

Belmont Literary and Historical Society Free Library Trustee Meeting

August 14, 2025, 3:30 pm

Present: Molly, Pat, Nichole, Ash, Gene Erica, Barb

Absent: Caroline Mapes, Bobbi

The meeting was called to order by President Molly Pike at 3:37 PM

Secretary's Report

- Approval of July minutes: Motion Proposed by Ash, Seconded by Pat, All in Favor
- Correspondence
 - Thank You Note needed, Erica cannot remember who
 - Brian Stevens, the student employee is excited to stay on past Friday.
- How was lunch with Complete Payroll?
 - Lunch was "canceled" by Complete Payroll representative the day before planned meeting.

Treasurer's Report

- Approval of July report
- Account Balances
 - Renovation Account
 - Previous Balance: \$17,701.13
 - Deposits/Credits: \$0.00
 - Ending Balance: \$17,701.13
 - General Account
 - Previous Balance: \$74,640.38
 - Deposits/Credits: \$350.00
 - Checks/Debits: \$5,346.62
 - Ending Balance: \$69,643.76

Alva submitted bill of \$5800.00, Barb to pay out of Renovation Account.

\$800 and change for electric this month compared to \$200 and change last July, with a high of last year during August \$400.

Gene made a motion to approve Treasurer's Report, seconded by Pat, All in favor.

Director's Report:

July Patron Count: 287 (5 New)

Items Added: 67

Items Discarded: 5202

Total Circs: 439

Holds Rec'd: 54

Holds Filled: 145

Computer Use: 7

Libby Checkout: 183

Kanopy: 0

Mango: 0
JobNow: 0
Wifi Usage: 132 session / 20 unique clients
Out of Sys Loans: Currently suspended

Still no reply from the Moogan Family about new computers.

Erica to reach out to STLS to get a new quote for new computers and an all-in-one printer. Erica will communicate with the board, the board will assemble a quorum and we will approve within the month to get ahead of the Windows expiration in October.

There is a Budget information session with STLS at the end of August that I plan on attending. It is supposed to go over budgeting, funding, and tax cap compliance. Erica is also looking at communication companies for texting and newsletters.

Emailed Brian about visiting in September. Erika James will be out during our regularly scheduled meeting so that everyone can get their CE for the year. Found a work around to renew our UEI with Sam.gov. We were renewed on 7/18 and are good until July of 2026. Sexual Harassment Trainings need to be completed.

Barb, Glenn, and I set up a Venmo and Paypal accounts for the library. \$86.00 per year for the phone.

The entire library has been weeded. I had to ditch my original plan after I found books that were added in/around 2020 but were already 10+ years old. Since February, 8180 items have been discarded and equates to roughly half our collection that was either outdated, little to no circulation, or in poor condition.

JobTrack is going to come in after our book sale is over and remove all the books for us. Currently working on trips taking books.

Door handle for bathroom because a child accidentally locked themself in.

Erica to reach out to Lindsay's Plumbing to inquire regarding ongoing service.

Pre-conference workshop for strategic planning, additional \$60. Erica to attend.

Idea for Library Pet....Motion carried for a corn snake

Old Business:

- Balcony repair- Complete!!
- Directors/Officers insurance quote from Sloan
- Crystal Clear Estimate for Windows-\$400, need it scheduled
- Are we on a yearly maintenance schedule with Tony Hilliard for ac and heat?

New Business:

- Committee updates
 - Policy and Personnel: Ash, Caroline
 - To meet and do a formal evaluation of Erica before November

- Building and Grounds: Molly, Gene, Nichole
- Strategic Planning and Finance: Barb, Molly, Bobbi (Erica will debrief on meeting)
- Events

Public Comment:

Next Meeting - September 18, 2025 3:30pm. Continuing Education training

Adjournment: 4:40

Respectfully Submitted,
Ash Gardener