

Belmont Public Library Trustee Meeting Minutes

Date: Wednesday, July 10, 2019

Called to order at 3:05

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

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

Old Business

Energy Products- Steve Paquin met with Home Energy Products on July 2 to discuss the number of heating/cooling units that would be needed in the library. They agreed that four units would be needed on main floor to increase air flow, and 1 unit downstairs. Eileen gave bill to the accounting office at Town Hall. Home Energy Products will remove some bushes so that the 2 condensers can be put in on the NW corner of the building. The installation is set for August 20-23, and so the library will be closed on those days.

Basement Flooring- Home Beautiful has supplied us with a bucket of carpet glue. Daniel or Bob will use it to re-glue the carpet tiles that have bubbled after the floor was repaired.

Summer Program: Going very well. Over 50 signed up. Prizes are helping get kids and adults involved.

Windows and cleaning service- The weekly cleaning service can start this week; Eileen contracted L & R Cleaning in Laconia to clean on Sundays. They will have a key and a code to the alarm. A single person will clean one hour each week at \$65/hour/week. The windows will be cleaned after the air conditioners have been removed. Eileen will look up who cleaned them last year. Eileen will check with Jeanne to see if there is any town department that might be in need of the two ac units.

New Business

Policy detailing the library's Circulation Policy was discussed. Eileen will research some questions that were brought up so that we can revisit and complete the discussion next month.

Outcome of selectmen's meeting- meeting went well. In addition putting forth the request to use capital reserve money to pay for the heating/cooling system, vandalism down near library and bandstand was discussed. It was brought up that library should change wi-fi password more often and turn it off at when library is closed. Eileen said it is already turned off after hours.

Eileen has found a desk that should be a better fit on the main floor. Gail made a motion to order a new circulation desk to be built by NH Correctional Industries to be paid for out of the library savings account. This is to replace the current desk upstairs as it is very large and makes movement around it by the staff difficult. Mary seconded and it was accepted.

Old Home Day- library will be available to the historical society should they like to use it to display memorabilia for the day.

Adjourned at 4:34 Next Meeting: August 12th at 9:30.

Respectfully Submitted by Diana Johnson