

# Bellingham Library Board of Trustees

Meeting Minutes | Thursday, January 10, 2018

---

Submitted by: Carol Bird  
Present: Library Staff: Bernadette Rivard  
Library Board: *Nicole Buckley, Laura Howard, Carol Bird, Rebekah Tracy*  
Location: Bellingham Public Library  
Next meeting: February 14, 2018 at 7:00 pm

**Meeting was called to order at 7:12 pm by Nicole Buckley.**

**Nicole Buckley made a motion to approve the minutes from the December Trustee meeting. Rebekah Tracy seconded. All in favor.**

## Approval of Library Invoices

	01/10/19
Building Maint & Supplies	46.29
Books & Periodicals	3135.72
Dues & Memberships	
Electricity & Gas	563.85
Equipment Maint Costs	106.19
LSTA Financial Literacy	
Gift Fund	
In State Travel	
MA/ME Grant	
Building Maint Costs	2035.95
Postage	
Professional Development	
State Aid – Professional	
State Aid – supplies	
Office Supplies	452.05
Janitorial Supplies	288.64
Technical Maint Services	204.51
Users Fees	1254.03
<b>TOTAL</b>	<b>8087.23</b>

## Education/BFCCPS

-The Benjamin Franklin Classical Charter School (BFCCPS) in Franklin requested to have an info table at the library about their school.

-A BFCCPS representative would sit at the table, provide collateral, answer questions, and provide info about their school to interested patrons. Date to be determined.

## Cafe Area/Wallboard Repair

-Wallboard Repair in the cafe area estimate is \$1,475.85. Bernadette recommends February vacation week when the children won't be here. This has to be done before carpet and cafe.

**-Nicole Buckley made a motion to approve the wallboard repair in the cafe area for \$1,475.85. Rebekah seconded. All in favor.**

-Bernadette will be requesting pricing from Gary the electrician for a plug for the new wall that's being prepared, a four-unit plug to power the refrigerator, Keurig, and pump, as well as a conduit that includes two 2-plug electrical outlets for the high cafe tables.

-Bernadette noted that for the Keurig maker, the credit card capability would be run by cellular power, so no internet cable will be needed.

### **The Meeting Room/Middlesex Savings Bank Donation**

-Bernadette will also be getting a quote from Gary for the electrical work for the Meeting room to be used for the TV and all required electricity and cabling.

-Bernadette suggested allocating some of the recent Middlesex \$15,000 donation for the Meeting room, as it should be used for something lasting and special at the library. Would be nice to have this done the same time as the cafe room grand opening. There may be other things we can do in addition to this money, such as perhaps a self-checkout unit. Any ideas for allocating the Middlesex donation will need to be approved by the Friends.

### **Carpeting Project**

-Bernadette shared and recommended some gray/blue cafe floor and carpet samples, as well as walk-off carpet. Discussed the possibility of having padding underneath the carpet. Bernadette will continue discussions with Milliken about these options.

-Carpet takes 5-6 weeks to come in once ordered.

### **Security Camera Installation**

-Camera installation will be done by Monday (1/21).

-Bernadette will have an app on her phone to monitor. Police station will have access as well.

### **Children's Room Emergency Door**

-The estimate came in from Hosford at \$2,250.

-Printed Hosford quote detailing the full project scope was provided in trustee folders.

**-Laura made a motion to approve the emergency door for the children's program room for the price of \$2,250. Rebekah seconded. All in favor.**

### **Countertops**

-Bernadette shared a copy of the quote from Woonsocket Laminated Products, inc.

-Estimate is \$2,649.50

**-Laura made a motion to move forward with the laminate countertop project spending no more than \$2,649.50. Rebekah seconded. All in favor.**

### **Chairs**

-Bernadette shared the two new gray chairs that came in from Amazon, and everyone liked them.

-Bernadette will now order the remaining 19 chairs. Price increased slightly on Amazon, from \$124 to \$148 per chair.

### **Food and Drink Policy**

-Bernadette would like a food and drink policy established before cafe opening.

-A printed copy of Bernadette's proposed policy was provided to trustees.

**-Rebekah made a motion to approve the first reading of the food and drink policy. Laura seconded it. All in favor.**

#### **Budget**

-On target.

-February 23<sup>rd</sup> is the date of the next selectmen budget meeting. Would be ideal for a trustee to attend with Bernadette. Note this is school vacation week.

#### **Posting Policy**

-Bernadette suggested creating a policy for requests to display notices or promotional materials from outside organizations in the library.

-Bernadette is reviewing what other library policies look like and will draft one for review.

**Meeting was called to a close by Laura Howard at 8:11 pm.**