

Attendance:

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

Call to order: 6:11 pm

REPORTS:

Previous Meeting Minutes: Motion to accept May 15, 2023 meeting minutes by Hillary. Second by Jessica. All voted in favor. Motion to accept June 6, 2023 meeting minutes by Hillary. Second by Mary. All voted in favor.

Directors Report: Presented at June 6, 2023 meeting.

Financial Report: Presented at June 6, 2023 meeting.

OLD BUSINESS:

Policy Review – Right to Know: Jessica reviewed the current literature on this topic. Of particular interest is when minutes are required to be sealed and what exactly that means regarding on-going storage of such records. Apparently, what we have been doing to date for policy is a best practice. However, how a right to know request is handled should be reviewed to ensure we have documented the process. This led to a discussion of where records are currently kept and where they will be kept in the future. An action item resulting from this discussion is that Hillary will speak with Cynthia about moving records from the town offices to the library, and what, if any documentation is needed to complete this. Jessica took the action item to review/draft a policy and present to the next meeting for a vote.

Woodwork Update: Eileen has talked to three different carpenters about the main floor woodwork repair and the front door. She hopes to have responses from all three by the next meeting. Eileen intends to report on the response from the NH Preservation Alliance re compliance for work done on a building with National Historic Register designation (such as BPL has). Eileen also has a quote to share for the repair of the front door at the next BPL meeting from Northeast Door.

Community input re use of grant funds: The week of June 26, Eileen will have available via print and online a survey for the community to weigh in on the use of the \$10,000 grant BPL received from

Downstairs floor & moisture: A status of the downstairs floor (raising) and moisture is tabled until the next meeting when Shela and Eileen will give an update.

Outside benches: The two benches in front of the library were donated by the American Legion Post 58. They require maintenance (painting/staining). Terry will speak with Russ Fabian at the next meeting on June 22 to see if someone would like to volunteer for this.

NEW BUSINESS:

BPL Services Flier: Jessica, on behalf of the Friends of BPL, created a new orange flier titled 'More than Books' which lists all the services provided by BPL above and beyond books. Eileen has these fliers available for distribution at the library. There followed some discussion about how and where else this flier could be displayed, such as the town hall or by being inserted in patrons' books at check out.

BEST PTO Donation: Jessica motioned to accept the check from the Belmont Elementary School Tigers (BEST) PTO for \$1,179 received June 19. Hillary seconded the motion. The money will be used to support activities at the BPL.

Friends of BPL Donation: It was also noted that the Friends of BPL provided funding for many of the passes for the 2023-2024 school year for the following organizations: State Parks, Currier Museum of Art, McAuliffe-Shepard Discovery Center, Petals in the Pines, Seacoast Science Center, SEE Science Center, Tarbin Gardens and the Wright Museum of World War II. Note: some restrictions apply for certain attractions.

Anonymous Donation: An anonymous doner provided a family pass to the Canterbury Shaker Village.

NHLTA Conference: Terry presented information gained at the NHLTA Conference May 9, 2023. She attended the Keynote Address (The First Amendment: Fighting Censorship through Library Advocacy), a session on RSAs, Conducting Diversity Audits, and Bringing the Library Out to the People. Due to a prior commitment, Shela was only able to attend the afternoon session. She attended How to Work with Your Town Government, Boards and Community, and a session on Strategic Planning. Shela will present info about these sessions at the next BPL meeting.

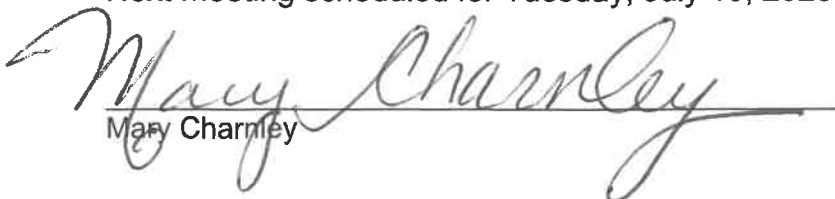
Library Policies Update: Eileen developed and presented a spreadsheet listing all library-related policies and when they had last been reviewed. This document will be used to identify and track the work of reviewing and updating all the library-related policies. The initial goal is to address one or two items per meeting, if possible. However, some prioritization is needed. Shela suggested possibly coming up with a standard set of questions/criteria as a checklist after we've looked at a few to ensure we are reviewing them consistently. Eileen will provide the current policy and possible suggested changes in advance of the discussion. A topic of priority is addressing book challenges. We'll begin with the NHLTA recommendations.

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

Meeting Adjourned: 7:17 pm

Upcoming meetings:

Next meeting scheduled for Tuesday, July 10, 2023 at 6pm at the Belmont Public Library


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