

Submitted by: Carol Bird

Present: Library Staff: *Bernadette Rivard*

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

Location: Remote Zoom meeting

Next meeting: June, 11th 2020 at 7pm

**Approval of Library Invoices for FY2020 (by Nicole)**

	5/14/2020
Building Maint & Supplies	213.79
Books & Periodicals	1006.35
Electricity & Gas	493.24
Equipment Maint Costs	81.98
Building Maintenance Costs	175.00
Office Supplies	62.06
Users Fees	15.00
<b>Total</b>	<b>2047.42</b>

**Meeting was called to order at 7:02 pm by Nicole Buckley.**

**Laura made a motion to approve the April meeting notes. Amy seconded. All in favor.**

**Library closure and reopening**

-On March 16<sup>th</sup>, staff started working from home

-Closed to public since March 14<sup>th</sup>

-Staggered staff in the building now; full time staff starting next week

-Book drop is closed

-Not accepting incoming books

-Reopening subcommittee was formed at last month's trustee meeting: Nicole and Amy are the trustees on this subcommittee; staff is Bernadette, Steve, Cecily, Anne, Barbra. All are working on phased reopening plan.

-5 phase reopening plan. We are on phase 1.

-Bernadette read through all the phases which were included in today's meeting materials

-Overall, we have the sanitation in place, staggered staff in building, a self-checkout machine, and other measures ready that are needed to help keep people safe. The plan has been extensively researched.

**-Amy made a motion to approve phase one of the COVID-19 phase 1 pandemic reopening plan.**

**Rebecca seconded. All in favor**

### **Staff update**

- Voicemails and emails come to Bernadette and she is forwarding them to the staff person with the expertise to assist.
- Instagram page has been growing.
- FT staff continues to be paid out of the municipal budget. PT staff, since the shutdown, has been paid out of state aid funds. Hours for PT staff have been reduced and they are only being paid for hours they are on site in the library building, approximately 6 hours per week. The PT hours might increase once we start curbside pickup, depending upon the demand for service.

### **Programs**

- Held three virtual events in May: mother-daughter book club, adult book discussion group, and Jeff Belanger presented on New England legends, which was very well attended (78 ppl).

### **Bellingham Then & Now Book**

- A copy of the book is coming in tomorrow.
- We will purchase these "author copies" directly from Amazon to maximize the profit to the Friends on the publication. The price of \$20.00 (plus \$3 for shipping) for ordering directly from us will remain.
- Details on how to place orders will be on the website and Facebook page next week.

### **Summer Reading**

- Highschool has been providing summer reading titles. Library is starting to place order and will have the copies we need.

### **Budget**

- 88% through the year and spent 84% of the budget. Been freezing spending according to the town requirements.
- We have \$95,000 in municipal budget and almost \$31K in state aid. Those funds are being used to pay part time staff.
- Bernadette estimates that by fiscal year end, the balance in that account will be between \$20 and 25K, and could then be returned to the town.
- Unknown what the state aid coming in November will be, probably less than the past several years.

**Meeting was called to a close by Nicole at 7:30pm.**