

Bellingham Library Board of Trustees

Meeting Minutes | Wednesday, March 14, 2019

Submitted by: Carol Bird
Present: Library Staff: Bernadette Rivard
Library Board: *Amy Bartelloni, Nicole Buckley, Laura Howard, Rebekah Tracy*
Location: Bellingham Public Library
Next meeting: April 11, 2019 at 7:00pm

Meeting was called to order at 7:05 pm by Laura Howard.

Amy made a motion to approve the minutes from the February 6th Trustee meeting. Nicole seconded. All in favor.

Approval of Library Invoices

	2/28/19	3/14/19
Building Maint & Supplies		266.36
Books & Periodicals	3071.72	2627.84
Dues & Memberships		
Electricity & Gas	1771.02	1514.91
Equipment Maint Costs	106.19	
LSTA Financial Literacy	97.13	
Gift Fund	2785.80	
In State Travel		419.17
MA/ME Grant		3120.00
Building Maint Costs		1421.76
Postage		
Professional Development		265.00
STM Alarm System	9000.00	
State Aid – Professional	4121.00	4185.93
State Aid – Supplies		
Office Supplies	713.59	1096.99
Janitorial Supplies	262.71	
Technical Maint Services		
Users Fees	828.09	112.68
TOTAL	22757.25	15030.64

Library Closing for Renovations

- Full time staff will work 9-4:30 on the days the library is closed while renovations are being done.
- Staff have been meeting weekly with Bernadette to discuss closure and renovations.
- Closure memo for patrons is on website and available in print in the library.

American Library Association (ALA) Annual Conference and Trustee Award Nomination

- A national trustee award will be given out the annual ALA Conference in Washington DC.

- Carol and Bernadette suggested nominating Amy due to her exceptional service.
- Trustee recipients are expected to be there in person.
- In the event that we have a trustee recipient, \$2200 would be needed for the recipient to attend plus Bernadette (Bernadette typically attends); would also need to pay \$115 for annual trustee membership.
- Carol made a motion to spend up to \$2,400 for Amy and Bernadette to attend ALA Conference in Washington DC. Rebekah seconded. All in favor.**

Building Update

- Wallboard has been replaced and painted in the cafe area.
- Emergency door was installed during February on the wall where the history room joins the children's room.
- An unexpected, necessary wire removal caused a nominal extra fee when installing the emergency door.
- Electrical wires are being strung.
- Additional electrical work that will be getting includes adding plugs and overhead LED lights.
- Sprinklers passed re-inspection.
- Cecily getting a new chair to replace her old one.
- Bubbler being placed with a unit for filling water bottles plus a bubbler – approximately \$3,000 and half of the cost will be funded by the Friends.
- Bernadette shared carpet samples with the trustees.

Swapping History and Meeting Room Locations

- The smaller meeting room can be turned into a more cozy history room, with glass bookcases, table, and comfortable high back chairs.
- The current history room would provide a larger public meeting room with TV/AV.
- Removing unnecessary content from the current History room will make it a larger space to use for meetings.
- Much of the documents in the History room are duplicates so it's not important for them to remain in room.
- Any history content that ought to remain in the current History room can be put into nice looking binders and on new bookcases.
- Adding a 55-inch TV plus credenza for the existing History room.
- Bernadette looking into getting a custom made pedestal table and will add chairs that we have to the new history room.
- This may be a nice way to use the Middlesex Bank donation as it will have a lasting, positive impact for the community; Bernadette will inquire with the Friends.
- Amy made a motion to swap the History and the Meeting room. Laura seconded. All in favor.**

Cafe update

- Trustees reviewed a detailed spreadsheet of expenditures, and product images with descriptions, for the cafe
- Discussed setting coffee price at \$1.50.
- Looking into adding phone charging stations.

Large Meeting Space

- Looking to replace existing chairs with 50 new ones.
- Can use the old ones which are plastic for messy crafts & projects, or as backup when extra chairs may be needed.

Wave-to-Open Doors for Accessibility

-Bernadette researching.

Children's room

- Discussed Steve's request to have a door to the room.
- May look into it more; Bernadette recalls it being an expensive item.

EV Car Charging Station

- Discussed giving up one spot to have a designated parking spot for charging.
- Something to look into later.

Digital Commonwealth

- Digital Commonwealth is a nonprofit affiliated with the Boston Public Library, and they will scan any content – it's done through grants and state funding.
- Digital Commonwealth scanned BHS yearbooks back to 1939 so they are now available online.
- Bernadette proposed paying \$350 membership to support them even though it's not required.
- Laura made a motion to pay the \$350 membership fee to join Digital Commonwealth. Rebekah seconded. All in favor.**

Strategic Plan

- An updated Strategic Plan is due on October 1st, 2019.
- Bernadette will contact consultants to run focus groups – might include patrons, friends, local boards, trustees, etc. Should happen in May or June.
- Will likely run a survey as well.

Laura made a motion to improve expenditures for up to \$35,000 for the items outlined in the printed Library Equipment and Furnishings Plan & Budget provided to trustees. Amy seconded. All in favor.

300th Anniversary

- Historian Marjorie Turner Kuhl Hollman has been progressing very well on the book.

Public Posting Policy – second reading

- Amy made a motion to approve the second reading of the public posting policy. Nicole seconded. All in favor.**

Food Drives

- The library is participating in the YMCA School Supporting Food Drive March 12-Apr 7.
- This year the food will go to the school food pantries so we will need to create a separate box for the collection.
- Bernadette would like to do a Food for Fines Week as part of the program.
- Amy made a motion to approve a Food for Fines week April 1-6. Nicole seconded. All in favor.**

Meeting was called to a close by Laura Howard at 7:58pm.