

BELMONT PUBLIC LIBRARY
Board of Trustees Meeting Minutes
Belmont Public Library
146 Main Street
Belmont, NH 03220
Meeting Date: October 20, 2026

Meeting Called to Order: 6:16 PM

Trustees Present

- Terry Elliott
- Hillary Horn
- Samantha LeClair

Others Present

- Tricia Sturm, Library Director

1. Call to Order

The meeting was called to order at 6:16 PM.

2. Approval of Previous Meeting Minutes

Hillary Horn made a motion to approve the meeting minutes from September 15, 2026.
Samantha LeClair seconded the motion.

Motion passed unanimously.

3. Financial Report

Terry Elliott made a motion to accept the financial report. Hillary Horn seconded the motion.

Motion passed unanimously.

4. Director's Report

Building Repairs

Tricia Sturm reported that additional repairs are still needed on some of the building's soffits. The replacement column bases are currently on backorder. Once all repairs have been completed, the remaining balance will be paid to Four Corners for the work performed.

Library Expansion Grants

Tricia reported that the Community Development Finance Authority (CDFA) grant application period is open. She plans to work on applying for funding to support the library expansion project. She has reached out for additional information but has not yet received a response.

Tricia also discussed a historical preservation grant that provides funding of up to \$50,000. However, this grant is intended for the restoration of historic buildings rather than expansion projects. The grant also requires matching funds from the recipient.

Alarm System

The library has continued to experience problems with its alarm system, including multiple false alarms.

Samantha LeClair reported receiving calls around 1:00 AM regarding alarms being triggered. Tricia stated that the alarm had also gone off twice on Saturday after she had left the building.

Tricia has contacted the alarm company to correct the notification procedures and update the appropriate contact information. She will also explore alternative alarm monitoring companies and service options.

Staffing Update

Tricia reported that Marilyn resigned from her position on Sunday. Linda will be taking over Marilyn's hours to cover the available shifts.

At this time, Tricia does not believe it will be necessary to hire another library assistant, as Linda will be covering the additional hours.

Approval of Director's Report

Hillary Horn made a motion to accept the October 2026 Director's Report. Samantha LeClair seconded the motion.

Motion passed unanimously.

5. New Business

Konica Minolta Copier Billing

Hillary Horn reported that she has been working with Konica Minolta to resolve billing discrepancies associated with the library's copier.

The print counts were not properly configured when the new machine was installed, resulting in billing statements that did not accurately reflect month-to-month usage.

Alex, the library's Konica Minolta representative, has corrected the issue. The company will issue a revised bill reflecting the correct amounts.

Circulation Desk Monitor Replacement

The circulation desk computer monitor has stopped working and needs to be replaced.

It was discussed that a monitor may be available in the Bank Building that could potentially be used as a replacement.

Hillary Horn made a motion to authorize Tricia Sturm to purchase a new monitor for the circulation desk, at a cost not to exceed \$100. Samantha LeClair seconded the motion.

Motion passed unanimously.

6. Old Business

Friends of the Library (F.O.L.) Update

The Friends of the Library are scheduled to meet on Monday, October 26, 2026.

One of the items to be addressed at the meeting is establishing a dedicated savings account for the library expansion project.

Tricia has gathered the necessary information and prepared the required documentation for the meeting.

2027 Library Budget Update

Hillary Horn and Tricia Sturm attended the Board of Selectmen's budget meeting on October 13, 2026.

The Board of Selectmen reviewed the proposed library budget and expressed no concerns with the figures presented.

Hillary noted that the proposed budget includes a 5% wage increase for library staff.

Capital Reserve Fund Discussion

Hillary discussed the possibility of requesting the establishment of a capital reserve fund if the library expansion project is not approved.

She suggested that the trustees consider requesting \$50,000 for the fund.

No decision was made at this meeting, as the trustees have until November to determine whether to move forward with the request.

7. Adjournment

Hillary Horn made a motion to adjourn the meeting. Terry Elliott seconded the motion.

Motion passed unanimously.

The meeting was adjourned at **6:46 PM**.

Respectfully Submitted,

Samantha LeClair
Belmont Public Library Trustee

Hillary Horn

Terry Elliott

Samantha LeClair