Belmont Public Library Board of Trustees

Monday, May 9, 2022, 6:02pm Called to order
Hillary Ciampi-Horn, Jessica Ellis-Hopkins, Terry Elliot, Mary Charnley
Eileen Gilbert- Director

1 Patron
Friends Club Representative

**Minutes:**

DIRECTORS REPORT:

For $100 per unit; 2 double sided shelves and one single sided shelf were bought in place of the $2800 shelf that was approved at our April Meeting. The $800 is going back into the Circulation Nonprint. The $2000 will be moved into the savings.

Mary made a motion to accept the directors report, Terry seconded, all in favor.

FINANCIAL REPORT:

Sargent funds have been dispersed for this year for the amount of $1,485.00. This information needs to be added to the financial report.

Eileen was warned that there wouldn’t be as much money for the summer passes. Her ideas include: the aquarium, castle in the clouds, pedals in the pines, Franklin Park Zoo, squam lake which has been paid for already and was taken out of the programming line item. The PTO would like family friendly ideas. The aquarium is not an option right now since the private donor is not donating this year. Friends Group took care of the NH state parks pass.

Mary asked if we need to have 2 conica copiers. The concia downstairs copier is paid for in full so only toner is purchased. The brother copier is paid for in full also. It is having issues staying connected to the network. The conica we are still leasing is .25 cents per page and being used more because of the issue with the brother copier. Service calls are covered by the towns contract.

Eileen will make an appointment for a service call for the brother printer. It will be brought back to the trustees so a decision can be made depending on what the service person says should be done.

Money may need to be moved around in order to cover the rest of the year for the copier lease. The Copier line item has a balance of $985.83 to last the rest of the year.

Mary made a motion to accept the financial Hillary seconded, all in favor.

Items have been removed from in front of the electrical panel, emergency lights have been replaced, and batteries were replaced on 5/9 in accordance with the inspection report. There are 2 alarm sets in the doorway 1 needed a new battery and the other didn’t need one for a year, but they were both replaced at the same time. Service charge and the cost of the batteries for $388 came from the building and maintenance line.

Eileen called about the broken gauge on the oil tank, there has been no new information, Eileen will call and check with them again and report an outcome to us at the next meeting.

Mary made a motion to accept April’s meeting minutes, Jessica seconded, all in favor.

OLD BUSINESS:

Sharon can do the furnace room in the fall for the cost of $1236.65, the least expensive of the three options, (insured). Target New England (unsure of insurance situation) and Mr. Jack NH LLC (insured) can come out in the next 6 weeks for the more expensive pricing.

Mary makes a motion to accept Sharon Caswell for the painting of the boiler room with the contingency that she can honor her estimate and she gets her insurance to the town hall before starting. Terry seconded, all in favor. Town of Belmont Maintenance have agreed to move things out of the boiler room beforehand.

Eileen will do an inventory of all furniture in the storage unit and the bank building by our next meeting. In the event the bank building is torn down we will need to find a way to store the furniture that is currently being stored there.

So far about $900 has been spent on programing, $500 of the Sargent fun has been used for the reading program. Emily has an idea for a STEM project, details will be worked out by our June meeting. Summer program theme is Oceans of possibilities.

Invoices are now being kept behind the checks in the book.

Jessica would like to be appointed as the liaison for the trustees to the friends. Mary appoints Jessica as the liaison for the trustees to the friends group. Terry seconded, all in favor.

All hours of salary and hourly are to be worked IN the library one exception is when leaving the library to do something like inventory. Hours cannot be logged for working at home.

NEW BUSINESS:

We had our meeting with the selectman, we are going to work on getting volunteers for a building committee to hopefully get an idea on how to move forward. We will hopefully have more ideas after the May 10th conference. Will discuss at next meeting.

Mary sent an email for the credit card policies for the trustees to research for the next meeting.

Eileen and the Belmont library need to review policies for all diversity cultures to make sure there is appropriate representation for young adults and others to have access. We don’t need those items ordered by the next meeting, but we need a plan from Eileen on how to meet these cultures by then. Eileen will plan for an audit for our next meeting and have a list of titles. She will send out the June order list for review before Friday May 13.

Adjourned 8:13pm

Hillary made a motion to switch into non-public session the motion was seconded by: Mary

Majority Roll Call: all in favor

Hillary Ciampi-Horn
Terry Elliott
Jessica Ellis-Hopkins
Mary Charnley – chair

Non-Public Session Minutes:

Employee evaluations were reviewed.

Look into NHLTA evaluation forms.

Whistle Blowers Act:

The Belmont board of trustees has talked to Emily because she requested a meeting. The board of trustees will not tolerate any retaliation towards another employee from the library for reporting grievances, this could create legal liability for the library and if retaliation occurs, we will take sufficient measures for moving forward on misconduct.

Adjourned 8:44pm

Our next meeting is scheduled for May 24, 2022, at 6:00pm at the library.