

Town of Belmont, NH
Belmont Public Library
Library Trustee Meeting Minutes
November 13, 2023

Attendance:

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

Call to order: 6:11 pm at the Belmont Public Library (BPL).

Acceptance of prior Meeting Minutes:

October 16, 2023: Mary motioned to accept these minutes; Terry seconded. All voted in favor.

Acceptance of October 2023 Library Director's Report:

Mary motioned to accept the reports with changes. Shela seconded. All voted in favor.

Acceptance of October 2023 Library Director's Financial Report:

Hillary motioned to accept the reports. Jessica seconded. All voted in favor.

Old Business:

Eversource Late Fee: Eversource will be contacted, again, to correct this. The most recent bill had no late fee on one page but showed a late fee on another page.

BPL Budget for 2024: The Town of Belmont is applying the 2024 rates for medical/dental/buyouts to the BPL budget. The Director will request an updated version from the Town prior to the Budget Meeting. The Town of Belmont Budget Committee meeting at which the BPL budget will be reviewed is scheduled for Tuesday, December 12, 2023 at 6:30.

ALA Grant: For the monies remaining in the American Library Association (ALA), the Director will research the cost accessible furniture with privacy blinds.

BPL Maintenance:

Message Board: Rather than attaching a new message board to the recently painted front door, the cost of installing a free-standing board on a post will be researched.

Outside Light: There was some question whether the photo sensitive light over the front door is working consistently. Gove Electric has fixed this.

Internal Woodwork: BPS has recommended someone to handle the internal woodwork repairs. A quote has been received. The intent is to use a Moose Plate Grant to fund the work; the Director will begin this process. Because this grant is not announced until May, Mary made a motion to move forward now with scheduling the work for June; Jessica seconded. All voted in favor.

Front Door: The front door requires removal of scuff marks at the bottom. A Trustee volunteered to clean them. If that doesn't work, the Director will ask the cleaning company to remove them. The Director is researching the installation of a brass kick plate to avoid this in the future. It is anticipated that this will be paid for by the BPL maintenance budget.

Outside Columns: The bases of the columns at the front of BPL still need repair. The Director to discuss with BPL.

Furnace and Oil Tank: Based on a recent review of the furnace and oil tank by a second supplier, it was decided not to move forward with replacing the furnace and oil tank at this time. However, it was recommended to install an additional sprinkler and a cold air kit. A Trustee will contact Irving to see if they do this or if they will support the work if done by another company.

Emergency Training: The BPL processes and procedures need to be updated to include instructions regarding when to use the Emergency switch which shuts down the furnace. This led to a discussion about the need for a fire drill and AED training by the Fire Department for BPL staff. The Director will speak with the Belmont Fire Department about all these items.

Carbon Monoxide Detectors: The Director will research, order, and arrange for installation.

Mileage Reimbursement: A form is being drafted. While based on the form the Town of Belmont currently uses, it will include changes specific to BPL. The current Federal mileage rate will be used, and, as it changes periodically, will need to be verified prior to each reimbursement. The form and associated process, also in progress, will be reviewed at the next Trustee meeting. Recent travel by library staff will be reimbursed retroactively as soon as these are approved by the Trustees. It was noted that the reimbursement is for BPL paid staff only.

Per Diem Employee: After research, it was agreed that the term 'per diem' is essentially the same as 'part-time.'

New Business:

Part-time Ad: The Trustees agreed that the Director should place an ad for someone to fill in when needed and to pick up the hours another employee is reducing.

Carpet Tiles: Due to the water cooler flooding, some of the carpet tiles downstairs must be replaced. Because the tiles are older and there is concern about finding the same type in the future, the recommendation is to purchase an entire case of carpet flooring tiles of the same type. Shela made the motion to move forward with this up to the maximum cost of \$500; Jessica seconded. All voted in favor.

Sargent Fund: The Director has submitted the 2024 Library Sargent Fund request. The request is to fund Wildlife Encounters for the Summer Reading Program, bulletin boards for downstairs and storage for local historical items.

Insurance: A request will be made for a current assessment of BPL and its contents for insurance purposes.

Polaroid Film for *Deck the Village*: A Trustee will purchase film for the Polaroid camera to be used during the *Deck the Village* celebration on Saturday, December 2 from 2-5 pm. The pictures were a big hit at last year's celebration.

Mitten/Hat Drive: BPL will again be a collection point for mittens and hats this year.

Motion to adjourn made by Jessica, seconded by Hillary. All voted in favor.

Meeting adjourned: 8:04 pm.

Upcoming meetings: The next BPL Trustee meeting is Monday, December 11, 2023 at 6:00 pm at the library.

Town of Belmont Budget Committee meeting, including the BPL budget, is scheduled for Tuesday, December 12, 2023 at 6:30.