

Belmont Public Library
Belmont Public Library Trustees Minutes
Monday, January 31, 2023

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

Call to order: call to order 6:02pm

The following amendments are to be made to January 9th meeting minutes before approval:

“old” was changed to “only” in the “Duffy Fund” section. In the same section in the underlined area the end should be amended to read “trustee of trust funds”. Next, “resigned” has been amended to say “re-signed” in line 1 with regards to the Duffy Fund Policy. “elsewhere” in the 5th paragraph was amended to read “there are enough funds in other budgeted line items”. “as” was added to the 9th line.

The minutes will be approved and signed off on at the next meeting when amendments have been made.

There is no director's report since it is still January, but Eileen will be updating us.

3 local organizations the High School, the Baptist Church, and the Catholic Church. The churches are looking for household items, laundry detergents etc... dry goods, sample size shampoos etc.... There is a basket at the library for the community supply drive.

February 20th is Presidents Day so the library will be closed that day.

Dedication for the Library will be held on the 11th of February. There will be drop in crafts, snacks, there was also a donation from Crust and Crumbs for the day. Saturday February 18th is bring your child to the library day.

Release forms should be printed so that if pictures are taken on the 2 days of celebration so we could possibly display community involvement to show the selectman the impact that library has.

The trustees will be meeting on February 21st at 6pm at the mill with the selectman.

There is a week of events during February vacation. Things like Family board game day, watercolor group, 2 story times, teen/tween craft, and a book to movie.

The elementary book club needs to be rescheduled for 3:30 on Wednesdays. This is a once-a-month activity.

Eileen is going to research the “more details” link on the website's events page since it is not working.

NEW BUSINESS

Eileen investigated the Northeast Document Conservation Center. They focus more on what environment the documents are kept in not so much the handling of documents. Trustees will wear latex gloves when handling the Duffy Fund Documents. Eileen will look into the Gay Lord Company about plastic sleeves.

Next meeting, we will discuss censorship information from the NHLTA flyer.

Tuesday May 9th is the next NHLTA conference in Concord at the Grappone Center.

OTHER

Eileen's evaluation is coming up for March. Nonpublic is required for this. This meeting will be on February 20th at 6pm at the library. This will be a trustee only meeting. Staff evaluations are due in February. Eileen will have them ready for the March 7th regular meeting. We will also let Eileen know about her evaluation at this meeting.

QuickBooks

Eileen has started with QuickBooks. She has done 5 webinars, read books and has started hands on. She thinks the reports accurately state the finances.

Eileen has permission to sign the trustees' names to invitations to the selectmen for the library birthday celebration.

OLD BUSINESS

Furnace:

Irving came and did an estimate for the furnace with the liner at 20,020.00 and without the liner for 14,080.00, and the tank outside for 3,918.00. The existing furnace seems to be in good working order. There is a tank that sits on the piping which is an external expansion tank. Eileen will call Stafford to see if that external expansion tank needs to be replaced. Shela and Eileen will work on creating a maintenance log for the furnace working backwards. Eileen will call Irving and schedule a cleaning of the furnace system. If the cost is more than \$400 approval will be needed.

Shela makes a motion to approve up to \$400 for the furnace cleaning. Mary seconded, all in favor.

Eileen is still waiting to hear about whether we need to ask for permission before applying for grants.

The Friends of the Library are in fundraising mode. There is a possible sledding event from the parks and rec during February vacation.

Upcoming meetings:

February 20th 5pm @ library – nonpublic session - Evaluations

February 21st 6pm @ mill – selectmen's meeting

February 28th 6pm @ Library - February Meeting

March 7th 6pm @ Library – March Meeting

Meeting Adjourned: 8:10pm




Mary Charnley



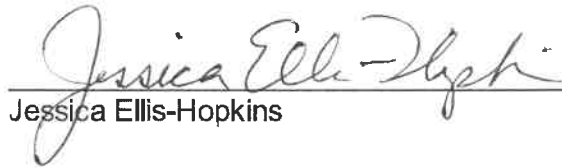
Sheila Cunningham



Hillary Horn



Terry Elliott



Jessica Ellis-Hopkins