

Bellingham Library Board of Trustees

Meeting Minutes | Thursday, July 12, 2018

Submitted by: Carol Bird
Present: Library Staff: Bernadette Rivard
Library Board: *Carol Bird, Amy Bartelloni, Nicole Buckley, Laura Howard*
Location: Bellingham Public Library
Next meeting: August 9, 2018 at 7:00 pm

Meeting was called to order at 7:06 pm by Laura Howard.

Amy made a motion to approve the minutes from the June 14th Trustee meeting. Laura seconded. All in favor.

Approval of Library Invoices

	06/14/18	07/12/18
Building Maint & Supplies		
Books & Periodicals	3902.36	7441.36
Dues & Memberships		
Electricity & Gas	426.89	
Equipment Maint Costs	706.76	
LSTA Financial Literacy		2304.82
Gift Fund		
In State Travel		
MA/ME Grant		
Building Maint Costs	183.18	
Postage		
Professional Development		
State Aid – Professional	490	
State Aid – supplies	166.43	878.48
Office Supplies	41.82	45.39
Janitorial Supplies		
Technical Maint Services		4370
Users Fees	485.33	494.88
TOTAL	6402.77	15534.93

Parking

- Parking remains an issue despite a new sign installed in the library lot.
- Bernadette also noted people are violating handicapped parking rules.
- Amy Bartelloni will follow up with Mike Conner, Athletic Director, about adding a no parking sign on the school grass adjacent to the library property.
- Amy suggested a PA system could help with communicating to move your car in the parking lot if needed.

Professional Contracts and Staff Salary Information

- The town is blocking employee raises due to union contracting.
- Laura Howard was unable to complete last month's action item to send a note to Dennis clarifying why things are different this year and requesting to give staff raises; Laura will send the note this month.

Roof Leak in Cafe Area

- Bernadette noted we will be delaying the renovation of the cafe area until the roof gutter and wire melt strips are installed.
- Targeting late summer/early fall for repairs.

Director Continuing Education, Workshops and Meetings

- During June, Bernadette attended a CWMARS Users Council meeting in Millbury, and an MBLC Public Libraries in Massachusetts Community meeting in Walpole.
- Bernadette shared with the trustees a link to the MBLC study and interactive website about public libraries.

Fall Town Meeting Warrant Articles

- Bernadette confirmed she submitted the two fall town meeting warrants voted on during the June trustee meeting: one for \$65,000 to fund new carpet and flooring and other minor renovations, and one for \$9,000 to upgrade the library's DVR Security Camera System.
- Bernadette said the Financial Committee meetings to justify our spending will likely happen in September.

Financial Fitness for All Ages Grant

- Credit, What Consumers Need to Know, was attended by 11 people.
- This week, Bernadette purchased the Millionaire software for the two scheduled "Millionaire Camps" for kids at the beginning of August.
- Millionaire Camps are an active, hands on game where up to 60 can play, and this replaces the previously discussed seminar style program.
- In September, the library will be hosting a home buying workshop and maybe hosting the credit seminar one more time.

Computers/Technology

- Bernadette ordered new wireless controllers so you don't need to re-log in every time (once you've logged in once).
- The new website launched on June 8th and has gotten positive feedback.
- Bernadette is working on integrating Niche Academy into our site – providing a way for people to learn how to use library resources.

Interns

- Ashley Rua, the You, Inc., volunteer, is finishing her final round.
- Andrew Callahan, a Dean College Bellingham resident, is doing well with his internship, for library collections development.
- Tyler Brindamour, a BVT student from Bellingham, is an intern doing impressive custom graphics for the library's new website.

Photography Policy

- Amy Bartelloni made a motion to approve the library's new Photography and Video Policy. Nicole Buckley seconded. All in favor.

Friends of the Library

- The Friends did not meet in July.
- The booksale will be that last weekend in October.

Door Security

- Bernadette will be getting estimates from a locksmith for having doors keyed to one lock and looking into a door for the children's program room.

Staff Vacation Carryover

- Steve and Bernadette are requesting to carryover vacation days into the next fiscal year.
- Bernadette presented to the trustees the formal letters of request written by each.
- Amy made a motion to approve the requests to carry over vacation days. Laura Howard seconded. All in favor.**

School Year Staffing of the Teen Room

- Bernadette will be working more on the schedule later in July or in early August.
- Heidi and Amanda will split their time in the teen room.
- When Amanda is not in the teen room, Bernadette has plenty of other important tasks for them to complete.

Fall Trustee MBLC Trainings

- Carol Bird confirmed she has registered to attend a Trustee Orientation in Brockton in the fall.
- Bernadette is providing consulting as to what should be included in the trainings.

Budget

- There is still \$704.10 left in the FY18 budget, but the library has not received the June electric bill. It will take up more than that amount. The remainder of the bill will be paid from state aid.
- The library is making about \$500/yr on the copy machine, so Bernadette confirmed the price of copies can remain unchanged.
- Bernadette provided some analysis of the fiscal year's spends, for categories with more than a 10% difference.
- Amy suggested using the gift funds first to pay for the cafe.
- Bernadette has observed that very rarely are all patron computers in use; will have Cecily monitor with an eye towards potentially changing how many stations are needed.
- The number of people using the music service is down, so we may remove this service next year. Could potentially earmark the dollars for more ebooks.

Meeting was called to a close by Laura Howard at 7:32 pm.