

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

Date: Tuesday, October 15, 2019

Called to order at 4:05pm

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

Mary made a motion to accept August minutes as well as the library director's and financial reports. Gail seconded and it passed.

### **New Business**

Budget- Eileen, Mary and Gail attended the selectmen's meeting to discuss the budget. They were concerned at the increase as other departments held at lower percentages. Library employees were included in union staff for insurance buyout discussion; this was generous and appreciated.

Alarm- On Saturday, September 28<sup>th</sup> two youth opened the library door after hours (at 2:20 pm) setting off the alarm. They proceeded to the basement exiting the building where the police caught them. Eileen will try again to get in touch with the police officers to get a more detailed account. Nothing appears to have been taken. The door sticks in the summer (partly because of spray from the sprinklers) and so the employee who locked up at 1pm thought the door was closed and locked. Now that sprinkler system is off for the season- no issue. Will remind Dan to adjust sprinklers in the spring.

Other- The library received a donation of \$50 for old AC units.

Personnel- Cheryl gave her resignation effective at the end of month.

### **Old Business**

Windows- Stark Historic windows came and said we can use ordinary glass to repair the damaged panes. Granite state glass will come tomorrow to give a quote to replace panes, and a storm window. The grout and sun damaged interior frame do not require special attention to repair.

Window cleaning- Joyce Janitorial charged \$388 in 2017 to clean the interior of all windows except those holding the air conditioning units. Eileen will get a quote from Joyce for cleaning all windows, inside and out.

Cellular Shades- the current shades are in need of replacement. Home Depot gave a quote of \$900 for shades for the large windows. Mary and Gail felt that all windows should have shades- the narrow side windows as well as basement windows. Eileen will contact Home Depot for a new quote.

Mary made a motion that the window repair and replacement of shades be paid for from the Duffy fund and the cleaning of the windows be paid out of savings. Gail seconded the motion and it passed.

Donors Choose- are we looking at resources like that? To help fund chrome books or other things?

Assistant librarian position for Sarah

Eileen is taking a leave in January so she asked that the trustees consider raising Sarah's salary while she is away as she will be taking on Eileen's responsibilities. Gail made a motion to note that Sarah will be

acting director while Eileen is out and that she should be paid accordingly.\* Mary seconded the motion. In examining Sarah's job description the trustees saw that she does quite a bit more than the other assistants. Her full-time status and greater responsibilities should be reflected in a different job title. Mary made a motion that her position be a reference librarian and Diana seconded it and it passed.

Diana made motion to accept moose plate grant that was awarded to the library. Mary seconded it-passed.

The following policies were approved: reference service policy (with minor modification in wording on 11c), public relations, equipment use, internet use, meeting room, displays and exhibits, public notice bulletin board and revision of library policies.

Closed days: 11/11, 11/28-29, 12/25 and 1/1

Amended hours: 11/27- closing at 4pm; 12/24: 10-2; 12/26: 1-5

Adjourned at 5:43

Next Meetings: 11/12; 12/9; 1/6 all at 4pm

Respectfully submitted by Diana Johnson