

**Town of Belmont, NH
Belmont Public Library (BPL)
Library Trustee Meeting Minutes
January 14, 2025**

Attendance:

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

Call to order: 6:15 pm at the Belmont Public Library (BPL).

Reports and Minutes:

Acceptance of prior Meeting Minutes:

Jessica moved to accept the minutes of 11/12/24. Mary seconded. All voted in favor.
Jessica moved to accept the minutes of 12/10/24. Mary seconded. All voted in favor.
Jessica moved to accept the non-public minutes of 12/10/24. Mary seconded. All voted in favor.

Acceptance of Director's Report: Mary moved to accept the Director's Report for December 2024. Jessica seconded. All voted in favor.

Acceptance of Financial Report: Terry motioned to accept the Financial Report. Jessica seconded. All voted in favor.

New Business

Youth Services Librarian: Rebecca Searles submitted her resignation in December 2024, having been offered a position closer to home. She will be leaving at the end of January 2025. The Director has received four applications for Rebecca's replacement. Ideas for obtaining more qualified applicants included placing a larger ad in the Laconia Daily Sun and using online employment sources in addition to the NH library job line and social media. There was discussion of posting a salary range and the possible start date for a new hire. Alternatives for coverage with reduced staff were discussed and evaluated. These included additional hours for current part-time and ad hoc employees; use of volunteers/Trustees. Every attempt is being made to keep the library open the normal hours. The job description for the position was reviewed; no changes were deemed necessary. It was noted that any new hires should receive the online Primex training now available.

Library Expansion: The Belmont Public Library and the Town of Belmont have hired Bonnette, Page and Stone (BPS) for the Pre-Construction Phase for expansion of the library. This Pre-Construction Phase, funded by the Town Capital Reserve Fund with already existing funds, will cost \$35,175 and take approximately six (6) months to complete. The goal of this phase is to do the initial planning and design for the expansion. This was presented to the Board of Selectmen on December 18, 2024. Field measurements will begin in early February 2025. The Library Director has begun researching grants, loans and other funding sources for the subsequent phases of the expansion. The firm of DrummondWoodsum has been retained by the library to advise on legal matters related to the expansion.

Library Website: As Piper Webb, the current website provider will be closing down later this year, the Director presented a proposal from Coughlin Printing as the new web provider for the library. This is the same provider chosen by the Town for its new website. The look of the new website will be different but will have the current content with several new features added. There will be training included for the staff. The timing of the

conversion to the new site is expected to be in April 2025 subsequent to the Town's conversion. The cost of the new web site is \$2,535 for the transfer/conversion, and \$235/year for the hosting fee. This represents approximately a \$100/year increase. Note: These funds are accounted for in the proposed 2025 budget. Jessica motioned to accept the proposal; Shela seconded. All voted in favor.

Trustee of Trust Funds: Per Tom Garfield, Chair of the Trustees of Trust Funds, on January 2, 2025, this is the annual notification of the status of the Duffy Fund:

Income earned for 2024:	\$20,095.73
Expended in 2024:	\$ 0.00
Fees for 2024:	(\$ 3,280.56)
Available 2024:	\$16,815.17

This amount when added to prior years income leaves total funds available of \$ 203,588.56.

Note that the current principal balance of the Fund is \$536,241.68 which cannot be expended unless approved by the court.

Other:

Friends of BPL: There is still the need for a liaison from the library to the Friends.

Holiday Schedule: The library will follow the Town schedule. The library will be closed Monday, January 20 for Martin Luther King, Jr. Day, and Monday, February 17, 2025 for Presidents' Day.

Town Deliberative Session: Eileen, Mary and Shela will be attending the event on February 1, 2024 at the Belmont High School.

Old Business

Federal mileage rate: The new Federal mileage rate is \$0.70 for 2025.

Trustee Bonding: A question arose regarding whether the Town has bonded the library Trustees and to what level. **Update:** This is being researched.

BPL Strategic Plan: The current strategic plan expires at the end of the year, so a new one is needed. **Update:** While this is still a need the Director hopes to address, the short version is that the library is planning a proposal for a library expansion, and we are continuing to diligently maintain the library keeping in mind its historical significance and its importance to the community.

Annual Report: The Director has drafted the BPL report and is submitting it to the Town Administrator by January 20, 2025.

Voter's Guide: Text regarding the library was submitted by the Director for January 1, 2025.

BPL Maintenance:

Woodwork Repair: The Director is still trying to locate a contractor to repair the water damage.

Computer equipment: The Patron router is acting up. This is being monitored. Monies are budgeted in the 2025 proposed BPL budget to replace this router.

Other: None

Mary motioned to adjourn; Shela seconded. All voted in favor.

Meeting adjourned at 8:00 pm.

Upcoming meetings:

Town Deliberative Session:

BPL Trustee meeting:

BPL Trustee meeting:

BPL Trustee meeting:

NH Library Trustee meeting (NHLTA):

Saturday February 1, 2025 at 10am at Belmont High School
Tuesday, February 11, 2025 at 6pm at the library
Wednesday, March 12, 2025 at 6pm at the library
Tuesday, April 8, 2025 at 6pm at the library
Thursday May 1, 2025 at 8:30am at Double Tree Downtown,
Manchester, NH

Mary Charnley

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Hillary Horn