

**Belmont Public Library
Trustee Meeting Minutes
Thursday, December 6, 2018**

Present: Mary Charnely, Gail Thomas, Diana Johnson and Eileen Gilbert
(library director)
Called to Order: 3:35

Reports: Gail motioned to accept November minutes as presented; Mary seconded and it was passed unanimously. Mary motioned accept director's report Diana seconded; it passed. Gail motioned to accept the financial report; Mary seconded and it passed.

Old Business

Brickwork- Joe said he's doing well with repointing. There are only 4 feet left to go and should be done within 2 weeks. Joe was given another check. His final check should be paid out of capital reserve.

Capital Reserve/Duffy Funds statements: Denise sent these statements to Eileen so that we can keep updated files of expenses and balances for these accounts.

Budget resubmission: The amended budget was sent to selectmen and budget committee. The meeting with the Budget committee is 12/11 at 6pm. Eileen, Gail and possibly Mary will attend.

Other:

Furnace- Eileen will call Stafford Oil Company about replacing furnace with new heating system. Building inspector Steve Paquin said he could be at meetings with potential vendors to answer questions.

New Business

Town of Belmont 150th Celebration: Greta is planning interviews with long-time residents and to record oral histories. The library will help people hone interview skills and will keep final copy of these presentations.

Carpet Installation: Public works will help with moving of books to basement and furniture to the opposite side of the library. Initial moving will happen all day Friday 12-14; Wenesdayish switch sides. Should be done by 12/21.

Staff evaluations should be done by Eileen while library is closed.

Other

Friends of Library- The hat and mitten tree was created by Cheryl to collect winter gear to donate to the PD or BES to distribute. They will be meeting in January and should have enough signatures to pursue non-profit status.

Eileen would like to replace both librarian desks. She would like a slightly smaller desk to make more room behind it for staff and shared one she found in a catalogue that makes dormitory furniture. Mary pointed out the need for locks on drawers- at least one. Diana wondered about keyboard slides how much clearance would be left. Eileen will request color samples for next meeting and will have dimensions. Cost: \$480 plus shipping barebones.

Adjourned 4:49

Next meeting: January 14th at 4:30.