

Bellingham Library Board of Trustees

Meeting Minutes | Wednesday, February 6, 2019

Submitted by: Rebekah Tracy
Present: Library Staff: Bernadette Rivard
Library Board: Amy Bartelloni, Nicole Buckley, Laura Howard, Rebekah Tracy
Location: Bellingham Public Library
Next meeting: March 14, 2019 at 7:00pm

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

Amy Bartelloni made motion to approve minutes from January 10th Trustee meeting. Laura Howard seconded. All in favor.

Approval of Library Invoices

	1/24/19	2/6/19
Building Maint & Supplies		79.96
Books & Periodicals	2022.93	1796.05
Dues & Memberships		
Electricity & Gas	943.94	
Equipment Maint Costs	106.19	
LSTA Financial Literacy	3000.00	300.00
Gift Fund	224.44	
In State Travel		
MA/ME Grant		
Building Maint Costs	1915.00	858.50
Postage		
Professional Development		
State Aid – Professional		
State Aid – Supplies	400.00	
Office Supplies	200.93	61.79
Janitorial Supplies		
Technical Maint Services		371.35
Users Fees	409.61	15.00
TOTAL	9223.04	3482.65

Tutoring Class

Hannah Sieber is offering to teach a paid SAT math to students. Class would accommodate up to 25 students for 4 classes of 60 minutes.

Laura Howard made motion to allow Hannah Sieber to host her Try Tutoring SAT prep here at the library with the associated fee of \$50. Amy Bartelloni seconded. All in favor.

Misc

- Ebsco giving us charging station for electronic devices
- Wave to open door openers – Bernadette will look into. Will bring more information to future meetings.
- Patron sent Bernadette information about getting a charging station for electric cars. It would be 80% subsidized to get it set up.
- Reviewed magazine holder. Bernadette will be purchasing 2

Building & Grounds

- Roof made it through the snow storms
- The history room will be closed during school vacation for updates
- Electrical work will be \$3000 for all building electrical needs

Sprinkler Inspection

- Inspection passed today

Carpeting Project

- Reviewed carpeting choices
- The quote will cover all of the kinds of carpeting being purchased

Security Alarm Upgrade Project

- Installed last month
- Still have not received invoice

Emergency Door for Children's Room

- Estimated \$2250 was approved at the last meeting
- Will be doing the work during February school vacation

Countertops

Only received one quote request from a vendor.

Amy Bartelloni made motion to approve \$2649.50 to Woonsocket Laminated Products for the counter top. Laura Howard seconded. All in favor.

Directors Continuing Education, Workshops & Meetings

- Bernadette attended a Bellingham Culture Council Reception to acknowledge funding for the two programs that the Cultural Council will be providing for us this year
- Bernadette and Amy attended the Legislative Breakfast in Webster

Library Equipment and Furnishings

- All of the new grey chairs are in. Staff need 5 new office chairs
- BVT replied that they could not do the conference table
- The full time library staff are meeting weekly to talk about the renovation priorities
- Reviewed furnishing for café and library furnishing plan. Bernadette will be purchasing

Library Closing

Reviewed posting for library closure

- Will be in March and April's bulletin
- Would like to have a grand re-opening on the 27th of April
- Will ask people to not return things while the library is closed
- Senior center will hold our tax forms
- Will not take calls during closure
- Will have hard stop days for getting materials from Bellingham library

FY2019 LSTA Grant Application & 300th Anniversary Update

- Community read survey is complete. The selected book is Soldier's Secret
- Depending on funding, might host another community read in the fall
- Meeting to discuss progress on the book project
- Need to start working on the plan for the historic building video tour

Friends of the Library

Potential projects to be purchased by the donation from Middlesex Savings Bank

- Replacing bubbler with one that refills water bottles
- Self-checkout
- Library wide audio system
- Travel mugs to sell at the café

Staff

- Discussed emergency play at the staff meeting.
- Looking into getting doors all key to one lock.

Amy Bartelloni made motion to approve the second reading of the food and drink policy. Laura Howard seconded. All in favor.

Amy Bartelloni made motion to approve the first reading of the public posting policy with edits saying as amended. Nicole Buckley seconded. All in favor.

FY19 Budget

On target.

FY20 Budget

- Trustees chose to submit budget with 2.99% increase, which will keep us under \$600,000.

Meeting was called to a close by Laura Howard at 8:06pm.