

Bellingham Library Board of Trustees
Meeting Minutes for Thursday, May 13, 2021

Submitted by: Laura Howard

Present: Library Board: Sue Garten, Chair, Nicole Buckley, Vice Chair,
Laura Howard, Secretary, Carol Bird
Library Staff: Bernadette Rivard, Director

Location: Remote Zoom meeting

Next meeting: June 17, 2021

Meeting called to order at 7:00pm by Library Director, Bernadette Rivard.

The Board immediately began to restructure the Board pursuant to the By-Laws.

Sue Garten was nominated by Carol Bird and seconded by Nicole Buckley for the Board position of Chair. All were in favor and the appointment was made.

Nicole Buckley was nominated by Laura Howard and seconded by Carol Bird for the Board position of Vice Chair. All were in favor and the appointment was made.

Laura Howard was nominated by Sue Garten and seconded by Carol Bird for the Board position of Secretary until the time that a new member is appointed to the Board and then can serve. All were in favor and the temporary appointment was made.

The Board reorganized as follows:

Sue Garten Chair
Nicole Buckley Vice Chair
Laura Howard temporary Secretary

A motion to approve the meeting minutes submitted for both March 2021 and April 2021, was made by Nicole Buckley, the motion was seconded by Carol Bird. All were in favor and the motion passed.

Bernadette Rivard read both the correspondence and the financial report and a list of invoices from the last month. The Board reviewed all statements.

Bernadette Rivard presented and reviewed the Director's Report as submitted May 11, 2021.

The Board discussed a further reopening of the library in light of the new CDC mask recommendations. The next date for proposed additional changes will be June 1st.

A motion to accept the proposed addition to the current reopening policy was made by Nicole Buckley, the motion was seconded by Sue Garten. All were in favor and the motion passed.

A new hire has been made for Ashalena Rua has been hired as a Library Assistant and will be able to train before Pat retires at the end of May.

The Board reviewed the budget and unique expenditures such as iPad replacements and shelving (to be used for no contact checkout materials). Some requirements for spending are still being lifted in light of Covid and restricted browsing areas and open hours.

Next year's town meeting for the budget will be on May 26th.

A motion to accept the Late Fee Policy as presented was made by Laura Howard, the motion was seconded by Sue Garten. All were in favor and the motion passed. This policy change will go into effect July 1st, 2021.

A motion to approve the Staff Use of Cell Phones guideline was made by Carol Bird, the motion was seconded by Sue Garten. All were in favor and the motion passed.

A motion to approve the Staff Dress Guidelines with the noted changes was made by Carol Bird, the motion was seconded by Laura Howard. All were in favor and the motion passed.

A motion to push back our last Saturday open to June 12th in observation of the June 19th holiday was made by Laura Howard, the motion was seconded by Sue Garten. All were in favor and the motion passed.

A motion to accept the revised Director evaluation form as presented was made by Nicole Buckley, the motion was seconded by Sue Garten. All were in favor and the motion passed.

The Board discussed finding a member to fill the vacant position on the Trustee Board.

The meeting was adjourned by Sue Garten, Chair at 8:22 pm