

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

Date: Monday, December 16, 2019

Called to order at 4:38pm

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

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

### **Old Business**

Funds request- the final installment of the 2019 budget. Reminder that all funding requests, including those for the Duffy Trust fund, must be made with trustee approval and signatures.

Budget- is in good shape to get us through the year. The 2020 budget meeting went well. A request for \$25,000 to be put into capital reserve was made and approved by the budget committee as well.

Staffing for holidays and next month is all set.

Shades- were installed and look great. Unfortunately, they mis-measured a couple of windows so that the shades don't fit. However, they fit on the small basement windows which hadn't been included. New shades are being remeasured and installed.

Granite State Glass sent an amended bill for the storm windows; \$952. Mary will request the funds from the Trustee of the Trust funds to pay this bill.

Window Cleaning- Mary made a motion to pay this bill out of budget overage instead of money from savings account. Gail seconded and it passed.

### **New Business**

Professional development monies have been used up with some great conferences for Eileen and Sarah. Both have found these helpful in adding to their professional knowledge. Eileen paid for an overnight stay for a two day conference because she knew of the limited funds. Mary made a motion to reimburse her \$182.85 for hotel fees. Gail seconded it and it passed.

Adjourned at 6:11.

Next Meetings: 1/6 at 4pm

Respectfully submitted by Diana Johnson