

Belfast Library
Regular Board Meeting
June 16 2025
Minutes

1. Call to Order and attendance: Anne West, Tara Histed, Bob Mackmer, Sheila Weaver, Beth Hazelton, Justin Bennett (BBS Accounting)
2. Any deletions or additions: No
3. Treasurer Account Update: \$5765.55
4. Approve Last Month's Minutes: Annie moved to approve, Bob seconded, all in favor.
5. Accounts payable/payroll/treasurer/etc:
 - a. We will need to get our own workman's comp, other insurance policies that the school has been covering. Need to follow up re ERS (retirement), etc. Will provide a monthly report of overall budget, expenses, and so forth. Will add Trustee Account and Friends of the Library Account along with the Operating Budget. Will still need an internal treasurer to be a liaison with the accounting firm. Payroll: \$1,800 for the year. The general accounting will be between \$3,600 and \$4,800. Will need a new account at the bank for operating budget and the accountant will provide checks (electronic, print as needed). Will need to keep a petty cash journal as well. Will need to make sure the school passes a resolution to continue to put the library budget to vote, collect taxes, and pay the tax balance to the library account.
 - b. Motion to hire BB Accounting handle library's finances and grant digital access where needed. Patty Moved, Bob Seconded, all approved.
 - c. Beth Hazelton makes motion to open a new bank account for operating budget and another for the capital project. Annie West seconds.
 - i. Names on account: Robert Mackmer and Beth Hazelton. Accountants at BBS Accounting will also be on account.
 - ii. Library board of trustees account will be administered by Robert Mackmer and Beth Hazelton. BBS Accounting will have subadministrative access to the account as well.
 - d. Accountant Contact Information: justinb@bbsaccounting.biz.
 - e. They will provide a contract and list of questions for information they need to set up accounting.

6. Next meeting will move to July 8 instead of July 16.
7. Officers- motion to nominate
 - a. President- motion to nominate Beth Hazelton by Annie West, all in favor.
 - b. Vice president- motion to nominate Annie West by Patty Preston, all in favor.
 - c. Secretary- motion to nominate Patty Preston by Tara Histed, all in favor.
 - d. Treasurer - motion to nominate Bob Mackmer by Patty Preston, all in favor.
8. Director's Report
9. Town board meeting. The next meeting is July 21 @7pm.
10. Business
 - a. Friends of Library Update:
 - b. Update Policies for Website –
 - c. Capital Project, Grants,
 - i. Move to pay additional bills out of library investments to architect/JHL Tecture for Cost Estimate Consulting Services. Annie moved to open up \$25,000 for this from the library's accounts. Patty seconded. All in favor.
 - ii. Investing funds: Bob moves to liquidate the library's extra funds, Patty seconds, all approved.
 - iii. Next year, apply to the Tri-County Arts Council to fund the Summer Concert Series. Sheila will provide contact information.
 - d. Summer reading program:
 - e. Taste of Belfast/ Concert Series: Thursdays - posters/food/vendors Taste
 - i. Jack Castle- Aug 7
 - ii. Reeni & Amy- Aug 14
 - iii. Brendan & Joe- Aug 21
 - iv. John Wise- Aug. 28
11. Taste of Belfast:
 - i. HAVE EMCEE for beginning, middle, end...
 - ii. Fire Dept – Jeff / Patty
 - iii. 3Bums – Beth

- iv. Harringtons – Tara
- v. Reserve Hall – Sheila –
- vi. Oakes – Annie/Beth (FB Messenger)
- vii. Aces – Patty
- viii. Mary Hamer – Tara
- ix. E. Hosmer – Tara
- x. Backwoods – Patty
- xi. Rt. 19 – Sheila
- xii. Homestead Concessions – Sheila
- xiii. Popcorn Lady – Sheila
- xiv. 50/50 for Taste of Belfast, maybe sell all of August, drawing at Taste of Belfast
- xv. Patty – find script and send out...
- xvi. Suggestion for Friends Group – auction digitally through Zeffy for Bills Tickets, Grill, Raffle???? The rest at Taste of Belfast.

12. -Sidewalk painting project – Samayah and Carly will paint, Patty will send text.

- a. Bills - motion to approve online access and mobile deposit access to all of our bank accounts through community bank by Annie, Bob second and all approve.

Next regular meeting is July 15 @6:30pm