

Bellingham Library Board of Trustees
Meeting Minutes | Thursday, June 13, 2019

Submitted by: Carol Bird

Present: Library Staff: Bernadette Rivard

Library Board: Amy Bartelloni, Laura Howard, Nicole Buckley

Location: Bellingham Public Library

Next meeting: July 11, 2019 at 7:00pm

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

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

Approval of Library Invoices FY2019

	5/23/19	6/6/19	6/13/19
Building Maint & Supplies	92.00		168.62
Books & Periodicals	5174.18	3945.28	8232.95
Dues & Memberships			
Electricity & Gas	860.57		567.20
Equipment Maint Costs		106.19	777.50
LSTA Go Local			
Gift Fund	1421.97		
In State Travel		530.12	
STM Carpet			
Building Maintenance Costs	315.00	422.00	
Postage			
Professional Development	30.00		
State Aid - Professional		978.04	
State Aid - Supplies	99.00		
Office Supplies		92.74	25.24
Janitorial Supplies		396.96	
Technical Maint Services		12.70	490.00
Users Fees	1234.99	198.28	101.11
Total	9197.71	6682.31	10,362.62

History Room

- Shelves came in, one is damaged, and a new one will be shipped.
- Considering doing grand opening during Bellingham Old Home Days or wait until fall.

Cafe

- Vending machine now working
- Not selling a lot, probably because it's not hot beverage season
- CWMARS is changing the wireless network the machine runs off of

Vending Machines

- Bernadette suggested putting a vending machine in bookseller area
- One idea is the after school kids could purchase snacks, chips, water, etc.
- Bernadette will find out which vending company serves the schools
- Users fees could potentially pay for this. There's usually a monthly bill for vending machines, and Bernadette will research this more.

Charging Station

- Bernadette will get back to Ebsco on getting our slides on the charging station.

Director & Staff Activities

- A written list of activities was provided to the trustees with the meeting notes.

Boiler/Air Conditioning

- The boiler was inspected and there are some electrical issues to address. Not an emergency, just a new code.
- Jim will work with Gary to get the work done in the new fiscal year.
- There is concern that the air conditioning system could fail which would be a problem during certain months so Bernadette wants to be proactive.
- Bernadette recommends replacing the air conditioning by fall of 2020; would need to request at Town Meeting.

Strategic Planning

- The objective is to develop future goals for the library and community.
- There were two strategic planning meetings, led by an outside consultant, with different patrons and town leaders in attendance covering long-term library as well as community planning.
- There was an additional strategic planning meeting held for library staff.
- Information gathered from those meetings will be used to work on drafting a community survey for residents.
- Once the survey results are returned the plan will be drafted for the September meeting and is due at the MBLC on October 1st.

-Plan would start in June of 2020.

Summer Reading

-The Friends of the Library were awarded a \$1,500 sponsorship from Rockland Trust Charitable Foundation for the Summer Reading Program.

-The high school provided summer reading late in the school year and there may be delays in having those books available at the library.

-Bernadette will send a letter to the schools about increasing coordination and providing titles earlier next year.

Children in the Library Policy – First draft reading

-Amy made a motion to approve the first reading of the children in the library policy, pending clarification on behavior violation procedures. Carol seconded. All in favor.

Old Home Days

-The idea has been proposed to have a beer tent at the library; trustees are open to this.

-Current policy approved by the town is no alcohol on the premises without approval of the trustees.

-Bernadette recommended that the beer tent be located in back by the picnic tables.

-Bernadette will need to find out what time of day and which days this would happen, and will request a meeting with the vendor to discuss some parameters.

Contracts

-Trustees signed copies of contracts for professional staff.

-Bernadette will be meeting with staff to relay information about pay for the fiscal year.

Budget

-We are a little more than 96% through the fiscal year and we have approximately \$6,000 unallocated, of which most has to be spent on materials to meet the library's budget. Book and materials orders have been placed this week to spend those funds.

-Still have \$4,400 in the gift fund money.

-FY20 budget was approved at the May town meeting.

Meeting was called to a close by Nicole at 8:17pm.