

Bellingham Library Board of Trustees

Meeting Minutes | Thursday, December 21, 2018

Submitted by: Carol Bird
Present: Library Staff: Bernadette Rivard
Library Board: *Nicole Buckley, Laura Howard, Carol Bird, Amy Bartelloni*
Location: Bellingham Public Library
Next meeting: January 10, 2018 at 7:00 pm

Meeting was called to order at 7:03 pm by Laura Howard.

Laura Howard made a motion to approve the minutes from the November Trustee meeting. Nicole Buckley seconded. All in favor.

Approval of Library Invoices

	11/08/18	11/29/18	12/13/18
Building Maint & Supplies	5.00	217.28	46.91
Books & Periodicals	5829.15	3272.83	2126.67
Dues & Memberships			
Electricity & Gas	257.66	321.03	1258.08
Equipment Maint Costs		106.19	
LSTA Go Local			799.00
Gift Fund			
In State Travel	89.08	20.80	
MA/ME Grant			
Building Maint Costs	760.00	1280.00	1631.76
Postage	19.70		100.00
Professional Development			
State Aid – Professional			230.58
State Aid – supplies			
Office Supplies	187.22	146.15	310.99
Janitorial Supplies	277.83		
Technical Maint Services			
Users Fees	188.54	992.76	
TOTAL	7614.18	7103.29	6503.99

Building

- Wall board and door can be put in this winter.
- Carpeting: Bernadette met with Atkinson and Milliken about carpet options and patterns
- Carpet price exceeds original quote by around \$8,000 because they're measuring it larger than the bid number
- Should consider "walk off" carpeting, which takes off debris from people's shoes in entryway and between the double doors and the gate.
- Should consider cushion under the carpeting that's behind the circulation desk.
- New quote will be coming for carpeting.
- Bernadette shared carpet samples and flooring samples for the cafe.

-Close the Thursday & Friday before April vacation to start getting everything out of the way to start with the cafe floor while the carpeting is also being done. During April vacation week, library can be open for only limited hours while the workers are here.

Security Alarm Upgrade Project

- The security alarm company that gave the original quote is retiring, so a new security person and 2 quotes have been provided: one using current wiring for existing cameras, other for completely upgraded wiring which will work better with new high res cameras.
- Difference in the price is \$4,121 using state aid.
- Bernadette shared a rendering of the alarm plan.
- Amy made a motion to approve paying \$4,121 out of state aid for proposal #18193 from Custom Alarm Service for the upgraded wiring. Nicole seconded the motion. All in favor.**

Emergency Door for Children's Program Room

- Bernadette still recommending the new emergency children's door go into the history room because we'd only need to take down some temporary shelving, versus go through the meeting room which has a fixed, wooden shelf unit that would be more difficult to move (which is what Tim Aicardi the building inspector had recommended).
- Still plan to continue analyzing this.

Building Furnishings

- Bernadette shared a packet of furnishing options and prices.
- Recommends using some of the gift money for these furnishings.
- Amy suggested we ask BVT to build a long table plus cafe tables which could save the library money.
- Discussed using an older token-based k-cup dispenser versus a newer credit card model. Bernadette and trustees favored newer credit card model. Minimum purchase necessary (at least one purchase per day). Library can set k-cup price. Could potentially make some revenue.
- Some discussion over what color chairs to order since we already have some burgundy chairs but the new rug will have blue and gray. Bernadette will purchase a couple sample chairs just to see what they look like and how well they're made.

Holiday Decorations

- Discussed whether a policy on holiday decorations is needed. All agreed a policy is not needed.
- Menorah and Christmas trees will stay up for the duration of the holiday season.

Legal Help for Patrons

- Laura made a motion to approve having Brian Salisbury come in and offer legal help sessions as a unique offering in the community. Amy seconded. All in favor.**

300th Anniversary

- There will be a community read in April book discussion group. There is a public poll for the book selection. If it's successful, will consider doing a second one in the fall.
- Book committee meeting coming in January.
- Laser Light show at high school on New Year's eve – more than 350 signed up so far. Will order police detail.
- Coachmen's Lodge on NYE will have a DJ and photo booth – 67 have signed up so far.

Budget

-FY19: We're 46% through the year, 48% of the money is spent.

-Bernadette shared FY20 budget draft.

-Laura made a motion to increase FY20 budget by 2.9% bringing it to \$597,222. Amy seconded. All in favor.

Meeting was called to a close by Laura Howard at 8:14 pm.