

Belmont Public Library Trustee Meeting Minutes

Date: Monday, January 8, 2018

Called to order at 4:37

Present: Mary Charnley, Gail Thomas, Eileen Gilbert (director), Diana Johnson, and Joe Rhodes

Agenda was amended to accommodate visiting mason Joe Rhodes.

Eileen shared that the paperwork needed for the Moose Plate grant acceptance was completed and sent. The Department of Cultural Resources requires a site visit to see the brick repointing already completed. Joe said he is available any day but Friday so Eileen will call to set up the appointment. After this visit and any additional information needed, Joe should be able to start work on the south end of the building. He estimates the cost to be about \$15,000 to repoint the wall and chimney. The grant of \$7667 roughly covers half, with the balance to be funded from our capital reserve.

December minutes were reviewed and accepted as amended. Librarian's report was also accepted.

Old Business

Library Celebration: There will be an open house Saturday, February 3rd at 1pm (original dedication of the building was on 4 February 1928). Invitations will be sent to selectmen and to local newspapers. Cookies and punch will be served.

LChip- Eileen will remind the architects that their report needs to be turned into LChip in a timely manner so that they have time to review it and return it for revision if needed. Final report is due in September. Additionally, Chris Williams sent a bill for \$580 to cover costs of December work. Eileen will send a request for funds from the Duffy Fund to trustees of the trust.

New Business

Ann resigned as she has found another job. Eileen hired Cheryl Woundy to fill the spot. Mary reminded that once her background check is returned, she can begin work.

The Konica Minolta copier lease is ending and the library now owns the machine. Eileen spoke with the accounts manager about service for the future: we can continue with the same machine on a maintenance plan for another two and a half years paying only for the cost of paper and toner. No service fees will be charged if repair is needed. Since we have already budgeted for printer/copier fees (\$1300) she suggested that we look at purchasing a small printer for the basement. This would serve as printer for the chrome books and computers in the basement. An 18" X 18" copier could fit on the table between the two desktop units. A three year contract costing \$107/month plus the cost of \$0.01/page is covered by the proposed budget for next year. At about the time this contract is up, the upstairs printer will need replacing. Mary proposed purchasing this smaller machine for the basement under a three year contract as described and the board approved it.

Mary mentioned that high school seniors are interested in senior projects and wondered if Eileen wanted another student to continue entering data from town reports. The library is creating publicly searchable records of Belmont's vital statistics.

Adjourned at 5:34

Next Meeting: February 13th at 4:30

Respectfully Submitted by Diana Johnson