

Bellingham Library Board of Trustees
Meeting Minutes | Thursday, March 12, 2020

Submitted by: Amy Bartelloni

Present: Library Staff: Bernadette Rivard

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

Others: *Jeanne Babin*

Location: Bellingham Public Library Next meeting: Thursday, April 9, 2020 at 7:00pm

Meeting was called to order at 7:05 by Nicole Buckley

Laura made a motion to approve the minutes from the February meeting. Nicole seconded. All in favor.

Approval of Library Invoices FY2020

	2/27/2020	3/12/2020
Building Maint & Supplies		18.58
Books & Periodicals	2287.08	3104.58
Electricity & Gas		1264.09
Equipment Maint Costs	106.19	81.98
Building Maintenance Costs	4693.11	600.00
Office Supplies	544.48	346.60
Janitorial Supplies		13.47
Users Fees	1336.47	238.60
Total	8967.33	5667.90

Director's Report: Bernadette attended Master Plan Committee meeting, recommended we have an evaluation of the HVAC system. Our Honeywell rep retired; contract expired. We hired a new vendor, same as schools use.

Exterior Building Maintenance BVT confirmed they'll side the building in the fall. Fall town meeting we're going for the money for Rhino shielding the back. Window casings are wood, Rhinoshield will fix them. Exterior of building will be maintenance free when we're done, \$35,000 to do all that work. They are on state contract list, so we don't have to go out to bid.

MA memories road show: postponed to the fall.

Memorial day parade: Amy Sue Hasslebaum and Daisy are going to march in the parade. Nicole will organize library shirt order.

LSTA grant: Final draft of book is done. In final edits. Pam will get it together next month & for sale in April or May.

Computers/technology: New computers here, overall great, some new features that make things easier. 2 more PC's to update to Windows 10. Wait until next fiscal year to reload software to a compatible version which is \$395.

Use of our computers is way down. They cost \$200 per machine per year. We're getting rid of 4 computers and going down to 9. Will save \$800, and may get rid of more. We don't think it will impact service at all. Rarely are even half computers in use. Maybe use that \$ to buy Chromebooks for ASK.

#1 Unattended Adults Policy – Draft. Looked into other what other libraries do and it makes sense. Amy made a motion to approve the first reading of the unattended adults policy. Laura seconded. All in favor.

*“**The Children’s Room** of the Library is reserved for children, their parents or responsible adult caregivers, and adults interested in children’s literature, such as teachers and college students taking children’s literature classes.*

***The Teen Room** of the Library is reserved for teens during afterschool hours. **The ASK Program** in the Community Room is reserved for children in Grades 4-6. Parents and other adults are not permitted in The Teen Room or Community Room during afterschool hours other than to select library materials or to pick up their children.*

Out of concern for the safety of the children, adults who are unaccompanied by a child or children in these areas may be questioned by library staff, and may be asked to move to another area of the library, particularly if the room is in heavy use by children or if it is not supervised by a staff member.”

Signs put up in children’s room to remind parents of children’s policy.

Staff: Cecily will be back on Monday.

Coronavirus response: Ran it by the Board of Health who are in agreement. Basically, no programs for a month. ASK will still be run while schools are open. Will clean the toys out of children’s room. Discussion of adding that hours and services will continue as normal “subject to change.” Another press release would be issued in that case. Hope to give people 2-3 days to prepare.

Motion to approve the instituting the procedures in the Corona virus response letter made by Rebekah. Second by Nicole. All in favor. Plan to issue statement tomorrow after Steve’s programs.

Motion to give the chair and vice chair authority to make future decisions on this topic subject to approval of the director made by Laura. Second by Amy. All in favor.

Budget: We are 65.4% through the year and have spent 69.53% of the budget.

FY2021 budget: Amy & Bernadette met with the Selectmen at their Budget workshop & had little questions. The next step will be to appear before FinCom, if requested.

Meeting was called to a close by Nicole at 7:38 pm.