

Bellingham Public Library
Board of Trustees Meeting Minutes

Submitted by: Carol Bird

Present:

Library Staff: Bernadette Rivard

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

Location: Bellingham Public Library

Next meeting: February 13, 2020 at 7:00pm

Meeting was called to order at 7:00 pm by Nicole Buckley.

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

Approval of Library Invoices FY2019

	12/12/2019	1/09/20
Building Maint & Supplies	370.10	153.43
Books & Periodicals	2757.68	1668.20
Dues & Memberships		1020.00
Electricity & Gas	1043.67	586.96
Equipment Maint Costs	106.19	106.19
Gift Fund	225.00	
In State Travel		
Building Maintenance Costs	777.50	1124.00
Postage	20.75	55.00
Professional Development		
State Aid - Professional		
State Aid - Supplies		
Office Supplies	230.97	87.64
Janitorial Supplies	276.58	
Technical Maint Services		
Users Fees	170.20	233.68
Total	5915.64	5035.10

Conference Room

-Plug has been installed.

History Room

-Waiting for the town carpenter to fix the bookcase in the history room.

Community Room

-Chair rail has been painted.

Vending Machine

-No update, will continue to research.

Capital Plan/Exterior building

-Building needs to be painted and we would still need to vinyl side a couple areas on the back top of the building.

-Plan to request in the fall.

-Will need to get multiple quotes.

-Hoping to get BVT or the Town Carpenter to do the project.

-Laura asked if we may be able to proceed with just the siding part with BVT now. Bernadette will look into it.

FY19 LSTA Grant Application & 300th Anniversary Update

-Sold 44 books.

-Should be ready to upload to Amazon by April.

-Will be doing a book discussion.

Computers/Technology

-Use of the computers and wireless is way down.

-Extending copier contract until 3/30/2020.

-Bernadette still needs to write the RFP and wants to visit a library that is offering mobile printing before writing the RFP.

Second Reading: Library Policy on Fees for Items Returned Without All Parts or Pieces

-Laura made a motion to approve the second reading of the Library Policy on Fees for Items Returned Without All Parts or Pieces. Amy seconded. All in favor.

First Reading: Research and Tech Help Policy

-Amy made a motion to approve the first reading of the Research and Tech Help Policy. Laura seconded. All in favor.

Planet Aid

-Bernadette was in contact with Planet Aid about removing the boxes on the library property. The contract states they have 30 days. It has been more than 30 days. Bernadette is contacting town counsel.

Teen Librarian Amended Contract

-For the next 6 months, teen librarian will work additional hours, to equal 35-40/week, as scheduled by Bernadette. The pay for holidays will be 8 hours/day. Refer to the contract addendum for more detailed information.

-Teen librarian will be developing some new teen room programming.

-Trustees signed the addendum to the contract.

Master Plan

-The Master Plan Committee requested a ten-year plan.

-Bernadette had a 5-year plan that was ready to share at this time.

-Amy made a motion to approve the submission to the Master Plan Committee. Laura seconded. All in favor.

FY20 Budget

-We are 51.92% through the year and have spent 53.22% of the budget.

FY2021 Budget

-Meeting scheduled with Dennis Fraine & Mary MacKinnon to discuss our budget request on Wednesday, January 15th at 1:30 pm. One or two trustees will also be in attendance.

Meeting was called to a close by Nicole Buckley at 8:02 pm.