

Bellingham Library Board of Trustees

Meeting Minutes | Wednesday, August 8, 2018

Submitted by: Carol Bird
Present: Library Staff: Bernadette Rivard
Library Board: Amy Bartelloni, Nicole Buckley, Rebekah Tracy, Carol Bird
Location: Bellingham Public Library
Next meeting: September 13, 2018 at 7:00 pm

Meeting was called to order at 7:00 pm by Amy Bartelloni.

Amy made a motion to approve the minutes from the July 12th Trustee meeting. Nicole seconded. All in favor.

Approval of Library Invoices

	07/26/18	08/08/18
Building Maint & Supplies		52.17
Books & Periodicals	1430.96	1112.16
Dues & Memberships		22573.00
Electricity & Gas	78.30	
Equipment Maint Costs	106.19	
LSTA Financial Literacy		50.00
State Aid – supplies	835.04	
Office Supplies	129.23	1656.36
Janitorial Supplies	179.19	249.73
Technical Maint Services	4590.52	
Users Fees	516.6	36.12
TOTAL	7866.03	25729.54

Building: Roof Leak, Carpet

- Roof still seems to be causing moisture so Cooks Roofing is going to examine it and resulting damage will get fixed.
- Funding for the carpet is dependent on getting the funding approved at the next town meeting, which has been postponed until November 14th.
- The feedback on the Town Meeting Warrant Bernadette submitted for the carpet was that before we go to bid for the carpet at the November Town Meeting, the library should find out the actual price.
- Bernadette discussed potentially having the rug installed around Christmas; would require a library closure for about 3 weeks. The holidays are a less busy time for the library. If Christmas time is not doable, potentially could do this around the January or February time frame.
- Full time staff would still work or take vacation.
- Before any library closures, the public will be informed.

Staff Raises

- Bernadette and Laura met with Denis Fraine about the FY19 salary budget.
- Town requested we wait until November for staff raises and they would retro pay the staff.
- Bernadette shared her document: "Recommended Salary Increases to Meet Budget."
- Staff will be notified salary increases will take effect on Nov. 15th.

-It was noted we are an autonomous board and could move forward with this salary increase regardless of the Town.

Building Security

- Still need to set up locksmith (quotes are needed, won't be more than \$10,000).
- Security Cameras still need to be upgraded and Bernadette did not receive any feedback from Dennis Fraine on the Fall Town Warrant for this. Will likely need to appear before the FinComm and Capital Improvement Committee in the fall but this is expected to progress smoothly.

Financial Fitness for All Ages Grant

- Millionaire program for children took place 8/8/18.
- At least one more program coming in September then grant year is done.

300th Anniversary and Grant

- The library has been awarded the 300th Anniversary Go Local Grant. Funds will come Oct/Nov.
- Meeting Sept. 10th for the town community members to give input on what may go into the book.

Computers/Technology

- New wireless is up and working well.
- Library is happy with the new website, some minor tweaks coming, then will be announced to the public.

Interns

- Ashley Rua got a job at the Marlborough library.
- Andrew Callahan is reading books and writing reviews.
- Tyler Brindamour has been doing library graphics.

Friends of the Library

- Friends met Aug. 7th.
- Book sale is Oct. 26-7.
- Friends planning another Pour Richards or other fundraiser this fall.

2018-19 School Year

- Heidi agreed to work in the Teen Room on Tuesdays and Thursdays.
- Amanda will assist Bernadette with administrative responsibilities including statistical reporting.
- Bernadette shared a Back to School memo for the school and library to distribute to students/parents.
- Two Picnic Tables will be outside the library for students.

ARIS (Annual Report Information Survey)

- The ARIS has been submitted to the state.
- A copy was provided to the Trustees.

Budget

- Library has overspent on technical maintenance due to the new website.
- Bernadette will continue to monitor.

Authorized signers

-It was recommended that a vote be taken to authorize the current Chair of the Trustees, whomever that person may be, to be authorized to sign off on library bills as an individual if we are not able to get three signatures.

-Amy made a motion to approve the first reading of the suggested language for bill payment authorized.

Rebecca seconded. All in favor.

-Bernadette will submit to the Town so they know.

Meeting was called to a close by Amy Bartelloni at 7:30 pm.