

Bellingham Library Board of Trustees

Meeting Minutes | Thursday, June 14, 2018

Submitted by: Carol Bird
Present: Library Staff: Bernadette Rivard
Library Board: Carol Bird, Amy Bartelloni, Nicole Buckley, Laura Howard, Rebekah Tracy
Location: Bellingham Public Library
Next meeting: Junly 12, 2018 at 7:00pm

Meeting was called to order at 7:04 pm by Amy Bartelloni.

Amy Bartelloni made motion to approve minutes from April 12th Trustee meeting. Laura Howard seconded. All in favor.

Approval of Library Invoices

	4/26/18	5/10/18	06/14/18
Building Maint & Supplies			
Books & Periodicals	2060.19	2224.98	3902.36
Dues & Memberships			
Electricity & Gas		483.76	426.89
Equipment Maint Costs		390.00	706.76
LSTA Financial Literacy			
Gift Fund			
In State Travel		77.92	
MA/ME Grant	280.99		
Building Maint Costs	427.00	238.18	183.18
Postage	22.66	50.00	
Professional Development			
State Aid – Professional		470.00	490
State Aid – supplies			166.43
Office Supplies	278.12		41.82
Janitorial Supplies		131.09	
Technical Maint Services			
Users Fees	735.16	88.48	485.33
TOTAL	3804.12	4154.41	6402.77

Parking

- Trustees discussed Facebook comment about parking in the library lot for school sporting events
- Trustees reaffirmed the parking policy and that staff handled the situation correctly
- Amy will follow up with school

Fall Town Meeting Warrant Article – Carpet

- Waiting to hear about roof cost and timeframe before doing carpet
- Delay carpet until approximately fall timeframe
- Price is similar to children's room carpet purchased last year

- Bernadette recommends requesting up to \$65,000 on the warrant article
- Amy made a motion requesting up to \$65,000 on the warrant to replace the carpet at Oct town meeting. Rebekah seconded. All in favor.**

Fall Town Meeting Warrant Article – Security Camera System Upgrade

- Bernadette presented four options, ranging from analog (low resolution) to high definition options with 2MP megapixels.
- Laura made a motion to add to the Fall Town Warrant a request for \$9,000 for 16 2MP High Definition TVI Cameras. Amy seconded. All in favor.**

Lighting Audit Results & Options

- National Grid did an energy audit
- They gave us a quote to replace all of the light bulbs with energy efficient LED bulbs and fixtures
- Bernadette recommends letting town know about it at the fall meeting but to hold off on any requests for now

300th Anniversary Grant

- Will find out formally in July whether the grant for the 300th anniversary programming is funded.

Computers & Technology

- New computers have been delivered
- Amanda's has been installed; Steve's and Cecily's next.
- New website launched June 8; minimal glitches

Library Assistants

- Ashley Rua, our You, Inc. volunteer has one more 20 hour round after completing her current round.
- Andrew Callahan, a Dean College Bellingham resident, has started a two hour a week internship for college credit. Will work with Bernadette on collection development for the science fiction and fantasy collection and with Amanda on writing reviews for YA lit.

Community Room Use by Girl Scouts

- Bellingham Girl Scouts has been joined with Blackstone and Millville groups.
- Bernadette finding out what libraries charge for sleepovers and we will discuss again in January.

Photography Policy – First Reading

- We are updating photo and video policy.
- Amy made a motion to approve the first reading of the library policy reflecting Laura's changes. Motion was seconded. All in favor.**

Professional Contracts & Staff Salary Information

- Beth Smith advised Bernadette that the union contract needs to be settled before offering salary increases, despite what she had been told previously
- Laura to email Dennis clarifying our understanding that the town cannot block the raises and asking why this year is different from previous years

Afterschool Programming Plan for 2018

- Staff met with Bernadette about afterschool policy for 2018 school year
- Picnic tables outside instead of bench; can be monitored from teen room window
- Teen room staffing – Amanda won't be there every day; other staff will do Tues and Fri's; will limit video games
- Will be supplies for crafts

Budget

- We are a bit more than 96% through the year and have spent 92.82% of the budget.
- Will have \$1,800 left we need to spend on books – required/state aid – and the library staff is working on that.

Meeting was called to a close by Laura Howard at 8:20 pm.