

Attendance:

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

Call to order: 6:11 pm

Reports:

Acceptance of prior Meeting Minutes: Mary motioned to accept July 10 minutes; Jessica seconded. All voted in favor.

Acceptance of Director's Report: Mary motioned to accept the Director's Report. Hillary seconded. All voted in favor.

Acceptance of Financial Report:

Reference to the "Sargent Fund" balance (in the BPL savings account) noted in the July Financial Report is an incorrect reference. It should have stated the "ALA Grant" instead. This will be corrected in the July meeting minutes to be voted on at the September meeting. A copy of the corrected minutes is attached.

Utilities expenditures and electronic database costs are being monitored. The level of QuickBooks service BPL has is being verified.

There was a question re the \$40 legal fee. It relates to the legal notice for accepting the ALA Grant.

Mary motioned to accept the Financial Report. Terry seconded. All voted in favor.

Old Business:

Secretary: Hillary motioned to elect Shela as Secretary of BPL Board of Trustees. Jessica seconded. All voted in favor.

BPL Maintenance: Eileen, Jessica and Shela met with Barry Beauregard of Bonnette, Page & Stone (BPS) on July 28 at the library to discuss the restoration projects requiring attention. These include the front door, water damage on the chimney wall, the basement floor, cracks in the front walk, and the outside column bases. Barry mentioned that the Griffin Free Public Library in Auburn is dealing with a similar situation and may be a resource for us in the future.

The two sets of front column bases that were ordered cannot be adapted for the front columns. This item is being tabled in light of the quote being prepared by BPS for repair work to BPL.

Benches outside the library: The benches need a coat of paint. There are several options for this to be accomplished which are being researched.

Sargent Fund and Memory Keeper items that turn analog technology items into digital: Three of the four have been cataloged. A staff member has taken them home to test. The process appears to work. However, this has raised concerns about the potential for copyright infringement. The town attorney to be contacted for advice about this. We discussed checking with other libraries re how they are handling this issue. For example, should the library have a form for the patron to sign when using this equipment?

Policy review: In a previous meeting we agreed to begin reviewing all the library policies, bylaws and job descriptions. We are starting with the Library Director and Library Page job descriptions. These were discussed. The Trustees felt more time is needed for research and review. This item is continuing.

Nonpublic/sealed minutes procedure recap: A draft Right-to-Know procedure and associated request form were presented. Changes were suggested and agreed to. The amended procedure and form were voted on with changes as discussed. Jessica motioned to accept, Terry seconded, and all voted in favor. It was noted that these items will be added to the Employee Handbook and the new information will be reviewed with BPL employees.

New Business:

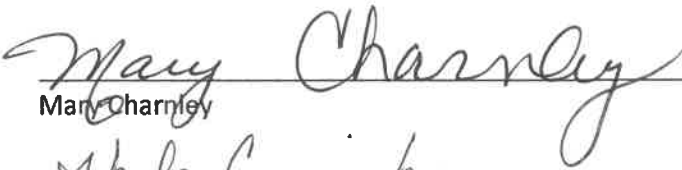
A UPS truck making deliveries to the library accidentally ran over the sign on the front lawn of the library. UPS and the Belmont Police were notified. The same day a UPS supervisor appeared and paid for the damage.

Work is beginning on the next strategic plan for BPL.

The Friends of BPL will be holding a used book sale at the Belmont Old Home Day on August 12.

The next BPL Trustee meeting is scheduled for Wednesday, August 30, 2023, at the Belmont Public Library. This meeting will be a working meeting for the 2024 budget. The BPL budget is due to the town by September 30.

Meeting adjourned: 8:12 pm.



Mary Charney



Sheila Cunningham



Terry Elliott



Jessica Ellis-Hopkins

Hillary Horn