

Belmont Public Library  
Belmont Public Library Trustees Minutes  
Tuesday, March 7, 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 (google meet)

Call to order: 6:09pm

**REPORTS:**

Mary makes a motion to accept the Feb 20<sup>th</sup> meeting minutes, Jessica seconded, all in favor.

Our regularly scheduled February meeting was canceled due to weather. So, the reports were not reviewed for February.

**Directors Report:**

The passes that are provided by the PTO are dependent on how much they raise.

Sarah used to run a monthly book group when the senior center was active, and she would read with them. The senior friends of Belmont have asked to pick this back up. It will start March 30<sup>th</sup> and run for 3 months as a trial run.

**NHLTA:**

The 2023 conference is May 9<sup>th</sup> at the Grappone Center in Concord from 8am – 4pm

The sampling method for the diversity audit is being used to help quicken the process. This means that random books (every 7) are chosen instead of every book. They pick the book and examine it for factors that match the criteria.

**Grant:**

Eileen got a quote on replacing the mechanism for the front door. But she wants to see if there is something that can be done about the way the door sits in the frame without compromising the integrity of the structure. The door is loose in the frame so the wind can rattle it. Which would be a possibility for the grant. She listed a few options on the grant application. We won't know if we got the grant until April 19<sup>th</sup>. The grant is worth \$10,000.00.

Eileen plans to apply for the CLIF Grant this year. The theme is "All Together Now".

Hootsuite raised their prices, so Eileen is trying a program called Buffer which is cheaper. Eileen will provide the difference in cost on the next report.

If the warrant passes on March 14, Eileen will prepare paperwork for part-timers raises and Rebecca's full-time status and a raise starting April 1. A majority of the trustees need to sign the paperwork before March 27. If the warrant doesn't pass a meeting will be held on April 4, at 6pm which will also be a regular meeting.

Rebecca and Eileen both plan to attend the NHLA conference on May 4-5. Eileen will let us know the cost so we can determine if there is enough in a line item for that. It will be worked out April 4.

Professional Development days need to be recorded like other types of time off and need approval from the board.

Jessica makes a motion to accept the director's report Shela seconded all in favor.

### **Financial Report:**

The amounts and the balances are the new amounts with the new budget.

Eileen is still learning a lot about the QuickBooks program. She likes the way the reports come out; it looks more professional.

So far in January and February utilities have cost almost \$3000.

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

### **OLD BUSINESS**

Jessica has still not heard from the Column guy; she did not call him this week because she called him last week. We might want to research more history about the building to see if those columns are original to the building. Jessica will follow up with Norman Larson about the columns.

Grants were covered in the directors' reports.

### **Flooring:**

Shela looked at the downstairs and says it may have gone down some since the temp has warmed up. She noticed in front of the librarian's desk there is a ripple in the floor. We need someone to come and look at it. Shela will call BPS to see if they can come out since they were the ones that did the floor in the first place.

### **Other:**

Mary wants to make sure air filters and other small appliances are unplugged when the library is closed.

The procedures manual may need to be updated as well as the daily activity log sheet including the opening and closing checklist.

Everyone that works at the library needs to know all emergency numbers and where the emergency button is.

## **NEW BUSINESS**

Eileen will review some sample maintenance logs for the library. She will try one for 3 months and see how it goes.

### **Closings/Snow days**

Alicia said that if the town cancels employees get paid. If they don't close, employees must do their best to get in if not they have to use personal or sick time. There is currently a policy that covers the library's procedures.

### **Selectmen's meeting recap:**

The selectmen were asked not to tear down the bank building until the library has a chance to evaluate the option for expansion. Pike agreed not to tear it down right now. The other selectman didn't say anything. The Duffy fund amount was amended in their selectman's meeting because they had inaccurately recorded the amount.

John Pike brought into public record that the library spent \$140,000 for blueprints from Christopher Williams which is not true. From 2005 town report on article #27 regarding a vote to raise and appropriate the sum of \$30,000 for the library building addition. This was sent in writing to TA Jipson to request the public records be amended to reflect the actual amount.

Eileen zoomed into the meeting. Alicia noted the correction, but Pike was adamant that the original amount was the correct amount. There are no records of us spending or asking for that amount.

The alarm battery will be replaced on March 8, this could have attributed to the alarm going off in the middle of the night.

Jessica made a motion to accept the \$300 check from LCHIP and put it into the savings account Shela seconded all in favor.

Non-public Session: RSA 91-A:3 II (a-j)

Nonpublic Session called to order: 7:55pm

Nonpublic Adjourned: 8:17pm

Public session reconvened:

Hillary makes a motion to seal the nonpublic minutes.

ROLL CALL:

Mary: yes

Hillary: yes

Terry: yes

Shela: yes

Jessica: yes


Motion passes

Meeting Adjourned: 8:23pm

**Upcoming meetings:**

March 11 2:30pm Belmont Public Library

April 4 6pm at the Belmont Public Library

  
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Mary Charnley

  
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