

**Town of Belmont, NH
Belmont Public Library (BPL)
Library Trustee Meeting Minutes
August 27, 2024**

Attendance:

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

Call to order: 6:07 pm at the Belmont Public Library (BPL).

New Business:

Prior Meeting Minutes: Mary motioned to accept the Meeting Minutes of August 13, 2024. Jessica seconded. All voted in favor.

The entire focus of this meeting was the BPL budget for 2025. Previous to and during the meeting, the Director provided the Trustees with reference materials in support of the budget discussion, such as job definitions, comparison statistics as well as detailed information about all the expenses the library incurs.

The Director explained each of the expense categories in the budget, what they represented, and how each may have changed from the prior year, what impact this may have had on the numbers, and why the request for next year is what it is. There was discussion of changes in trends and how these impacted the numbers. For example, patrons are requesting fewer new DVDs, but there is still an audience for them so we cannot stop purchasing them for the foreseeable future. The Trustees asked many questions on each line item.

Some items caused lengthy discussions and research, yet the resulting forecast is still a best guess. A notable example is the Utilities line item of the budget. This line item includes electricity (including power for the mini splits), water and sewer, oil for heat, and the yearly furnace cleaning. Of these items, the anticipated increase by Eversource is the greatest unknown. We called the company to request specific estimates with no solution. We researched online at the company's website. We turned to our monthly bill to identify the components of the bill (i.e., kilowatt hours, distribution charges, delivery charges, and 'additional fees'), and attempted to calculate our own number based on what we knew. However, there were simply too many categories for which we had no specific numbers for the future. We then looked at the library's monthly Eversource bills for trends.

For **each** line item in the budget, we looked at what had been requested for the 2024 budget, what had been approved (the default budget), what were the numbers year-to-date or over the past 12 months, as numbers were available, and what is being requested for 2025.

There is still work to be done as relates to staff compensation for 2025 which is underway.

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

Meeting adjourned: 8:07 pm.

Upcoming meetings:

Belmont Public Library Trustee meeting: **Wednesday, September 4, 2024 at 6:00 pm** at the library.

Trustees at the Selectmen's meeting: **Monday October 7th at 5:00 pm**

Belmont Public Library Trustee meeting: **Monday, October 7, 2024 at 6:00 pm** at the library.

Belmont Public Library Trustee meeting: **Tuesday, November 12, 2024 at 6pm** at the library.

Trustees at the Budget Committee: **Tuesday December 3rd at 6:30 pm.**

Belmont Public Library Trustee meeting: **Tuesday, December 10, 2024 at 6pm** at the library.

Note: The BPL Staff and Trustees meeting with the Friends of BPL originally scheduled for **Tuesday, September 17, 2024 at 6pm** will be rescheduled as there is a conflict with work being done inside the library.

Mary Charnley

Shela Cunningham

Jessica Ellis-Hopkins

Terry Elliott