

Nicole Buckley

# MEETING MINUTES

## BELLINGHAM LIBRARY TRUSTEE MEETING

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Date: August 10, 2023

Time: 7:09

Meeting called to order by: Macala Lamour-Vice Chair

### IN ATTENDANCE

Library Board: Sue Garten-Chair, Macala Lamour-Vice Chair, Nicole Buckley-Secretary, Laura Howard

Library Staff: Bernadette Rivard

Absent: Carol Bird

### APPROVAL OF MINUTES

Sue Garten made a motion to approve the July Minutes. Macala Lamour seconded. Laura abstained as she was absent at the last meeting All in favor-minutes approved.

### FINANCIAL REPORT-(SHARED IN MEETING MATERIALS)

-Reviewed

-Signed bills

### DIRECTOR'S REPORT-(SHARED IN MEETING MATERIALS)

Date discussions

-Veteran's Day-open on the 10<sup>th</sup>, closed Nov 11<sup>th</sup> (ceremony will be held). Regular hours on Nov. 10<sup>th</sup>.

-Changed date of September meeting to September 7<sup>th</sup>.

## Staff

-Discussed Staffing additions and changes.

### -Children's Librarian Position Opening

- Interview was held for Children's Librarian position-Melissa Denham
- Discussion and decision made for Chair Sue Garten to make offer to Melissa.
- Bernadette will follow up with Melissa regarding position and start date TBD but hoping for overlap for training purposes.

-Discussion about possible other programming to take place for children's programming.  
Discussed homeschool programs.

## FY24 Budget

-Reviewed

## Open for Business Grant

-Cally Ritter will be doing two final workshops. Videos will be posted.

## School/Library Partnership

-Reviewed the revised ASK Program, sign up forms that had input from Town Counsel. Diane Nelson will begin signups in August starting the 21st.

-Representative from Bellingham PD will be attending a staff meeting in August to discuss when to call for back-up/911.

## Friends of the Library

- Meeting is Aug. 15 at 7:00. It will be held virtually, and Chair Sue Garten will attend to introduce the *Memorandum of the Understanding between the Friends and The Library Administration* at the meeting and answer any questions,

## ARIS Report

-Completed and reviewed.

## MIAA Code of Conduct for Town Boards and Committees

- Discussion about adding a policy that public comment at meetings is limited to a total of 15 minutes, no more than 3 minutes per person After a discussion the Board decided to add the complete Code of Conduct to our policy.

**Laura Howard made a motion to adopt the Code of Conduct for Town Boards and Committees recommended by the MIAA. Macala Lamour seconded. All in favor-the motion passed.**

## Statistics Summary Review FY 23 vs Prior Years

-Reviewed.

## Other

-Nicole shared information from MMA Open Forum on Public Records and Open Meeting Laws-Bernadette will forward the recording to the Trustee Group.

**ADJOURNMENT**

Motion to adjourn was made by Sue Garten at 8:29 and was passed unanimously.

**NEXT MEETING**

Next Meeting will be held on September 7, 2023