

Town of Belmont NH
Belmont Public Library
146 Main Street
Belmont, NH 03220
(603) 267-8331

Trustee Meeting Minutes

March 11, 2026

Call to Order: 5:01 PM

Attendance:

- Tasha John – BPL Trustee
- Hillary Horn – BPL Trustee
- Terry Elliott – BPL Trustee
- Samantha LeClair – BPL Trustee
- Allison Jope – Interim Director

Reports & Minutes

- Director's Report for February 2026
 - Tasha motioned to accept the Director's Report for February 2026. Samantha seconded the motion. All voted in favor.
- Meeting Minutes February 24, 2026
 - This has been tabled due to lack of information. The only trustees who are able to sign and vote to accept these minutes are Hillary and Terry (Tasha was absent from the 02/4/26 meeting, Shela lost her bid for re-election and is no longer a trustee effective 03/11/26, and Mary-Louise Charnley resigned as trustee effective 03/11/26). Because there are only two people who can vote to accept these minutes, there is not enough for a quorum.
 - Hillary will discuss this issue with Alicia Jipson to determine a resolution.
- Financial Report for February 2026
 - Terry motioned to accept the Financial Report for February 2026. Hillary seconded the motion. All voted in favor.

New Business

- Town Election Results
 - Both Mary-Louise Charnley & Shela Cunningham were up for re-election. Mary-Louise Charnley was re-elected, but Shela Cunningham lost her bid for re-election and Samantha LeClair was voted in in her place.
- Trustee Resignation
 - Mary-Louise Charnley resigned from her elected position as Belmont Public Library Trustee via email to the remaining trustees. Tasha made a

- motion to accept her resignation. Hillary seconded the motion. Tasha, Hillary, and Samantha voted in favor; Terry abstained from voting.
- The vacancy will be posted by Tasha on social media to begin the process of finding a new person to volunteer to fill this role. Any respondents will be invited to the April meeting.
 - Election of BPL Trustee Officers
 - Hillary motioned for Tasha to be named Chair. Samantha seconded the motion. All voted in favor.
 - Tasha motioned for Terry to be named Treasurer. Hillary seconded the motion. All voted in favor.
 - Tasha motioned for Samantha to be named Secretary. Hillary seconded the motion. All voted in favor.
 - Tasha motioned for Hillary to be name Liaison to the Friends of BPL. Samantha seconded the motion. All voted in favor.
 - The Vice-Chair position remains vacant and will be filled when a new trustee is selected.
 - Tasha will email Allison a list of the trustees and their contact information to be displayed in the library where all employees have access to it.
 - Remote Attendance at Trustee Meeting Policy
 - Hillary worked with Alicia Jipson to locate a remote attendance policy on the NH municipalities website (nhmunicipal.org) and found the following to be true:
 - Trustees can participate in meetings remotely in an emergency situation (sickness of self or family member, inclement weather, etc.).
 - Voting remotely is allowed, but must be done via roll call vote.
 - There must be an in-person quorum for the meeting to be valid.
 - Someone at the in-person meeting must ensure the person(s) participating remotely can be seen and heard by everyone in the room and they can also see and hear everyone participating in-person.
 - Samantha is going to review BPL Trustee bylaws to see if a remote meeting policy has previously been adopted. This will be revisited at the next monthly meeting.
 - Pet Policy
 - Allison suggests reviewing the pet policy currently in place. Recently there have been two incidents with people bringing dogs into the library. One where the patron's dog peed inside and another where the patron incorrectly portrayed their dog as a service animal.
 - Per the ADA website (ada.gov), there are two questions that may be asked to determine if an animal is a service animal:
 - What task is the animal trained to do?
 - Is the animal required because of a disability?
 - Hillary will check the NHLTA website for pet policy examples and to try to determine whether or not patrons can be made responsible

for damages caused by an animal they bring into the library. This will be revisited at the next monthly meeting.

- Summer Reading Program
 - 2026 theme is “Plant a Seed, Read.”
 - We still have prizes from last year that coordinate with last year’s theme. Allison suggests purchasing new prizes to go with this year’s theme. She will bring a list of prizes to purchase with a quote for the cost to the next meeting.
 - Allison will be attending the Summer Reader’s Performers Showcase on 03/16/26 to get ideas for additional performers.
 - We definitely want to participate with Wildlife Encounters again as this has been one of our most well attended presentations.
 - Allison will inquire about alternatives to the CLiF program.
 - If we are to use CLiF again we will consider whether Danielle St. Onge (Belmont Parks & Rec Director) wants to participate with the summer camp program and explore some type of waiver to prevent issues similar to last summer.
- Trustee Meeting Schedule for 2026
 - There was discussion about the challenges faced in 2025 with not having a set meeting date and all trustees agreed it would be significantly easier to return to a regular date for monthly meetings.
 - Tasha made a motion to have regular monthly meetings on the third Tuesday of each month at 6:00 PM at Belmont Public Library. Hillary seconded this motion. All voted in favor.
- 2025 Audit
 - Hillary has a list of what is needed. She will work with Allison to get everything together, scanned, and sent to Krystal Jacobs by 03/31/2026.

Old Business

- Furnace & Oil
 - Currently owe \$1,675.73 to Irving for maintenance. Allison is going to reach out to Shela Cunningham to see what she has accomplished as she was previously working with Irving to have some of the charges removed from this bill as they came to the library on multiple occasions and never seemed to be able to fix the issue.
- Indoor Shelving Repair
 - Allison will reach out to Patrick Golden at Department of Public Works
- Fax Line – Status of Repair
 - Allison will call to check on this.
- Copier – Konica Minolta v Toshiba
 - Tasha made a motion to stay with Konica Minolta as they matched the quote we were given by Toshiba and increased our page limit. Hillary seconded this motion. All voted in favor.
 - Hillary will remain the contact person for this and will contact Konica Minolta to advise them.
- Contents Appraisal

- Items at all 3 locations (library, bank building, and Speedway Self Storage) were appraised. Total value is \$28,950.
 - Hillary will check to see what this appraisal does to our insurance premiums.
- There are four original oil paintings that Gary recommends we have restored.
 - He recommends Martha Cox who has restored paintings at the Capital Building.
- The wooden furniture in storage has been improperly stored and needs to be covered. If any of it needs to be restored, Gary can do that.
- Hillary will research the cost & size for the current storage unit and try to find a comparable or cheaper unit of at least the same size in Belmont.
- Gary recommends bringing 4 chairs, a table and the umbrella stand back into the library.
- Gary recommends Richard Thorner to preserve the confederate money.

Non-Public

- Tasha made a motion to enter a non-public session for the reason stated in RSA 91-A:3, II(c) – The hiring of any person as a public employee. Hillary seconded the motion. All voted in favor and the non-public session was entered at 6:31pm.

These minutes typed and submitted by Tasha John.

Tasha John
 Chair Tasha John

Terry Elliott
 Treasurer Terry Elliott

Samantha LeClair
 Secretary Samantha LeClair

Hillary Horn
 Friends Liaison Hillary Horn