

Belmont Public Library Trustee Meeting Minutes

Date: Monday, June 12, 2017

Called to Order at 4:34pm

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

New Business

Food Bank: Tina Benoit, a patron, suggested to the library staff that a toiletry collection to benefit St. Joseph Parish Food Pantry be taken up as part of the library summer reading program "Build a Better World". Mary suggested that the "Shaker Closet" (a closet at the high school where toiletries and clothing are collected for students in need) might also benefit from donations of this kind. It was suggested that a small collection box also be put out for anyone wishing to donate money toward either charity. Eileen will check with Leslie first. The collection would run during the summer programs July 1 through September 1.

Summer Reading Program update: Merrick Bennett, a teaching artist, will be coming as a performer on July 6th (1-4pm). He creates comic book art. The program will be held in the Parks & Recreation room at the mill in order to accommodate a screen and tables on which children can draw. As he will be performing in Gilmanton in the evening, we will split the cost of travel with them.

By-laws: Eileen shared with trustees a copy of bylaws from a Wisconsin Public library. Gail asked about a boiler plate for bylaws for NH so we could more easily coordinate RSAs. Eileen shared that the NH Library Trustee Association had no sample by-laws. We did go through the sample and used our own copy of RSAs to coordinate appropriate laws while editing the copy to best fit our library. Gail made a motion to accept the changes made in the Wisconsin policy and Diana seconded it before it was approved. Edited copy should be ready for preview at the July meeting.

Brick Work update: Eileen shared that Joe Rhodes indicated that the sealing of brickwork needed only to be done to the most recently repointed section of the back wall. The cost should be \$300-\$500. The town already paid the bill for the work completed in December out of the library's capital reserve monies. Eileen will check with Jean to see if we need to go before the Selectmen to request funds again to cover the cost or if it could just be paid out from our capital reserve as it should have been done when the initial work was completed. Eileen will make an appointment with Joe Rhodes to complete the sealing of the brickwork at the end of August.

Eileen also shared the quote for repointing work to be done on the South wall of the library given by Gary's Chimney Services. This company would not remove all old mortar and regrout all the brickwork as Joe did on the back wall. Rather, they would fix loose brick or mortar only. The cost would be under \$1000. This company has experience working on historic buildings. The other company Eileen contacted did not return her call. Joe's estimate for work on this side of the building is \$10,000; the cost would cover the greater amount of scaffolding required to read from the basement to the

chimneys. Diana asked if we could get another estimate because the two approaches and estimates are so very different. Eileen will call the Preservation Alliance, BPS and Jeanne to see about getting more advice and estimates .

Old Business

Checkbook Update: Eileen is keeping track of the checking account balance as she writes checks. Sarah has been balancing it and correcting any errors found. She or a trustee should continue to do this. Eileen would like to use Quick Books for the bookkeeping.

Meeting protocol: we reviewed meeting procedures, formats for agendas, minutes, motions and votes and email for informational purposes only.

Minutes from our last meeting were accepted. Reports were shared. Eileen noted that the library laptop is ten years old and needs replacing. She would like to spend \$500 out of the technology line of the budget to purchase a new laptop. It would be used as a workstation for the third person working and would alleviate some congestion during busy periods. Eileen also mentioned that at some point she would like a second router installed. This would help by separating staff usage from patron usage. Diana made a motion to allow the director to purchase a new laptop with current software installed for \$500. Gail seconded it and it was passed. Diana also asked that Eileen research the cost of a second router and share that at the next meeting so that it could be purchased in the upcoming months.

Eileen also shared that the DVD collection is out of space. This is a most used collection and so she suggested increasing the number of dvds that can be borrowed from three to five. Mary was concerned that this could mean more dvds being lost or damaged. While this would help, she noted that a larger multi-media rack would be ultimately be needed. Gail made a motion to increase the number of dvds borrowed by each patron from three to five with no more than three newly released films. This new policy will be reviewed in September to determine if the damage or non-return of films is too great. Diana seconded it and it was passed. We will look at the cost of a new rack in September as well and determine when it should be purchased.

Mary noticed that one of the front window shades/quilts has sun damage. Eileen will research the replacement of the shade.

The next meeting will be Monday, July 17th at 4pm.

Public meeting adjourned at 7pm.

Non-public meeting began per RSA 202A:#? (personnel).

Respectfully submitted,
Diana Johnson