

# MEETING MINUTES

## BELLINGHAM LIBRARY TRUSTEE MEETING

---

Date: July 13, 2023

Time: 7:00

Meeting called to order by: Sue Garten

### IN ATTENDANCE

Library Board: Sue Garten-Chair, Macala Lamour-Vice Chair, Nicole Buckley-Secretary, Carol Bird

Library Staff: Bernadette Rivard

Absent: Laura Howard

### APPROVAL OF MINUTES

**Sue Garten made a motion to approve the June Minutes. Carol Bird seconded. All in favor-minutes approved.**

### FINANCIAL REPORT-(SHARED IN MEETING MATERIALS)

-Reviewed

### DIRECTOR'S REPORT-(SHARED IN MEETING MATERIALS)

- Library Projects-moving forward on children's room project.
- Custodian-new custodian starting 7/17 and will be trained.
- Library Assistant (part time) position posted. Will be accepting applications over the next couple of weeks.
- Reviewed FY 23 Budget. Details included in spreadsheet included in meeting materials.
- Discussed ideas for Little Free Library project.
- Reviewed first month of FY 24 Budget. Details included in spreadsheet included in meeting materials.

-Open for Business Grant-two final workshops in September with Cally Ritter of Cally Ritter Training and Consulting. Bernadette working on getting recordings of the April-June workshops on website.

-Discussed updates to *Children in the Library Policy*.

**Carol Bird made a motion to approve the Second Reading of the *Children in the Library Policy*. Macala Lamour seconded. All in Favor-motion passed.**

-Reviewed revised Ask (After School Kids) Registration Form for children Gr 4-6 for the 2023/2024 school year. Bernadette will ask Town Counsel to review.

-PrideFest went well despite the weather and will be annual event. Last Saturday in June.

-Discussed updates to the *Memorandum of the Understanding between the Friends and The Library Administration*.

**Nicole Buckley made a motion to approve the Second Reading of the *Memorandum of the Understanding between the Friends and The Library Administration*. Macala Lamour seconded. All in favor. The motion passed.**

-Trustee's discussed vacation carryover request from Bernadette and approved vacation carryover for Bernadette. Sue Garten signed a letter to submit to the HR department to indicate Board approval.

**Carol Bird made a motion to approve that Bernadette Rivard be able to carryover 9.5 vacation days from fiscal year 2023 into her next year of employment. Sue Garten seconded. All in favor. The motion passed.**

## **ADJOURNMENT**

Motion to adjourn was made by Sue Garten at 7:55 and was passed unanimously.

## **NEXT MEETING**

Next Meeting will be held on August 10, 2023