

Belmont Public Library Board of Trustee Meeting-April 11, 2016.

Meeting called to order at 5:04 pm-

Attending: Eileen, Director

Trustees: Diana Johnson, Sharon Dunham and Mary Charnley

Meeting was called to order. Director's report was approved and accepted.
March trustee minutes were accepted.

The Trustees agreed that at the beginning of every meeting we should reviewing the minutes from previous month to make sure all issues have been addressed.

The trustees also discussed going through the Trustee Box to address any issues at the beginning of every monthly meeting.

Old Business-

Eileen will check with Stafford Oil regarding how much do they carry over and if we can use the credit for the \$442.10 maintenance bill.

Repair work- Barry and Bob did a walk through on the paint job. The paint job was approved by Trustees and it came out beautifully. The invoice was approved by Trustees and will be forwarded to the Duffy Fund for the amount of \$7,233.00.

Eileen will produce a spreadsheet regarding from July 1, 2015 to show what invoices we have sent to the Duffy Fund, what the invoice was for, the amount that was paid and when. It should list a final total as well. This should be completed before the start of April vacation. The Trustees will be holding a non-public meeting to review the spreadsheet to show the Town of Belmont what the Duffy Fund has purchased so far and what the next Phase is for outside and the wall.

BPS reports, Steve Paguin (town code enforcement officer), Barry from BPS will be asked to come to a formal request meeting for the Town of Belmont in order to use the Capital Reserve Fund. The Trustees agreed we would like to request from the town the Capital Reserve Fund to be used for the next Phase of repairing the outside of the library. We would also like to request representatives from the Duffy Fund. DIANA will contact the Jeanne to see what the steps are about requesting to meet with town representatives after we review the Duffy Fund spreadsheet.

Mary Charnley will contact Joe Rhodes regarding an estimate on how much it would cost for the rest of repointing the library.

ALARM SYSTEM- The contract with the alarm system ends in December 2016. Sharon commented that if we are not happy with their service for the past year we have grounds to get out of the contract.

Eileen will schedule an appointment before next Trustee meeting regarding reviewing the technician's recommendations. She will also ask regarding adding alarms to the downstairs windows and alarming the downstairs on a motion sensor. Eileen will contact the Shaker Regional School District to see what alarm company they are using. Eileen will also contact other local alarm systems to see what they have to offer.

SHELVING-Eileen made the correction from March minutes regarding the total cost of shelving for the downstairs. The new shelving is \$2,500. The shelves have already arrived and are being stored at the former post office. End cap topic was tabled until we see everything back in place to what we really need. An interactive end cap will be looked at.

Eileen checked with the Attorney General's Office and we can use the fine money to reimburse the savings account for the new circulation system.

NEW BUSINESS-

Window treatments discussion was tabled until next meeting until we look at the entire downstairs and what we need after books are replaced.

Eileen checked with the Town of Belmont regarding our insurance policy for the building and the circulation. Our insurance policy is acceptable for both.

NHLTA-Eileen would like to attend. Sharon is looking whether to attend as well as a beginner trustee workshop. Mary Charnley is unable to attend.

Finances- Sharon will be taking over balancing checkbook and recording checks in the registers.

Eileen presented a finance report. The paint that was purchased from the town employees for their previous paint job as well as the shipping fees for the unapproved chairs will need to come out of the circulation line item.

Meeting went into non-public mode at 6:30.