

Town of Belmont, NH  
Belmont Public Library  
Library Trustee Meeting Minutes  
May 13, 2024

**Attendance:**

Mary Charnley, BPL Trustee  
Shela Cunningham, BPL Trustee  
Terry Elliott, BPL Trustee  
Jessica Ellis-Hopkins, BPL Trustee  
Hillary Horn, BPL Trustee - absent  
Eileen Gilbert, BPL Director  
Jason LaCombe, SMP Architecture  
Barry Beauregard of Bonnette, BPS

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

**New Business:**

After introductions, Jason LaCombe of Sheerr McCrystal Palson Architecture, Inc. (SMP Architecture) and Barry Beauregard of Bonnette, Page & Stone Corp. (BPS) presented a Request for Qualifications for the Renovation and Addition of the Belmont Library.

There followed a discussion of the needs of the library, comparable projects executed by the two firms, the process of working together should these firms be chosen for the work, funding for the project, timelines, and next steps. The discussion ended and guests left at 7:30pm.

Eileen and her staff are developing a plan for an evening program during the summer which she has shared with the Trustees. She is requesting feedback from library attendees for input on hours and programs.

**Prior Meeting Minutes:** Jessica motioned to accept minutes of the April 9, 2024 meeting; Mary seconded. All voted in favor.

**Library Director's May Report:** The Story Walk was vandalized the day before it was due to be dismantled. Police were notified. Eileen to file a police report for documentation purposes.

Note that the Backyard Birdscaping Event scheduled for May 22 at 6pm has had to be rescheduled to June 19 at the same time at the Belmont Mill.

~~The~~ Jessica motioned to accept the report and Mary seconded. All voted in favor.

**Library Director's May Financial Report:** Per RSA 202-A:4-c, Jessica made the motion to accept the \$1400 check received from the Sargent Fund. Mary seconded. All voted in favor.

Mary motioned to accept the report and Jessica seconded. All voted in favor.

**Old Business:**

**Phone and fax line conversion:** Eileen explained the situation with the supplier of the landlines and the upcoming huge price increase effective June 1 if service continues with First Light. It appears the library will need to convert to fiber optic but this must be compatible with the alarm system and the fax line used by the copier. The suggestion was made to contact Breezeline for a quote as an alternative. Eileen to follow-up.

**ALA Grant Status:** Round 1 is in progress: the new tables have been received and the old ones are in storage. The monies for the new chairs have been committed. The report for Round 1 is due June 30. Round 2 is in the Public Input Phase ending at the end of May. 45 electronic surveys and 15 hardcopies have been received to date. The report for Round 2 is due May 2025.

**Belmont Public Library Maintenance:** Discussion of items tabled until next meeting.

**Emergency Training:** Awaiting scheduling of the training by the Fire Department.

**Insurance:** A question arose previously if insurance was needed for library staff when traveling to off-site events. The answer is 'No,' this is not a requirement by the policy.

**Sargent Fund:** The funds were received in May and have been accepted by the Trustees to fund Wildlife Encounters for the Summer Reading Program, bulletin boards for downstairs and storage for local historical items. See Director's Financial Report above.

**Memory Makers:** This equipment allows information to be transferred from one type of device/media to another. The library owns multiple devices for various transfer techniques. The trustees are concerned that loaning out the items leaves the library liable if users commit copyright infringement, and would prefer to that these items be restricted to in- house use. Also requested: details on what kinds of items can be digitized. **Update:** Review of the updated draft policy tabled until the next Trustee meeting.

**Friends of BPL:** Cribbage Club is a big success. The used book sale is planned for the Belmont Old Home Day.

**Northway Bank:** Terry is now approved for transactions at the bank.

**NHLTA:** Mary and Shela are registered to attend the Annual Conference on June 5, with Terry hoping to attend.

**Other**

Shela made the motion to end the meeting; Jessica seconded. All voted in favor.

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

**Upcoming meetings:** The next Belmont Public Library Trustee meeting will be held on Tuesday, May 28 at 6pm at the library. Representatives from Milestone Engineering will meet with the Trustees.

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Mary Charnley

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Shela Cunningham

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Terry Elliot

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Jessica Ellis-Hopkins