

Belmont Public Library
Trustee Meeting Minutes

Date: December 12, 2016

Called to order at 4:34

Present: Sharon Dunham, Diana Johnson, Eileen Gilbert (director)

November minutes accepted with one clarification made to original budget amount. The Librarian's report was accepted as well. This included information about two cameras being installed by the town at Town Hall to give a good view of the front of the Town Hall and the library.

Old Business

1. Technology updates: The modem was replaced by Comcast so that internet speed is increased as was needed. This increases the cost to \$50/month; it will be paid out of the Technology line item in the general expense budget. Eileen still has to discuss a new router and separate network for staff with Comcast.
2. Brickwork will be completed soon, possibly by the end of the week.
3. Deck the Village went well though it was not as well attended as it had been in the past. Eighteen people came into the library for that event.
4. Decorations are fine. Nothing new was needed.
5. L-chip grant: Eileen will draft a letter to be sent to businesses asking for donations. We discussed businesses to send these: Coca Cola, Dollar General, Shaws, Piches, Osborns Agway, Planet Fitness, Joanns, restaurants, auto dealerships.

New Business

1. Right to Know Workshop: Eileen attended this workshop last week and returned with some pertinent information. The library trustees should have written by-laws which agree with the right to know ordinance for the protection of the library. Public notice of meetings should be posted in two places at least 24 hours prior to meeting. Emergency meetings should only be held if immediate action is required and they are approved by the chairman; these should be posted as soon as possible as well. Guidelines for holding nonpublic sessions were also discussed. The trustees decided that we will begin working on writing up by-laws in January. Eileen will bring samples if possible.
2. Staff evaluations were shared. Eileen is very happy that the staff is doing so well. Anne will be evaluated at six months. We are still waiting for the results of her background check.

Next meeting: Monday, January 9, 2017 at 5pm.

Adjourned at 5:04

Respectfully submitted,
Diana Johnson.