

Bellingham Library Board of Trustees

Meeting Minutes | Thursday, March 14, 2018

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

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

Amy Bartelloni made a motion to approve minutes from February 8th Trustee meeting. Lisa Cavossa seconded. All in favor.

Approval of Library Invoices

| | 2/22/18 | 3/14/18 |
|---------------------------|----------------|------------------|
| Building Maint & Supplies | | 126.64 |
| Books & Periodicals | 1901.61 | 3546.07 |
| Dues & Memberships | | |
| Electricity & Gas | | 584.00 |
| Equipment Maint Costs | 106.19 | |
| LSTA Financial Literacy | | 707.65 |
| Gift Fund | | |
| In State Travel | | 289.04 |
| MA/ME Grant | | 300.00 |
| Building Maint Costs | 362.82 | 2508.88 |
| Postage | | 26.60 |
| Professional Development | | 150.00 |
| State Aid – Professional | | |
| State Aid – Equipment | | 3545.68 |
| Office Supplies | 785.11 | 129.65 |
| Janitorial Supplies | 67.22 | 310.90 |
| Technical Maint Services | | 228.88 |
| Users Fees | 348.35 | 522.42 |
| TOTAL | 3571.30 | 12,976.41 |

Second State Aid Payment will be sent soon: \$10,906.21

Building

- Contacted BVT, will contact again in the spring
- Roof leak – this storm had no leaks, roof rake is working as temp plan
- Café update – rolling magazine shelves are in!
- Town carpenter will install gutter

Continuing Education and Meetings

- Bernadette met with BHS Principa Lucas Giguere to discuss collaboration between library and HS on financial literacy topics
- Discussed collaboration with Ernie Pelletier at his newly expanded comic book shop for graphic novels and manga
- Bernadette and Amy went to Selectman budget meeting. Had questions about the small trust funds. (Beth is currently looking into this.)
- 300th anniversary is meeting here on the 28th. Quick informational meeting. Bernadette will be managing the finances.
- Met with Senator Fattman at the statehouse about impact of state aid funding to the library.

Trustee Bylaw Review

Amy Bartelloni made motion to approve for first reading of the amended trustee bylaws. Laura Howard seconded. All in favor.

Remembering Indy

Casting is done. Hopefully will be done next week and will be on his way.

MA/ME IMLS STEM Grant

Program attendance:

- Seed Swap Recycling – 8
- Craft Workshop – Recycling – TieDye TShirts – 24
- Craft Workshop – Recycling – Paper Plates into Valentines - 5

Purchased lawn equipment. Purchased 30 more solar cars.

New England Electric Car Association will have second show here

Suggestion to see if women doing PanMASS might teach bike repair.

Financial Fitness for All Ages Grant

- 35 people showed up for the Extreme Couponing program.

FY19 LSTA Grant Application

- Draft for “Go Local” submitted 2/22
- Should hear back by 3/24 and have until 4/22 to make suggestions

Computers/Technology

Power surge compromised the Useful public internet station server.

Friends of the Library

- Met March 5th.
- Providing refreshments for the Cultural Council funded concert on 4/20th

Agency Placement

Currently woman has completed 8 of her first 20 hours.

Emergency Preparedness Plan

- AEDs – we should have some here
- Verify employees know where the fire extinguishers are and how to use them
- Police dept suggested signage for security camera. Our system can hold up to 6 cameras. Want to bring this to fall town meeting. Bernadette will get a quote on the cameras.
- Each staff person has sheet to fill out so they know where everything is nearest to their work area.
- Bernadette verified that library can meet at the middle school as evac assembly location
- Lockdown – when immediate threat to anyone in the building. We will be notified by the police when a lockdown is required. **Should gate be closed?**
- **Paging system not as loud as old one – Bernadette will look into this**
- In lockdown, staff guides people to safe place (this is not active shooter onsite. Active shooter, staff are not responsible for patrons)
- Looking to get all door to same lock, police will have key and they will unlock after lockdown
- Identified locations to hide people
- Medical emergency page – will add something for AEDs once in place
- Will purchase face masks for first aid kits
- Active shooter plan.
- Some rooms have only one exit

Children's Room

- Consider adding emergency exit door to the Children's Room
- Bernadette will look into this

FY18 Budget

In good shape.

Meeting was called to a close by Amy Bartelloni at 8:04pm.