

**Town of Belmont, NH
Belmont Public Library (BPL)
Library Trustee Meeting Minutes
February 24, 2026**

Attendance:

Mary Charnley, BPL Trustee, Chair
Shela Cunningham, BPL Trustee, Secretary
Terry Elliott, BPL Trustee, Treasurer
Hillary Horn, BPL Trustee (left at 6:15 pm)
Tasha John, BPL Trustee, Vice-Chair (absent)

Call to order: Shela Cunningham motioned to open the meeting at 5:30 at the Belmont Public Library. Mary Charnley seconded. All present voted in favor.

Reports and Minutes:

Director's Report: The Director's Report for January was reviewed. Mary Charnley motioned to accept it; Terry Elliott seconded. All voted in favor.

Financial Report: The Financial Report was approved at the meeting of February 10, 2026.

Meeting Minutes: Shela Cunningham motioned to accept the minutes of the of February 10, 2026 meeting; Mary Charnley seconded. All voted in favor.

New Business

Unanticipated Library Closings: Monday, February 23, 2026, the library was closed due to a blizzard forecast.

Policy Notebook Review: It has become apparent that the Policy Notebook has not been kept up to date as certain policies created/updated over the past several years were not added. Existing policies often do not have dates as to when they were instituted. This needs to be cleaned up, but will not become a project until after the upcoming Town election in March.

New Director Search: Five applicants have been interviewed by the Trustees. Three of the five will be asked to return in February for another round of interviews. Tasha John remains the contact point for scheduling and notification. Hillary Horn is researching the cost of benefits packages with the Town Administrator. Salary, benefits, reference and criminal background checks are still open items. **Update 2/10/26:** The open items were reviewed and discussed. A salary range was identified and agreed to. There was agreement that the staff should meet the finalists before an offer is made. The overall timeframe for completion has not been settled. Mary Charnley noted that, while unanticipated, the search stretching additional months is wearing on the staff and detrimental to the library. **Update 2/24/26:** On February 17, 2026, all the Trustees met again with the three applicants at the Belmont Mill. A 'meet and greet' was scheduled for the BPL staff to meet the applicants on February 23. Unfortunately, due to another forecasted blizzard, the library was closed that day and the meeting did not happen.

Maintenance:

Furnace – BPL has been experiencing issues with the furnace since January. We still do not know the cause of the 'hard lockouts' that occur. A timeline of what has occurred has been documented and will be maintained until the problem is resolved. This document is attached to these minutes. It should be noted that most energy

companies require both oil and equipment be purchased from them. **Update 2/24/26:** Issues continue. Twice the oil tank has run to empty despite being on an automatic refill plan with Irving. We are trying to monitor this more closely given what a cold winter this has been. Shela Cunningham is working with Irving to understand the outstanding invoices as they provide no detail and Irving has not been leaving any specific paperwork (except once) for all their repair visits. This has been a frustrating and very time-consuming issue during January and February for the staff and trustees of BPL. Stafford Oil was requested to visit to assess the furnace. Their comments are included in the attached document.

FAX line – The Ethernet cable connector has become dislodged so the FAX line does not work. Hillary Horn's husband, an electrician, may be able to repair/replace this. Allison will contact after she returns.

Book Shelf – Allison Jope spoke with Patrick about the bookshelf pulling away from the wall. He offered to look at it further, that it may be an easy fix.

Outside Painting: Four Corners Painting is under contract to paint some of the exterior in the spring of 2026. Mary will look at the specifics of the contract. We may request an additional quote for all outside woodwork to be painted.

Programs: The BPL web site lists all the programs offered by BPL.

Friends of the Library: The next Friends of BPL meeting has been rescheduled for Wednesday, March 11, 2026 pm at the Belmont Mill from February 4. Hillary Horn is the Trustees' liaison to the Friends.

Other:

Vacation: Allison Jope, Youth Services and interim Director will be away February 26-March 3 using a combination of personal and vacation days. This was approved by Mary Charnley on February 3 and submitted to payroll at Town Hall on February 13. Allison returns to BPL on March 4.

In Allison's absence, Mary Charnley will pick up the mail for BPL. Tricia Sturm will make the call about any weather-related closings as needed, and inform the Trustees. Staff coverage is in place.

BPL Brochure: After discussion, Terry Elliott made a motion to get 100 color copies made of the brochure describing all the offerings available from BPL. Shela Cunningham seconded; all voted in favor. These will be available at the Town Vote on March 10, 2026. Mary Charnley to take the brochure to a copy center.

Old Business

Warrant Articles: Two library-related Warrant Articles will be on the Town Ballot for the vote on March 10, 2026. Article #29, is the standard funding for Capital Improvements Request for the Library. Warrant Article #40 formalizes policy already in place and adopts RSA 202A:11. It corrects a legislative oversight that was identified by the library's attorney last year.

Copier Contracts: A decision needs to be made regarding which copier company to use. BPL is currently using Konica Minolta for the copier on the upper floor, while the Town offices use Toshiba in three locations. **Status 1/27/26:** After discussion about what Hillary Horn learned regarding charges and possible options for the Konica Minolta copier, Shela Cunningham suggested a spreadsheet to document the various charges and options (buy vs. rent, what's included, timeframes) so that a better analysis/decision can be made. Tasha John offered to set up the spreadsheet; Hillary Horn will contact Toshiba to obtain the information (already provided by Konica). She will also inform the Konica that we are still making a decision, in case a revised quote is needed.

Status 2/10/26: Tasha John and Hillary Horn are developing the spreadsheet for the evaluation.

Status 2/24/26: Based on the analysis to date, Hillary Horn did not recommend buying out the current Konika printer but continuing to lease. Significant time was spent discussing the pros and cons of the two companies' equipment features, size and pricing as well as current usage and how it relates to the pricing. Size is of concern because there is no room for a larger copier. The difference between the two companies' pricing is approximately \$1,050/year with Konika the more expensive. However, library patrons are familiar with the Konika equipment so it was felt that if Konika can come down in price, this may be the better option, since it is still under the budgeted amount. Hillary will research questions that came up re a down payment, shipping and handling costs for returned equipment and a better price match to Toshiba. The goal is to make a decision at the next Trustee meeting.

Director Job Description: The Director's resignation has highlighted a need to review the job description for this position. **Status 1/21/26:** Tasha John has drafted an updated job description and provided it to the Trustees for review. Changes were recommended. Tasha John will revise and send to the Trustees for review.

Deep Cleaning: Mary Charnley suggested, perhaps in the spring, a deep cleaning is needed in certain areas of the library: front door, ceiling fans, walls down the stairs. **Status 2/10/26:** It was decided to hold off on this until spring given the bad weather. **Status 2/24/26:** A quote for this has been received, but the work is not yet scheduled as we are waiting until spring.

At 6:25, Shela Cunningham made the motion to enter Nonpublic Session for Statutory Reason RSA 91-A:3, II(b) *The hiring of any person as a public employee*. A roll call vote was taken.

The meeting returned to public session at 7:50 pm.

Shela Cunningham motioned to adjourn the meeting; Mary Charnley seconded. All voted in favor. Meeting adjourned at 7:50 pm.


Upcoming meetings:

Friends of BPL meeting:	Tuesday, March 11, 2026 at 6 pm at the Belmont Mill
BPL Trustee meeting:	Tuesday March 11, 2026 at 5 pm at the library

Mary Charnley, Chair

Tasha John, Vice Chair

Shela Cunningham, Secretary



Terry Elliott, Treasurer

Hillary Horn, Trustee

These minutes prepared by Shela Cunningham, Secretary