

Town of Belmont, NH
Belmont Public Library (BPL)
Library Trustee Meeting Minutes
September 4, 2024

Attendance:

Mary Charnley, BPL Trustee
Shela Cunningham, BPL Trustee
Terry Elliott, BPL Trustee (arrived shortly after meeting start)
Hillary Horn, BPL Trustee
Eileen Gilbert, BPL Director

Call to order: 6:04 pm at the Belmont Public Library (BPL).

New Business:

Prior Meeting Minutes: Shela motioned to accept the Meeting Minutes of August 27, 2024. Mary seconded. All voted in favor.

Director's Report: Mary motioned to accept the August report; Hillary seconded. All voted in favor.

Director's Financial Report: After some discussion, Mary moved to accept the August financial report. Hillary seconded. All vote in favor.

Capital Reserve: After discussion about the wording for the town warrant article, the Trustees all agreed to request the usual \$25,000 amount from the town.

Public Comment Form: At a prior recent Trustee meeting, it was noted that the new Public Comment Policy requires a form to be completed when a request is made. It is being drafted.

Adult Evening Programs: The Director is developing a schedule for bimonthly evening programming in 2025. Having a year's worth of events planned will make it easier to publicize. A progress report for the Trustees is planned for the end of November.

Friends of BPL: 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.

Library Expansion: Previously, 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. **Update:** Eileen has contacted four additional firms to request quotes/information. There has been no response from any of the additional firms contacted. The Trustees agreed to proceed evaluating the two firms which have responded. In addition, Eileen shared the Pre-Construction Fee Proposals for both firms with the Trustees.

Other: The Director has received a resignation letter from a part-time employee. An exit interview is scheduled for September 18, 5-6 pm with the Director and a Trustee. The Director will be placing an ad for a replacement.

Old Business:

Northway Bank: After further discussion it was decided that this warranted no further activity as the Director had changed the password and enabled double factor authentication.

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 requested a quote from Gove Electric, our current electrical services provider, for this work.

Update: Given the scope of the work to be done, the Trustees felt a second quote should be obtained. The Director will contact Giguere Electric in Laconia to request a quote -- it was thought they have experience working on historical buildings. Hillary to begin work on a list of questions to ask the contractors about their process and timing for completing the work. Of concern is the potential list of items to be completed that are NOT electrical such as structural repair and restoration resulting from the electrical work. Eileen will be working on the (mid-point check-in) report for ALA due October 1. Eileen noted that we have from October 1 to the end of March (i.e., 6 months) to complete the work, after which we would have to file for an extension. The Grant (ALA Libraries Transforming Communities Accessibility Grant) is for \$10K. Mary noted that we should have a backup plan if the work requires additional monies.

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. **Status:** Awaiting a response.

New Federal Disability Standards: Piper Webs, the company who 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. **Status:** After speaking with Piper Webs, Eileen has received the webinar for viewing from the DOJ. This details the standards for the content on the web. The library is responsible for the actual content. Eileen has begun the project of reviewing each page of the website and making any adjustments as needed.

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: Due to a full agenda this will be continued at a subsequent meeting.

Belmont Public Library Maintenance:

Internal Woodwork Repair: The woodwork over the fireplace has suffered water damage over the years. A quote has been received from the contractor recommended by BPS. Per Tom Garfield, Duffy Fund Trustee, the quote for the completed repairs will be submitted to Dave Caron to process for payment by the Duffy Fund. **Update:** The repairs are scheduled to begin September 17 and are expected to last until 9/26/24. During this time, the Adult Non-fiction section will be inaccessible due to protective covering.

Battery Replacement: In discussing a carbon monoxide false alarm, it was noted that we should have a regular schedule for replacing batteries in the library. Eileen to talk to Patrick about doing this every October and April. This should also be a note in the Maintenance Log as a regular activity.

Motion to enter non-public session made by Hillary, seconded by Mary. Non-public session convened at 7:46 pm.

Motion to leave enter non-public session made by Shela, seconded by Hillary.

Public session reconvened at 8:45 pm.

Hillary motioned to adjourn. Terry seconded. All voted in favor.

Meeting adjourned: 8:50 pm.

Upcoming meetings:

Exit Interview (Director & Trustee): **Wednesday, September 18, 2024 at 5-6:00 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.

Mary Charnley

Shela Cunningham

Terry Elliott

Hillary Horn