

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: 6:15 pm

Reports:

Acceptance of prior Meeting Minutes: Mary motioned to accept August 30, 2023 minutes; Hillary seconded. All voted in favor.

Acceptance of August 2023 Library Director's Report and Financial Report: Mary motioned to accept August 30, 2023 reports. Hillary seconded. All voted in favor.

Discussion/Action Items from the Director's and Financial Reports: Eileen will research adding data re the number of people accessing the library via the website to the report. There was discussion regarding the phone charges the town assesses BPL. The town's financial clerk had provided more detailed information upon request. This was an item raised at last month's meeting. Terry requested more detail be provided in the Quik Books software to allow more specific tracking of the Miscellaneous Income line. Tabled for a future discussion is what BPL charges for library cards to non-residents.

Old Business:

Belmont Public Library Maintenance:

Re the repairs to the door by Bonnet, Page, and Stone (BPS), Eileen is awaiting word of a start date. The library will probably have to close while the work is being done, but this is only anticipated to be one day. The closure will be posted in advance. The door is not being replaced only repaired. No permits are required for the work per Mark Ekberg of the Town Code Enforcement Office. The alarm company will not need to be on-site while the work is being done. The cost of replacing the sign on the door is approximately \$200. The ALA Transforming Community Grant is funding the work.

The humidity level downstairs continues to be monitored and the dehumidifier emptied as necessary.

Globe Electric is providing a quote to repair the outside light at the front of the library. This has not been turning off properly; it is unclear if this is an issue with the light, the timer or the sensor. The scheduling of this work will be separate from the front door repairs noted above.

The furnace replacement quote from Irving needs to be revisited considering the coming change of season. Mary suggested moving forward with this using monies from the Duffy Fund with the alternative being the Capital Reserve Funds. Mary will contact David Caron, a Trustee of the Trust Funds. Shela will contact Irving.

Benches outside the library: While the benches have been painted thanks to Belmont Public Works, completing the painting of the supports is being continued.

Memory Keeper analog-to-digital technology: Concerns about the potential for copyright infringement are still being worked through. Eileen contacted the NH Library Association (NHLA) Tech Committee for possible guidance on the subject. There appears to be no consistent process or policy on the topic across the state. Jessica plans to meet with Laconia Library personnel for more insight into a local approach.

Sealed minutes storage: After discussion with legal counsel attorney Steven Whitley of Drummond Woodsum, and following policy HB321, the Trustees voted to leave the sealed minutes currently residing in the safe at the Town Hall at their present location in the Town Hall. The motion was made by Hillary, seconded by Jessica and all voted in favor.

Preservation of historical documents: Earlier this year there was discussion of contacting the Northeast Document Preservation Center for assistance in preserving historical documents the BPL possesses. This item has been tabled but is planned for discussion in November.

New Business:

Vulnerable Patron: In light of potential privacy issues, this item will be continued in the Non-public Session of these meetings. Should these discussions result in changes to any policies or procedures, the modifications to the relevant policies/procedures will be made public.

Strategic Plan: Work on the next strategic plan for BPL is being tabled until the budget work is complete.

Mary suggested an evening craft night geared to adults/teens to draw people into the library.

There was review and discussion of a draft job description for a Per Diem Library Assistant position. Changes were suggested. This is continuing.

Staff education was discussed. The Trustees are responsible for approving education opportunities for the Library Director occurring outside the facility. The Library Director approves education opportunities outside the facility for the staff reporting to her. A number of action items resulted from this discussion. Eileen will check with the Belmont Town Administrator re the current reimbursement procedures and forms for mileage, tolls, and courses for town employees noting any differences between part-time and full-time employees. Eileen will create a draft procedure re the reimbursement of these items for the BPL staff. The Trustees want to ensure that a 'paper trail' exists for monies spent while encouraging all staff to stay abreast of necessary topics relevant to their jobs.

The Trustees approved the Director's request to attend the READS Conference on October 13.

Non-public Session RSA 91-A:3 II (a) The primary purpose of this session is a work session for the 2024 budget for BPL. Motion to enter non-public session made by Mary and seconded by Hillary. All voted in favor. Note that Jessica had to leave on an urgent personal matter suddenly but rejoined the meeting by phone at 8:50 pm.

Non-public session called to order: 8:11 pm.


Non-public session adjourned: 9:26 pm.

Public session reconvened: 9:27pm.

Hillary motioned to accept and send the letter from the Belmont Library Trustees that was initially drafted by Steven Whitley, attorney at Drummond Woodsum. Shela seconded; all voted in favor. This was discussed during the Non-public session (above). The letter will be sent by certified mail with signature confirmation to the vulnerable patron as well as the Belmont Chief of Police and the Belmont Fire Chief.

The next BPL Trustee meeting is scheduled for Wednesday, September 20, 2023, at the Belmont Public Library at 6:00 pm. This meeting will be non-public to approve the 2024 budget spreadsheet which is due to the town by September 30. The Selectmen's meeting of Tuesday, October 10 will include the BPL Budget. The next regular BPL Trustee meeting is Wednesday, October 11, 2023 at 6:00pm at the library.

Hillary motioned to adjourn; Shela seconded. All voted in favor. Meeting adjourned: 9:32 pm.



Mary Charnley



Shela Cunningham



Terry Elliott

Jessica Ellis-Hopkins *

Hillary Horn *

absent 10/