

Belmont Public Library Trustee Meeting Minutes

Date: Monday, May 7, 2018

Called to order at 4:35pm

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

April minutes and Librarian's reports were reviewed and accepted.

Old Business

Patron fines update- Outstanding items (listed in the certified letter to former patron) have been partially returned. The return of three more items has been promised.

LCHIP news- Eileen has been in contact with Norman from Mae Williams. He has promised the completed report in the next few weeks. Payment of the March invoice will be authorized after a report is received.

Sargent Fund- \$1300 received for craft kits

Audit - annual audit has been completed.

Summer Reading Program- no new updates. Mary asked about sponsors and none have replied. A few other possible sponsors were named for Eileen to investigate.

Broken blind- this will be addressed after the LCHIP report to see what work is to be done on windows.

Home Beautiful- quote to replace carpeting on main level was shared. The higher price (as compared to basement carpeting) reflected work and fees to remove and dispose of current carpeting.

Asbestos- if asbestos is found in tiles under carpet on main floor, there is no immediate need to have it removed. The trustees approved a motion to pay RPF Environmental Services the estimated cost of \$480 plus lab fees of approximately \$45 to test the tiles. Money from the capital improvement fund will be used for the testing as well as for the removal if needed. Eileen will request funds from capital reserve and schedule inspection.

New router is not yet installed. As it is a different type of router than Certified usually uses (so that wireless usage can be tracked), it is taking longer. They hope to have it installed by June.

New Business

Trustee workshop is next week.

Jeanne shared the estimate given to town to replace the surveillance cameras used in the rear and side of the library. As these are for the protection of the library as well as other town properties, she asked if we would like to contribute to the cost. The trustees approved paying 50% of the cost of \$2451 out of our capital reserve. Two of the cameras are on the SW corner of the library. A transmitter box will be installed on the ceiling of the

children's room so that the feed can accessed from a secure website by authorized personnel. Monitors will no longer be set up at the library.
Brickwork- there is no start date yet for the re-pointing of the brickwork on the south side of the library.

Adjourned at 5:36

Next meeting: Monday, June 11th at 4:30.

Respectfully submitted by Diana Johnson