

Town of Belmont, NH  
Belmont Public Library (BPL)  
Library Trustee Meeting Minutes  
February 11, 2025

**Attendance:**

Mary Charnley, BPL Trustee  
Shela Cunningham, BPL Trustee  
Terry Elliott, BPL Trustee  
Jessica Ellis-Hopkins, BPL Trustee (left few minutes early)  
Hillary Horn, BPL Trustee – absent  
Eileen Gilbert, BPL Director

**Call to order:** 6:21 pm at the Belmont Public Library (BPL).

**Reports and Minutes:**

**Acceptance of prior Meeting Minutes:**

Mary moved to accept the minutes of January 2025. Jessica seconded. All voted in favor.

**Acceptance of Director's Report:** Mary moved to accept the Director's Report for January 2025. Jessica seconded. All voted in favor.

**Acceptance of Financial Report:** After discussion, Eileen agreed to establish a balance sheet to show the account balances monthly. A note that next month it must be confirmed that check 4737 is voided. Terry motioned to accept the January Financial Report. Jessica seconded. All voted in favor.

**New Business**

**Youth Services Librarian:** The Director has received eight applications and conducted two interviews. The Director is recommending a candidate to fill the position pending successful completion of a background check. Based on a suggestion by Mary, Eileen will look into expediting the background check if done in person in Concord with the library to reimburse the candidate for fees and mileage. Mary motioned to move forward with hiring the recommended candidate. Jessica second. All voted in favor. It was noted that, thanks to the existing staff taking on additional hours, no closings were necessary due to the temporary lack of a youth services librarian.

**PR Plan for the Library:** There was discussion of how to increase positive publicity for the library. Possible ideas included BPL involvement with an episode of Mysteries at the Museum, and the book The JFK Conspiracy by Brad Meltzer which features a former Belmont resident's unsuccessful assassination attempt of a former president.

**Employee Event at BPL:** Under consideration is hosting an event for the employees, Trustees and Friends – an opportunity to meet each other in light of recent personnel changes.

**Professional Development:** There was discussion of the Trustees attending the annual NHLTA conference on May 1 in Manchester. Also, some of the library staff will be attending the NH Library Association (NHLA) conference at Church Landing in Meredith on April 17 and 18. The upcoming vote for town funding will determine if scholarships will need to be applied for – deadlines for these are fast approaching. This will be on the agenda for next month.

**Other:**

There was discussion re moving the date of the next Trustee meeting to one week earlier due to conflicts for the secretary. Shela motioned to change the date from March 11 to March 4. Mary seconded. All voted in favor. This is the date when Bonnett, Paige and Stone (BPS) will speak about the initial ideas for the library expansion. Eileen confirmed that this schedule change is acceptable to BPS.

Jessica Ellis-Hopkins' term as Library Trustee is ending, and she has decided not to run again. The Board and Director thanked her for her time and commitment to the position. To date it appears there is one candidate for Trustee on the Town Ballot in March.

**Old Business:**

**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. **Update:** As planned, initial measurements inside and outside were taken by BPS in early February.

**BPL Strategic Plan:** The current strategic plan expired at the end of 2024; a new one is needed. **Update:** The Director created a draft. Due to time constraints, a review and discussion of this was tabled for the next meeting.

**Library Website:** Per the Director, planning for the conversion to the new website has begun.

**Holiday Schedule:** The library will follow the Town schedule. The library will be closed Monday, February 17 for Presidents' Day.

**Belmont Town Deliberative Session:** Eileen, Mary, Hillary and Shela attended the event on February 1, 2024 at the Belmont High School. No questions were raised. Mary clarified to attendees that building needs for the library are funded by the Capital Reserve Fund and the Duffy Fund. The annual budget for the library is included in the Town's budget.

**Trustee Bonding:** A question arose regarding whether the Town has bonded the library Trustees and to what level. **Update:** Research is still in progress.

**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

Terry motioned to enter Non-public Session per RSA 91-A:3 II (a-j) at 7:10 pm. Mary seconded. All voted in favor. The meeting returned to Public Session at 7:50 pm.

Mary motioned to adjourn; Terry seconded. All voted in favor.  
Meeting adjourned at 7:51 pm.

**Upcoming meetings:**

BPL Trustee meeting:

**Tuesday, March 4, 2025 at 6pm** at the library

BPL Trustee meeting:

**Tuesday, April 8, 2025 at 6pm** at the library

NH Library Assoc. Conference:

**Thursday-Friday, April 17-18 at Church Landing, Meredith**

NH Library Trustee Conference:

**Thursday May 1, at 8:30am, Double Tree Downtown, Manchester**

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Mary Charnley

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Shela Cunningham

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Terry Elliott

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Jessica Ellis-Hopkins

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Hillary Horn