

Bellingham Library Board of Trustees
Meeting Minutes | Thursday, February 13, 2020

Submitted by: Carol Bird

Present: Library Staff: Bernadette Rivard

Library Board: Amy Bartelloni, Carol Bird, Rebekah Tracy, Nicole Buckley, Laura Howard

Location: Bellingham Public Library

Next meeting: March, 12 2020

Meeting was called to order at 7:06 pm by Nicole Buckley.

Amy made a motion to approve the minutes from the November meeting. Nicole seconded. All in favor.

Approval of Library Invoices FY2019

	01/22/2020	02/13/2020
Building Maint & Supplies		66.03
Books & Periodicals	2875.15	5152.72
Dues & Memberships	350.00	
Electricity & Gas	740.29	1360.17
Equipment Maint Costs		106.19
Gift Fund		
In State Travel		
Building Maintenance Costs	912.00	1340.50
Postage		
Professional Development		
State Aid - Professional		
State Aid - Supplies		44.14
Office Supplies	669.78	27.37
Janitorial Supplies	8.99	418.73
Technical MaintServices		373.85
Users Fees	424.28	778.18
Total	5980.49	9667.88

HVAC system

- Had someone come in to fix it.
- It's an older system and very costly to fix it; not many technicians understand how it works and can take a surprisingly long time to repair it.
- Renegotiating repair bill due to its high cost.

New Meeting Room

- Finished; décor is up.

History Room

- Waiting for the town carpenter to fix the bookcase in the history room.
- Will ask Jim to check in with him as it may have fallen off his radar.

Exterior building

- BVT agreed to do the siding.
- RhinoShield product materials will be applied to the exterior of the trim of the building – library won't have to go to bid for the materials as RhinoShield is now in the state contract.

Mass Memories Road Show, April 4th

- 15 volunteers needed.
- mandatory training on April 3.
- Bernadette has been talking this up with local community groups to increase interest.

Memorial Day Parade

- Looking to get a group together to walk.
- Brainstormed creative ideas for themes, etc.

300th anniversary

- In March, library will be accepting cash/check pre-orders at the library for the 300th anniversary bookcase.
- There will be an order form available.

Computers/Tech

- Have signed a new copier contract with Ricoh.
- New one will be delivered next Thurs; then have to schedule an installation date.
- Will save a little money in the long run to have machines.

Second reading of the research and tech health policy

- Amy made a motion to accept the second reading of the research and tech health policy. Nicole seconded. All in favor.

Planet Aid

- Bins have been removed as desired.

Department reports

- All completed department reports have been provided in the meeting materials to the trustees.
- Those that aren't complete will be available with next month's meeting materials.

Door counter

- Broken.
- They cost around \$300 and it's the second time a counter was broken in recent history.
- Need to research different types of door counters for something more durable.

Budget

- On target.
- Nicole and Bernadette met with Denis and Mary to review our budget.
- There is a budget workshop with the Selectmen on 2/22. We are on at 9am. Will plan to review our capital plans for the next couple years.
- Master plan committee meeting in March; Amy will attend and present 5 year library plan.

Meeting was called to a close by Nicole Buckley at 7:48 pm.