

**Town of Belmont, NH
Belmont Public Library (BPL)
Library Trustee Meeting Minutes
October 25, 2024**

Attendance:

Mary Charnley, BPL Trustee
Shela Cunningham, BPL Trustee
Terry Elliot, BPL Trustee
Jessica Ellis-Hopkins, BPL Trustee - absent
Hillary Horn, BPL Trustee

Call to order: 5:59 pm at the Belmont Public Library (BPL).

Reports:

As this is an emergency meeting, acceptance of minutes and reports is deferred to the next regularly scheduled meeting of the Trustees on November 12, 2024.

New Business:

The purpose of this meeting is to discuss the process related to requesting monies from the town for items related to the planning for the BPL expansion, as well as identifying initial questions re working with BPS.

A critical need for the library related to planning the expansion is to ensure that the library has ownership of the land. At present, this is not the case; the town of Belmont owns the land on which the library sits. Therefore, a priority is to ensure that this request be made to the town to deed this land to the library. Questions related to this:

- How much land does the current library use?
- How much additional land will be required for the expansion?
- How can the town land be deeded to the library? (What is the process?)
- What legal documents are required? From whom?

It is expected that there will need to be a team of people who comprise the building committee, the group who will oversee the library expansion process. There was discussion of who should be on the team? This is a question to raise when meeting with BPS.

What things do we need to consider/prepare for if this process (approval for the town warrant article) doesn't complete for multiple years?

Note: The Trustees concurred that no request for monies be made of the Town until after the November 20 meeting with BPS when we better understand their financial process and requirements, as well as how we (the library/town) work with them.

Another question raised related to financial oversight of this project... items such as reviewing of invoices, and tracking and reconciliation of payments. Related to this: what is included in the 5% project management fee?

There was also discussion of the Library Capital Reserve and Duffy Fund account, amounts, and processes. And, can we use the Duffy Fund to pay for the BPS pre-construction fees?

For the Trustees: In the even of a library closing, do we pay library employees? (Which and how?)

Motion to adjourn made by Mary, seconded by Terry. All voted in favor. Meeting adjourned at 7:15 pm.

Upcoming meetings:

Belmont Town Select Board meeting: **Monday, November 6 at 10:00 am** at the Mill

Belmont Public Library Trustee meeting: **Tuesday, November 12, 2024 at 6:00 pm** at the library.

Trustees at the Town 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 Elliot

Jessica Ellis-Hopkins

Hillary Horn