

Belmont Public Library Trustee Meeting Minutes

Date: Monday, February 12, 2018

Called to order at 4:36

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

January minutes were reviewed and accepted. Librarian's report was also accepted.

Old Business

High school student to enter census data: Eileen contacted the school but there are no interested students for this volunteer position. There is some interest in having special education students volunteer with guidance.

LChip/C. Williams: The library has received three statements from the architects for services thus far. The Trustees of the Trust have sent checks to pay two of these statements; additional payments should wait until the report has been received.

Department of Cultural Resources: Came to the library and met Joe Rhodes for a site visit on February 8th. They liked Joe's work thus far. All paperwork has been submitted. Eileen received an email from Amy Dixon today saying they will release the first half of the money to pay for the repointing. Joe hopes to start in the spring. The final disbursement will come after the work has been completed. The balance (about \$3000) will be paid out of the library's capital reserve fund. Gail asked that Eileen let the town administrator know so that funds can be set aside for Joe.

Library Celebration: The open house held on Saturday, February 3rd was a success. A former librarian along with two school librarians were there. Selectman Ruth Mooney was also there along with members of the historical society.

New Business

New router: As discussed in the director's report earlier in the meeting- Materials will be about \$640. Certified computer solutions was not sure about labor costs as the library's set up is new to them. Cost is \$110/hour. Mary made a motion to purchase the materials need for the repair and to contract Certified Computer Solutions for up to five hours to install the equipment. This was seconded and passed unanimously.

Sargent Fund and Altrusa applications are set for submission in the coming months.

Carpeting: Mary suggested that the rug upstairs be replaced. This was suggested two years ago and was never done with all of the other renovations that took place at that time. Diana and Eileen wondered if this should wait until any improvements suggested by the LChip study be completed. Eileen will contact Home Beautiful to get a quote on the same carpet tiles that were put down in the basement.

Snow Days: Mary wondered how the hours missed by employees on days the library closed because of bad weather were being made up. Sara and Eileen use personal days if they choose not to make up the

time. Other employees are offered additional hours to make up those lost though none have taken up the offer.

Security Camera Computer: the fan has broken and so the computer isn't working. Eileen checked with police department and the town hall to see who would be repairing it. Both said it wasn't them. Mary remembers that it was the town that decided to include cameras on the library to get a view of the area behind the library and so the town should repair or replace it. She will check with the town administrator asking her to check the minutes from that meeting 4 years ago.

Adjourned at 5:33

Next Meeting: March 12th at 4:30; non public session at 4pm to discuss personnel evaluations.

Respectfully Submitted by Diana Johnson