

BELMONT PUBLIC LIBRARY

Board of Trustees Meeting Minutes

Belmont Public Library
146 Main Street
Belmont, NH 03220

Meeting held August 18, 2026

The meeting was called to order at **6:07 PM**.

Trustees Present

- Hillary Horn
- Samantha LeClair
- Terry Elliott
- Jessica Haggett

Others Present

- Tricia Sturm

Approval of Minutes

Hillary Horn made a motion to approve the meeting minutes from the **July 21, 2026** meeting. Jessica Haggett seconded the motion. **Motion passed unanimously.**

Library Expansion Project

Barry Beauregard from **BPS** and Jason Lacombe from **SMP** reviewed the proposed budget that will be presented to the Belmont Board of Selectmen on **September 2, 2026**.

The total proposed project budget is **\$5,568,673**, which includes a contingency of **\$676,594**.

Samantha LeClair will contact Alicia Jipson to obtain current bond information so Barry and Jason can include those figures in their presentation to the Board of Selectmen. Samantha will also inquire about whether it would be possible to use a loan in combination with the bond to finance the project.

Director's Report

Tricia Sturm presented the Director's Report.

The library is in need of a new desk for the circulation area. Tricia will purchase the desk using funds from the appropriate supply line item.

Tricia will also look into installing a feminine hygiene product dispenser in the library restroom.

The booster panel for the fire alarm continues to alarm. The fire alarm company inspected the system and determined that the booster panel needs to be replaced at a cost of **\$1,190**.

Hillary Horn made a motion to replace the booster panel at a cost of **\$1,190**, with the funds to come from the **Repairs and Building Maintenance** line. Jessica Haggett seconded the motion. **Motion passed unanimously.**

Tricia contacted the fundraising consultant regarding the library expansion project. The consultant proposed a fee of **\$35,000**, consisting of **\$10,000 upfront** and **\$5,000 per month for five months**. Tricia will counteroffer **\$25,000**, with no upfront payment and payments of **\$5,000 at the end of each month for five months**.

The stair treads will be paid for using the library credit card. Once the stair treads arrive, the Buildings and Grounds Department will install them.

Hillary Horn made a motion to accept the Director's Report. Jessica Haggett seconded the motion. **Motion passed unanimously.**

Financial Report

The Board reviewed the financial report.

Terry Elliott made a motion to accept the financial report. Hillary Horn seconded the motion. **Motion passed unanimously.**

Storage Unit Update

Hillary Horn contacted United Rentals regarding a storage/shipping container. The cost of the container is **\$4,000**, plus **\$225 for delivery**, for a total of **\$4,225**.

The shipping container can be stored at the **DPW shed on Hurricane Road**. Brian Jacques and Karen Santoro were contacted regarding available space and zoning concerns, and both indicated that there were no issues.

Hillary Horn made a motion to authorize the purchase and delivery of the storage container for an amount **not to exceed \$4,225**, with the funds to come from the savings account. Jessica Haggett seconded the motion. **Motion passed unanimously.**

Budget Planning

With budget season approaching, the Board is working to review and clarify several budget categories.

The Board agreed to review **salaries on September 15, 2026**.

Building and Grounds

The bases for the columns that do not fit will be given to the Buildings and Grounds Department to determine whether they can be used. If the department has no use for them, Buildings and Grounds will dispose of them.

Friends of the Library Update

After three book sales, the Friends of the Library have collected a total of **\$398**.

The donation button on the Friends of the Library webpage has been repaired. The Friends have also decided **not to disband**.

Pet and Service Animal Policy

The Pet and Service Animal Policy has been updated to reflect **ADA requirements** and to align with the State Library's policies regarding pets and service animals.

Hillary Horn made a motion to adopt the updated Pet and Service Animal Policy. Terry Elliott seconded the motion. **Motion passed unanimously.**

Bylaws

The Belmont Public Library Board of Trustees Bylaws have been amended to include a **Remote Attendance and Electronic Meeting Policy**.

Hillary Horn made a motion to accept the bylaws as amended. Jessica Haggett seconded the motion. **Motion passed unanimously.**

Adjournment

Hillary Horn made a motion to adjourn the meeting at **8:52 PM**. Terry Elliott seconded the motion. **Motion passed unanimously.**

The meeting was adjourned at **8:52 PM**.

Respectfully submitted,

Samantha LeClair, Secretary

Tasha John

Hillary Horn

Samantha LeClair

Terry Elliott

Jessica Haggett