

Town of Belmont, NH  
Belmont Public Library  
Library Trustee Meeting Minutes  
December 11, 2023

**Attendance:**

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

**Call to order:** 6:06 pm at the Belmont Public Library (BPL).

**Acceptance of November 13, 2023 Meeting Minutes:**

Mary motioned to accept these minutes. Terry seconded. All voted in favor.

**Acceptance of November 2023 Library Director's Report and Financial Report:**

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

**Old Business:**

Eversource Late Fee: Eversource has issued a credit for the late fee.

BPL Budget for 2024: The budget has been approved. This includes the 2024 rates for medical/dental/buyouts. Note that the Belmont Budget Committee meeting at which the BPL budget was reviewed was unexpectedly rescheduled for Tuesday, November 28, 2023 at 6:30, several weeks earlier than previously scheduled. During the meeting, a question was raised regarding the Trustees' plans for the Library's Capital Reserve funds. It is anticipated that this will be addressed in the next BPL Strategic Plan. Work on the plan is scheduled to begin in early 2024. It should be noted that the library's Strategic Plan cannot be completed without understanding the Strategic Plan for the Town of Belmont which is yet to be defined.

Mileage Reimbursement: A form and process have been drafted. They were discussed at this meeting. However, some changes were recommended. Mary motioned to accept the revised form and process; Jessica seconded. All voted in favor. Recent travel by library staff will be reimbursed retroactively to September. It was noted that the reimbursement is for library full-time paid staff only.

ALA Grant:

There are \$1,991 remaining of the \$10,000 grant awarded to the library by the American Library Association (ALA). The remainder was used for the work done by BPS. The Director has researched the cost of accessible furniture with privacy blinds. However, the furniture is much more modern than the interior of the library. Another alternative may be a custom solution. The Director will research this.

Belmont Public Library 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. Update: This is being postponed until spring as the ground is now frozen.

**Outside Lights:** They seem to be working properly and are a big improvement.

**Internal Woodwork:** The Director is working on a Moose Plate Grant to fund the internal woodwork repairs. A quote has been received from the contractor recommended by BPS.

**Front Door:** The scuff marks at the bottom of the front door have been removed. 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.

**Flooring Downstairs:** Twelve new carpet floor tiles to match the existing ones were ordered for \$268 and have been installed to replace those damaged by water from a defective water cooler. It was decided to order another box of them to keep in reserve (should the design no longer be available in the future). Shela made the motion to approve the purchase; Mary seconded. All voted in favor. The humidity gauge continues being monitored.

**Outside Columns:** The bases of the columns at the front of BPL still need repair, though there seems to be no easy solution. This is being tabled until the spring when the weather is warm enough for work outside.

**Furnace and Oil Tank:** At the November meeting, it was decided not to move forward with replacing the furnace and oil tank after a review of the furnace and oil tank by a second supplier. 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. This item is still in progress.

**Carbon Monoxide Detectors:** The Director will research, order, and arrange for installation. Update: This has been completed. Detectors have been installed on each floor of the library.

**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. Update: The library staff will be invited to participate in the training when it is held by the town of Belmont.

#### **New Business:**

**Part-time Ad:** In response to the ad placed in November for a new part-time employee, the Director has received four applicants and held two interviews with a third interview scheduled shortly.

**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 has been made to the Town Administrator for a current assessment of BPL and its contents for insurance purposes. This is pending.

**Deck the Village Event:** This Town of Belmont holiday event took place on December 2, 2:00-5:00 pm. It included a visit from Santa at the library. The library also made available Christmas cards for attendees to sign that will go to military active-duty personnel. Approximately 40 people visited the BPL and had their picture taken with Santa. Unfortunately, a serious auto accident nearby made it difficult to use the main road and attendance was less than hoped for. It was also suggested that there be more advance PR and closer coordination with the Town of Belmont for next year's event.

**Mitten/Hat Drive:** The library is a collection point for mittens and hats until January 1, 2024. They will be distributed to several schools and churches in the community.

**Friends of BPL:** At the *Deck the Village* event, the Friends of BPL sold tickets for the Winter Raffle (\$5 each; 5 for \$20). The raffle continues until December 18, and tickets can be purchased online at [givebutter.com/tubing](https://givebutter.com/tubing). The raffle first prize is four midweek Gunstock Area tubing tickets.

**Memory Makers:** This equipment allows information to be transferred from one type of device/media to another. The library owns one which has been tested out by an employee. There are several implementation issues to resolve which the Trustees have been wrestling with before this equipment can be made generally available for lending out. The issues

relate to copyright and space (for those using the equipment). More research is on-going and will be discussed at the next meeting.

**Fund Raising:** Several different fund-raising ideas came up for discussion.

**2024 Meeting Dates:** In order to establish the calendar of meeting dates for the next year, there was discussion of which night works for everyone's schedule. Mary motioned to regularly schedule the Belmont Public Library Trustee Meetings on the third Tuesday of the month beginning in January 2024. Shela seconded. All voted in favor.

**Non-public Session RSA 91-A:3 II (a):** The primary purpose of this session is a to discuss budget and personnel issues for BPL. Motion to enter non-public session made by Mary and seconded by Shela. All voted in favor.

Non-public session called to order: 7:45 pm.

Non-public session adjourned: 8:15 pm.

Public session reconvened: 8:16 pm.

Mary made a motion to give Eileen permission to offer the part-time position to her favored candidate after the interviews are complete for the per diem (as needed) employee contingent upon the successful completion of federal and state background checks. Hillary seconded. All voted in favor.

Mary made a motion to hire a page to replace the part-time page who has given notice of her departure. Hillary seconded. All voted in favor.

The next Belmont Public Library Trustee meeting is scheduled for Tuesday, January 16, 2024 at 6:00 pm at the Belmont Public Library.

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

**Meeting adjourned:** 8:23 pm.

**Upcoming meetings:** The next BPL Trustee meeting is Tuesday, January 16, 2024 at 6:00 pm at the library.

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Mary Charnley

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Shela Cunningham

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Terry Elliott

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Jessica Ellis-Hopkins

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Hillary Horn

