

**Town of Belmont, NH  
Belmont Public Library (BPL)  
Library Trustee Meeting Minutes  
November 20, 2024**

**Attendance:**

Mary Charnley, BPL Trustee - absent  
Shela Cunningham, BPL Trustee  
Terry Elliott, BPL Trustee  
Jessica Ellis-Hopkins, BPL Trustee  
Hillary Horn, BPL Trustee - absent  
Eileen Gilbert, BPL Director  
Barry Beauregard, Sr. Estimator, BPS (6:00-7:12 pm)  
Jason LaCombe, Principal, SMP Architecture (6:00-7:12pm)

**Call to order:** 6:06 pm at the Belmont Public Library (BPL).

Reports and Minutes: The Director's reports for November and the November meeting minutes will be handled at the December meeting, per usual.

**New Business:**

Library Expansion: The BPL Trustees met with Barry Beauregard of BPS and Jason LaCombe, of SMP Architecture to kick off the Pre-construction Phase for the expansion of the library. Topics covered at a high level included: the financial process (billing, payment, terms, what is and isn't included), a review of the schedule, and communication. Based on the assumption that the Trustees meet regularly the second Tuesday of every month, dates and deliverables for the schedule presented were roughed in. Several key questions resulted in action items for the library to follow up on. It is anticipated the contract will be signed by the December meeting.

Trustee of Trust Funds / Duffy Fund Policy: Jessica worked with Tom Garfield, Chairman, Trustee of Trust Funds for the Town of Belmont, to update the BPL Duffy Fund Policy per his request. The policy was reviewed at this meeting. Jessica motioned to adopt the revised policy after fixing a few typos. Shela seconded. All voted in favor. Jessica to send the revised policy to Tom.

Beneficial Ownership Information Report (BOIR): Based on a Federal Law enacted early this year (2024), any entity or corporation is required to complete this report by the end of the year or face large financial penalties. The report lists the entity, type and all officers' FINCEN Id number. To complete the report, each officer (Trustees/Director) must get a FINCEN identification number which takes about 15 minutes to obtain online. The Director will inquire about this with the Town Administrator to see if the library is required to do this; or, if the Town has already done so and included the library.

**Old Business:**

ALA Grant Status: Gove Electric has completed the majority of the work updating the lighting of the library. There are still several pendants and some electrical outlets to complete. A few additional recessed lights were added beyond what was expected based on the recommendation of the electrician.

Holiday Schedule 2024: The library is aligning its Thanksgiving holiday schedule with the Town's schedule, and will be closing at noon the Wednesday before Thanksgiving, then closed on Thursday and Friday. The Saturday after Thanksgiving, the library will be open all day. Santa is at the library for Deck the Village from 2-4pm. The Friends are planning to have a table in front of the library, Santa is on the main floor, and crafts/movie in the children's room.

**Belmont Public Library Maintenance:**

**Internal Woodwork Repair:** The woodwork over the fireplace and stairwell has suffered water damage over the years. **Update:** The Director is awaiting quotes from other contractors with preservation credentials identified via the NH Preservation Alliance.

Jessica motioned to adjourn; Terry seconded. All voted in favor.

**Meeting adjourned at 7:26 pm.**

**Upcoming meetings:**

Library at the Town Budget Committee: **Tuesday December 3<sup>rd</sup> at 6:30 pm** at the Mill.

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

Trustee of Trust Funds: **Wednesday, December 11, 2024** at the Mill, 4<sup>th</sup> floor.

---

Mary Charnley

---

Shela Cunningham

---

Terry Elliott

---

Jessica Ellis-Hopkins

---

Hillary Horn