

Submitted by: Carol Bird

Present: Library Staff: Bernadette Rivard

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

Location: Bellingham Public Library

Next meeting: August 8, 2019 at 7:00pm

Meeting was called to order at 7:07 pm by Nicole Buckley.

Amy made a motion to approve the minutes from the May meetings. Nicole seconded. All in favor.

Approval of Library Invoices FY2019

FY2020

	6/27/2019		7/22/2019
Building Maint & Supplies			
Books & Periodicals	3940.55		3157.70
..Dues & Memberships	145.00		23,162.00
Electricity & Gas			108.17
Equipment Maint Costs	106.19		
LSTA Go Local			
Gift Fund	5742.51		1285.10
In State Travel			
STM Carpet			
Building Maintenance Costs			
Postage			
Professional Development			
State Aid - Professional			
State Aid - Supplies	1358.36		3143.70
Office Supplies	28.12		213.43
Janitorial Supplies	123.48		157.65
Technical Maint Services			8151.00
Users Fees	528.19		82.83
Total	11972.40		39,461.58

New Conference room

-Still waiting for damaged shelf replacement

-We have \$5,000 left in gift fund to purchase remaining furnishings needed for this room

Cafe

-Kcup coffee machine working again

-We found out it was connected to an nonsecure network and the best solution was to replace the actual machine, which has been completed.

Digital Commonwealth

- Bernadette attended a Digital Commonwealth program with the State Historical Record Advisory Board to learn what services they offer.
- Applying for a roving archivist service to review our historical collection and give advice on content and preservation – a state program, no cost
- Application is in to scan town annual reports at no cost

Automatic Renewals

- There was a CWMARS vote that there will be automatic renewals
- Any library materials that are eligible for renewal that haven't been returned are automatically renewed on the due date.
- Patrons receive an email updating them on the status of all their items that were due that day and whether or not they were eligible for renewal and their updated due date.

Children in the Library Policy

- Carol Bird made a motion to approve the ASK Registration Form and Policy for children in the library in grades 4 through 6, with the addition of paragraph 7&8 from the policy being added to the form. Laura seconded. All in favor.

Old Home Days

- Since the library is not a designated parking area for Old Home Days, the library will put up a sign stating a two hour parking limit at the library
- It will be impossible to enforce parking time limits but they may help with car turnover during the event
- There will be a cop monitoring
- The library will be open 10 to 4 Sat and Sun
- Will sell bottled water with profits going to the Friends
- Will be raffles
- The Friends of the Library will be hosting a book sale on Saturday of the Old Home Days from 10 to 4.
- Will be selling coasters

Staff

- Bernadette met with staff about pay increases for the new fiscal year
- Carol has provided a doctor's note stating she can return to work. Will receive some training, and her work hours are in discussion.

Budget

- We are returning \$15.55 to the town.
- We have \$18,000 more this year to spend than last year

Stats

- Bernadette shared a printed copy of library stats with the trustees, covering the five previous years, plus years ending in 0 and 5.
- On the whole, stats were healthy especially for program participation.
- Visitors stats were likely impacted by closures for renovations
- Museum passes are trending down the past two years; Bernadette will analyze further
- Website hits were impacted by new website, still getting a baseline
- Internet use is lower, likely because people use their cellphones
- Wifi use is up 10%
- The number of email recipients for the library newsletters is continually growing
- App users going up
- Freegal music download is going down. Bernadette pointed out that media services such as Freegal are now more prominently displayed on the library's website.

Vacation carryover

- Steve, Amanda, and Bernadette requested vacation carryover.
- Nicole made a motion to approve the vacation carryover. Laura approved. All in favor.**
- Laura suggested creating a policy for carrying over; Bernadette recommended adding it to the next contract.

Community Strategic Planning followups

- Need to create a survey to send to the community based on the strategic planning meetings' content
- Survey needs to be deployed by August
- Bernadette suggested that one survey question could revolve around being open on Saturdays in the summer
- The trustees will be working with Bernadette on the survey.

Meeting was called to a close by Nicole at 8:38 pm.