

## **Belmont Public Library Trustee Meeting Minutes**

Date: Monday, October 2, 2017

Called to order at 4:29

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

September minutes were reviewed and accepted unanimously as was the director's report.

### Old Business:

Budget: no dates for budget discussions have been set.

Brickwork: Mary will call Joe Rhodes again about a written estimate for the repointing of the wall as we are still waiting to hear from him.

Roof Tiles Update: Norman (Mae Williams) is having difficulty coordinating a time to examine the library with the structural engineer and so they have not yet made a visit. As winter is approaching, we would like the roof issues addressed soon. Diana made a motion to hire Great Northern Roofing to repair the damage on the roof using money from the library's capital reserve account at a cost of \$850 (original estimate) up to \$1600. The motion was passed unanimously.

Mooseplate Grant: The library was awarded \$7700 by the Mooseplate Grant to help pay for the repointing of the library.

### New Business

Altrusa: Gail met with Altrusa and shared an application form for their annual grants.

Applications are due in the spring (maybe April) and disbursements given in May or June. Eileen is considering what to fund with the grant.

Sargent Fund: application due in December; ideas for funding included increasing "tech toys" (including ozobots) that may be circulated; expanding our crafting programs as those draw in people; purchasing wifi hotspots patrons without internet could check out; creating crafting bags patrons could check out. Eileen will price out some of these ideas and share them at the next meeting.

Sarah contracted the Belmont police about the trash being left around the building. They said they would be patrolling around the library between 3-4pm to be visible presence, talk to people.

Food for Fines: Mary made a motion to sponsor a "Toiletries for Fines" drive (rather than a food for fines drive) from 15 November to 1 January to support the Shaker Closet at the Belmont High school. This was passed.

Belmont Town Facility Strategy Committee: Gail attended their meeting a couple of weeks ago; they included the library on their list of town buildings in need of improvement due to our lack of shelving to accommodate all books and materials and not being ADA compliant. There are 12 buildings being looked at. There will be an open house October

11<sup>th</sup> from 4-7:30 pm at BHS; Eileen will be at a table there with materials sharing library usage and needs.

Rye Public library included Belmont public library in a compensation study and shared their findings with us.

Veteran's Day: the library will be closed Friday November 10<sup>th</sup> and Saturday November 11<sup>th</sup> in observance of the holiday.

Eileen is looking at staff evaluation tools to better evaluate staff performance. She would like something different than the previous tool and would like to implement staff self-evaluations. She will combine the elements of some of the samples she shared.

Next Meeting: November 13<sup>th</sup> at 4:30

Adjourned at 6:07

Respectfully Submitted by Diana Johnson