

**Town of Belmont, NH  
Belmont Public Library (BPL)  
Library Trustee Meeting Minutes  
October 17, 2024**

**Attendance:**

Mary Charnley, BPL Trustee  
Shela Cunningham, BPL Trustee  
Terry Elliot, BPL Trustee  
Jessica Ellis-Hopkins, BPL Trustee  
Hillary Horn, BPL Trustee  
Eileen Gilbert, BPL Director

**Call to order:** 6:04 pm at the Belmont Public Library (BPL).

Reports:

**Acceptance of prior Meeting Minutes:**

Mary motioned to accept the September 4, 2024 minutes; Hillary seconded. All voted in favor.  
Mary motioned to accept the October 7, 2024 minutes. Hillary seconded. All voted in favor.

**Acceptance of Director's Reports:**

Mary motioned to accept the Director's Report for September. Hillary seconded. All voted in favor.

**Acceptance of Financial Reports:**

There was a question about the check for payment of the telephone bill. Upon research it was determined a duplicate check had been written which was cancelled but should have been noted as cancelled in the various records. This was corrected.

Utilities expenditures and electronic database costs continue to be monitored.

The request was made to change the heading for 'telephone' to 'telephone and internet' on the financial report.

Regarding the definition of the 'Occupancy' category, it refers to cleaning services and small repairs.

There was a discussion of the Insurance budget line item and its evolution.

There was also a discussion of the line item for legal fees because a question about it was raised at the Town Budget Meeting. The consensus was to leave this line item in the budget.

Terry motioned to accept both Financial Reports. Jessica seconded. All voted in favor.

**New Business:**

**Staff:** The Director has made an offer, that was accepted, to a candidate conditional on approval of passing federal and state criminal background checks. A second candidate appears interested in working at the library doing occasional work as needed (per diem). However, this would also be contingent on passing federal and state criminal background checks.

**Library Expansion:** After further discussion of the proposals received for the preconstruction phase of an expansion to the library, the decision was made to award the contract to BPS. As part of this, it is expected they will provide guidance for the warrant article for 2025. The request to withdraw money from the capital reserve to pay BPS for this phase will be presented to the Selectman's meeting on November 6, 2024. This request is distinct from the usual capital request for the operation of the library (see below).

**Revised Policy for Public Meetings.** The Director presented revisions to the current policy re public meetings held at the library. After discussion, Hillary motioned to accept the revised policy. Jessica 2 seconded. All voted in favor.

**Policy Posting on the BPL Website:** As a follow-on to the above discussion, it was agreed that all the approved BPL policies are to be made publicly available on the library's website. This will require some time and effort on the Director's part to format the policies and upload them. The intent is that the policies appear in the new ADA compliant format. The timing of this is to coincide with the implementation of the new library website. The Director will keep the Trustees updated on the effort. Note: It was agreed that procedures will be posted on the website as these are internal working documents for library staff.

**Public Comment Request Form:** As was noted in the Trustee minutes of September 4, 2024, the new Public Comment Policy needs an accompanying form for the request to be made to speak at a Trustee meeting. This has been drafted and was presented at this meeting. Jessica motioned to accept the Public Comment Request form. Mary seconded. All voted in favor. It will be posted on the library website with the other policies.

**BPL Internet Provider:** Piper Webb, the internet provider for BPL, is going out of business October 2025. As our contract ends in July, the library will need to transfer service to a new provider before July 2025. Piper Webb has suggested three alternative companies. The Director is also researching alternative firms via the state-wide library email list. To date, a quote has been requested from CivicAlly. Note that a primary concern is the library's ability to continue using the current domain name.

**Holiday Schedule 2024:** The Director requested approval for the library to follow Town policy regarding closing the days before Thanksgiving and Christmas. As we do not yet know what the policy is, the Director will notify the Trustees when she is informed of the Town's plans. A determination will then be made.

**Friends of the Library:** The Friends are making a concerted effort to support the library in various creative ways. However, there may be a need to channel this enthusiasm through a single point of contact to ensure that programs are effectively implemented by the library. There was discussion that the initial point of contact will be the library Director for the time being.

#### **Old Business:**

**Budget Request for 2025:** The Director presented the proposed budget to the Belmont Town Select Board on October 7, 2024. Four Trustees were in attendance. The proposed budget passed.

**Capital Reserve Request for 2025:** The Capital Reserve Request will be addressed by the Select Board on Monday, October 21. The request is for \$25,000 as in prior years. The Director to attend the meeting.

**Adult Evening Programs:** The Director is developing a schedule for bimonthly evening programming in 2025.

**Update:** The trustees reviewed the initial proposal. A question was raised about the funding sources. The Director considered this in the proposal; the proposed 2025 budget should cover the activities in addition to some funding from the Sargent Fund, if needed. The suggestion was made to research Altrusa as a possible source for additional funding for programs. Eileen to research this and update the trustees.

**ALA Grant Status:** There are currently two quotes under evaluation for the electrical work to improve lighting in the library. **Update:** Additional questions need to be answered before a contractor can be chosen. It is hoped that the interviews can be held quickly and a decision reached shortly.

**Communication Charges:** There is an outstanding question re whether the Town should still be deducting communication charges from the Town's allotment to the library in light of the phone and fax line conversion. As of

May 31, 2024, the alarm company switched BPL to cellular service. Breezeline is the BPL phone provider as of June 4, 2024. **Update:** The Director to follow-up with the Town Finance Manager re this open item.

**Library Hours:** It became unnecessary to close the library on October 11 as planned. A staff member was unexpectedly able to rearrange her schedule.

**Belmont Public Library Maintenance:**

**Internal Woodwork Repair:** The woodwork over the fireplace and stairwell has suffered water damage over the years. A quote has been received from the contractor recommended by BPS. **Update:** Unfortunately, the repairs scheduled to begin September 17 were canceled due to a medical emergency for the contractor. Subsequently the Director has found, via the NH Preservation Alliance directory, a number of other potential contractors with preservation credentials. Two came to assess the work to be done. Awaiting quotes for the work. Given the timing, it was noted that the scheduling of this work needs to coordinate with the electrical work (ALA Grant) happening soon. (See separate minutes of 10/17/24 meeting.)

**Motion to enter non-public session made by Mary, seconded by Jessica. Non-public session convened at 7:47 pm.**  
**Motion to leave non-public session made by Jessica, seconded by Mary.**

**Public session reconvened at 7:55 pm.**

Hillary motioned to adjourn; Terry seconded. All voted in favor.

**Meeting adjourned at 7:56 pm.**

**Upcoming meetings:**

- Belmont Town Select Board meeting: **Monday, October 21 at 5:00 pm** at the Mill
- Belmont Town Select Board meeting: **Monday, November 6 at 10:00 am** at the Mill
- Belmont Public Library Trustee meeting: **Tuesday, November 12, 2024 at 6:00 pm** at the library.
- Trustees at the Town Budget Committee: **Tuesday December 3<sup>rd</sup> at 6:30 pm.**
- Belmont Public Library Trustee meeting: **Tuesday, December 10, 2024 at 6pm** at the library.

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Mary Charnley

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Shela Cunningham

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Terry Elliot

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Jessica Ellis-Hopkins

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Hillary Horn