

**Town of Belmont, NH  
Belmont Public Library  
Library Trustee Meeting Minutes  
July 8, 2024**

**Attendance:**

Mary Charnley, BPL Trustee  
Shela Cunningham, BPL Trustee  
Jessica Ellis-Hopkins, BPL Trustee  
Eileen Gilbert, BPL Director

**Call to order:** 6:05 pm at the Belmont Public Library (BPL).

**New Business:**

**Prior Meeting Minutes:** Mary motioned to accept the Meeting Minutes of June 11, 2024. Jessica seconded. All voted in favor.

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

**Director's Financial Report:** There was discussion re the following: how and where to enter certain items in the QuickBooks© software; the Professional Development line item as it relates to professional staff attendance; the Programming line item and pending programs; and, the tracking of mileage reimbursement in the budget and QuickBooks©. After, Mary made the motion to transfer \$250 from Programming to Dues and Professional Development to cover mileage reimbursement for professional development. Jessica seconded. All voted in favor. Eileen to implement this.  
Mary motioned to accept the financial report; Jessica seconded. All voted in favor.

**New Federal Disability Standards:** Piper Webs, the company which created and maintains the BPL web site, is starting to inform its clients about the new standards which will affect the BPL website. This includes a webinar for the professional staff and an individual review to be done of the BPL website.

**Public Comment Policy:** Jessica presented a draft Public Comment Policy for review and discussion. The suggested changes included reducing the number of minutes, a 24-hour written request form with specific information and why it was needed. This will be reviewed again after the changes are made.

**Communication Charges:** As a result of the phone and fax line conversion (see last month's minutes), there was discussion about the amount currently being deducted for communication charges from the Town's allotment to BPL. Eileen to speak with the Town Finance Director.

**Friends of BPL:** There have been new members added, and a membership drive is under consideration. The new direction for the group includes foregoing small fundraisers and focusing on a larger effort in support of library expansion.

**BPL as Cooling Center:** There was discussion of the extreme heat we've been having and the potential effect on residents who may not have air conditioning. As a result, Eileen to talk to Alicia about the potential use of BPL as a 'cooling center' for Town residents.

**Old Business:**

**ALA Grant Status:** We are in Round 2 of the grant. As a result of the patron feedback requesting better lighting in the Library, Eileen will contact Gove Electric, our current electrical services provider, to see if they are willing/able to provide these improvements. A trustee should also attend the meeting with Gove.

**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.

**Status Update:** Deferred until next meeting.

**Belmont Public Library Maintenance:** The 'Property Maintenance ID, Track and Review Form' is a paper log sheet dedicated to keeping track of structural issues of BPL as they arise. **Status:** It has been used for the past month and will continue for another.

**Other**

**Daffodils for Linda Frawley:** Ginger Wells sent a thank you note for the library's donation towards the flower memorial for Linda with 50 daffodil bulbs to be purchased for planting in September.

**Library Expansion:** Since our last meeting, Jessica developed a set of criteria for evaluating the firms under consideration for the library expansion project. After discussion about how these criteria could be quantified, we agreed, as a first step, to develop a spreadsheet where each firm would be rated per criteria. These will be based on the interviews held as well as written materials provided by the firms. Meantime, Eileen is setting up interviews with two more firms with Trustee participation.

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

**Meeting adjourned:** 7:40 pm.

**Upcoming meetings:** The next Belmont Public Library Trustee meeting will be held on **Tuesday, August 13, 2024 at 6pm** at the library.

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Mary Charnley

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Shela Cunningham

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Jessica Ellis-Hopkins