caron Trustee of the Duffy Fund. Eileen will make a copy of the BPL Duffy Fund policy to place in the mailbox at Belmont Town Hall for Dave Caron. Mary will follow up with Dave to make sure we have a current bank statement from the Trustees of the Duffy Fund.

New Business-

First National Bank of Omaha, called regarding late fees and interest. Our statement is very close when the BPL trustees meet not leaving enough time for making the statement due date. Mary spoke with Ben #1817 to change the mailing address from the town mailing address to the BPL mailing address.

Computer Supplies line item in the red for \$34.08, Terry Elliott made a motion to move \$100.00 from circulation to computer supplies seconded by Jessica Ellis-Hopkins. Eileen will follow up with Patrick from the Town regarding the furnace not turning on when temperatures are dropping, and a furnace repair person may need to be called. Shela and Jessica will call Eileen on Tuesday morning with names.

Eileen will check with the Town Administrator regarding paying and insurance requirements if we need to send a staff member to an out of state workshop.

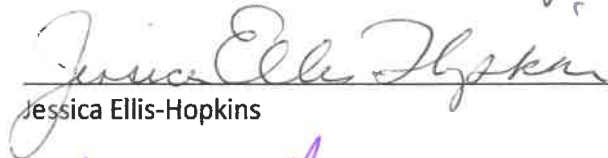
Jessica checked with a welder regarding the columns, tabled until the spring.

Eileen will share (digital) the "LCHIP Historical Preservation" report.


Adjourned 7:50 pm.

Nonpublic RSA 91-A:3 II (a-j)

  
Mary Charnley

  
Jessica Ellis-Hopkins

  
Hillary Horn

  
Terry Elliott

  
Shela Cunningham