

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

Date: Monday, May 8, 2017

Called to order at 4:35pm.

Present: Eileen Gilbert, Gail Thomas, Mary Charnley, Diana Johnson; Chris Williams, Mae Williams, Norman Larson of C.P Williams Architects

Chris, Mae and Norman were here to discuss the proposal being done for the LCHIP grant, to set a timeline and answer all questions. Our deadline to have the proposal submitted is June of 2018. Mae will begin gathering historical information about the building. She already has some through previous research and plans done, and she has some contacts familiar with Belmont landmarks from other work done in town. She was hoping to find some technical plans for the building; Eileen thought there were some in the filing cabinet in the basement. An extra copy of the proposal for work done by BPS was given as well. Norman and Mae will complete a conditions assessment of the building itself with a site visit. This will likely be in mid to late August and will be scheduled much closer to the time to account for good weather, longer hours of operation and a slow down in the summer schedule. Joel Fischer will join them as well as structural engineer. After that, reports will be drawn up. There should be a draft of the plan ready by late October/early November. In addition to a sequence or menu of work to be done, Chris noted that he and Norman could put together a rough projection of a maintenance plan. This would help future trustees and directors better keep up with maintenance and repairs of the building. Additionally, an inventory of items original to the building which are currently in storage would be helpful in case they could be used again. Items themselves or great photos would be good to have for the late summer visit.

Meeting with selectmen, May 1<sup>st</sup>: Eileen and Diana attended a work session of the selectmen. They shared the LCHIP grant proposal being completed and the need for expansion. Realizing that a number of buildings in town are in need of repair, the library asked to be included in any plan for improvements at the town level. Ruth Mooney shared that at the deliberative session, a committee was created to look at all of these building needs. They will get back to the selectmen with a report. We will know more then. Mary asked if she could get minutes from that meeting.

Bylaws: Eileen forwarded sample bylaws for the trustees to examine as a starting point for developing our own. As the meeting with the architects took quite some time, this will be tabled until June. All should have looked through the sample and be ready to amend to create our own.

Summer Program: Our summer program will include activities for adults, teens and children. Three presentations for adults (free of charge) will include oral history and bee keeping. There will also be two book groups. As the theme is "Build a Better World" the children's summer program include a "kindness club" where children can work on projects to give to different groups in the community. It will have two performances- an opening performance at the elementary school and a final performance for children in the summer camp. Mary asked if these were both closed venues and if home schooled children could attend; they cannot. These venues were chosen to ensure good participation. Diana expressed concern that only a small

portion of the children in Belmont (only third and fourth graders at BES and those who attend summer day camp at the park and recreation center) will have any access to summer program performers. Eileen suggested that we hire another performer for July that would be open to the general public. She noted that there is enough money in programming to pay for a performer. She will book one (possibly a comic book artist) and let trustees know as soon as that's done.

Artifacts held with Historical Society: They are not sure what they have in storage as they are moving facilities at the moment. Mary will follow through with this.

Brickwork: Eileen notified trustees that Joe Rhodes had been in touch with her about completing the repointing on the remaining sides of the library. Eileen noted that work being paid for from Moose Plate Grant can not be started before September. Joe also mentioned that a sealant needs to be applied to the brickwork done on the back wall. He had not mentioned that before; he completed his work in late November/early December and we notified the town as such. That work had been paid for out of capital reserve. Eileen will check bill to see if any sealant was included in the first part of the wall and get more information from Joe himself about this. Eileen also called two other masons to give evaluations of building to see what they needs to be done as far as repointing and brickwork. She will check to see if they have background with historical buildings and if the town has worked with them in the past. One is coming Friday, May 12<sup>th</sup> and the other May 15<sup>th</sup>.

Adjourned 6:46.

Next meeting Monday, June 12<sup>th</sup> at 4:30.

Respectfully Submitted,  
Diana Johnson