

**Town of Belmont, NH
Belmont Public Library
Library Trustee Meeting Minutes
June 11, 2024**

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: 6:03 pm at the Belmont Public Library (BPL).

New Business:

Guest Speaker: Tina Benoit, a member of the Friends of BPL, spoke with the Trustees and Library Director from 6:03 until 6:30 when she departed the meeting. She provided feedback on various topics including library expansion, fund raising, voter fatigue, PR for the library, changes in the town which may have a potential impact on BPL. She also confirmed that the Cribbage sessions are a hit.

Director's Report: After some clarifications, Mary motioned to accept the report; Jess seconded. All voted in favor.

Director's Financial Report: After some discussion, Terry motioned to accept the report; Mary seconded. All voted in favor. Note that the financial report provided by the Town to BPL has changed since the Town is working from a default budget.

Prior Meeting Minutes: Mary motioned to accept each of the Public Meeting Minutes and Nonpublic Meeting Minutes of May 28, 2024. Jessica seconded. All voted in favor.

NHLTA: Mary, Shela, and Terry attended the Annual NH Library Trustee Association (NHLTA) Conference on June 5, 2024 in Concord, NH. They will be sharing information from the sessions they each attended at a future meeting. NHLTA is offering a one-day workshop on Budgeting and Finance for Library Trustees on July 16, 2024. Shela shared the registration information; she plans to attend. Jessica to use the NHLTA guest speaker policy as a starting point for adopting a policy for BPL.

Nonresident Library Card Fees: After much discussion and consideration, Mary motioned to increase the non-resident library card fee from \$20 for two years to \$40/year effective July 1, 2024. Jessica seconded. All voted in favor. It should be noted that Town of Belmont residents, property owners, Town employees, and Shaker Regional School teachers and students receive free library cards.

Friends of BPL: Jessica indicated that, due to lack of interest in staffing it, there would be no used book sale at the Belmont Old Home Day.

Belmont Public Library Maintenance: Shela presented a 'Property Maintenance ID, Track and Review Form' in draft. This would be a paper log sheet dedicated to keeping track of structural issues of BPL as they arise. The goal is that it is easily accessible, easy to use and can track issues as they arise, whether they are short-term, long-term, or sporadic. There was discussion about how this would be used, potential benefits and some suggested changes. The Director agreed to incorporate it into operations on a trial basis for one month to see if it helps. Shela will send the electronic copy to Eileen after changing the column heading Terry suggested.

NH Gives: The suggestion was made to explore this avenue for donations to the library. Jessica indicated that this had been explored in prior years; the high membership fee to join the organization made this cost prohibitive.

Old Business:

Phone and fax line conversion: Breezeline is the library's phone provider effective June 4. The alarm company switched the library to cellular service May 31.

ALA Grant Status: Eileen presented survey results and direct comments from the survey. It appears improvements in the lighting and the number/type of electrical outlets are the highest priority for patrons who responded. Building expansion was also high on the list.


Other

Mary made the motion to elect Shela as Secretary; Hillary seconded. All voted in favor.
Mary made the motion to elect Terry as Treasurer; Jessica seconded. All voted in favor.
Hillary made the motion to elect Mary as Chairperson; Terry seconded. All voted in favor.
Mary made the motion to elect Jessica and Hillary as co-vice-chairs; Terry seconded. All voted in favor.


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

Meeting adjourned: 8:07 pm.

Upcoming meetings: The next Belmont Public Library Trustee meeting will be held on **Tuesday, July 9, 2024 at 6pm** at the library.



Mary Charnley



Shela Cunningham

Terry Elliott



Jessica Ellis-Hopkins



Hillary Horn