

Town of Belmont Library Trustees

November 29, 2022

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

Call to order: 5:57pm

Mary makes a motion to accept the October 20<sup>th</sup> minutes for BPL, Hillary seconded, all in favor.

Mary made a motion to accept November 10<sup>th</sup> meeting minutes for BPL Terry seconded, all in favor.

**Old Business:**

**Sargent Fund Policy:** Jessica drafted a policy for the Sargent Fund to define the purpose of the Fund and the procedures on how to submit requests to the Sargent Fund Committee.

Mary makes a motion to accept the Sargent Fund Policy. It will be adopted tonight, Nov 29. It's adopted as written. Jessica seconded, all in favor.

**Safe Deposit Box Policy:**

Hillary makes a motion to accept the new safe deposit box policy, Mary seconded, all in favor.

Eileen will type up a request for the BPL trustees to sign that will go to the Trustee of Trust funds to request a Statement of Duffy Fund account balance for January.

Jessica makes a motion to accept the Duffy Fund policy. Mary Seconded, all in favor.

Eileen and Jessica will meet with Katherine Davis Financial Director to discuss how to set up a QuickBooks account. TechSoup has a nonprofit quick books program with a yearly subscription.

Hillary emailed TA Jipson to ask about town email account. She has not heard back but will try again.

Mary suggests thinking about using the old bank building as a library extension since it is a building that is still sturdy. Inviting Bob Ferguson to a meeting to discuss options might be a good place to start.

Mary mailed the veterans cards. It would be great to advertise that the challenge was a complete success on the website and in the paper.

Hillary makes a motion to reimburse Mary for the \$9.55 for mailing out the Veterans Cards Terry seconded, all in favor.

We would like to thank the Friends for their donation of Christmas cards to send to our Veterans.

Hillary asked that the WiFi password for the BPL be updated. Eileen agreed. We ask that the password be changed monthly.

**New Business:**

Shaw's in Belmont is offering a fund raiser for the purchase of reusable bags. Every bag purchased, \$1 goes directly to The Friends of the Library.

Nonpublic Session called to order:

Nonpublic Adjourned: 7:21pm


Public session reconvened: 7:21pm

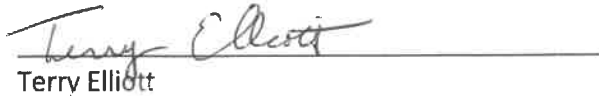
Budget Meeting December 13, 2022

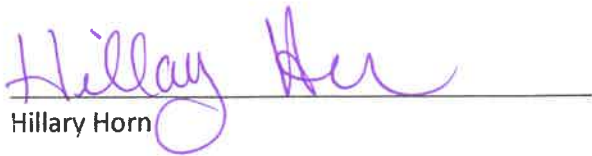
Next Meeting: December 12, 2022 @ 6pm at BPL

Meeting adjourned: 7:28pm

  
\_\_\_\_\_  
Mary Charnley

  
\_\_\_\_\_  
Jessica Ellis-Hopkins

  
\_\_\_\_\_  
Terry Elliott

  
\_\_\_\_\_  
Hillary Horn

  
\_\_\_\_\_  
Shela Cunningham