

Bellingham Library Board of Trustees

Meeting Minutes

Submitted by Alyssa Perry

Thursday, April 14th, 2016

Present: Bernadette Rivard, Sue Garten, Amy Bartelloni, Russell Lafond, Laura Howard, and Alyssa Perry

Absent: N/A

Location: History Room, Bellingham Public Library

Next meeting: Thursday, May 12th, 2016

Called to order 7:35 pm

Motion by Garten to approve the minutes as presented from March 10th. Seconded by Perry. Unanimous vote.

Approval of Library Invoices FY2016

	3/24/16	4/14/16
Building Maint & Supplies		215.06
Books & Periodicals	2,050.76	5,930.03
Dues & Memberships		
Electricity & Gas	1,059.76	1,349.35
Equipment Maint Costs	183.37	
Gift Fund		
In State Travel	17.08	55.84
MA/ME Grant		
Building Maintenance Costs		
Postage		49.00
Parking Lot Maintenance		
Professional Development		
State Aid - Professional		239.84
State Aid - Equipment		
Office & Janitorial Supplies	137.11	893.92
Technical Maint Services	109.00	108.50
Users Fees	285.35	1204.02
YA Room Renovations	25,612.00	
Total	29,454.43	10,045.56

NEW BUSINESS

- YA Renovation is coming along swimmingly. The furniture and equipment has been ordered and will be shipped soon. Saved shipping costs on cubbies by ordering them together. The artwork has been installed and will be tweaked soon. Will verify the table size before ordering to make sure that at least four people will be able to sit around it. We passed around the signs that have been made for the room.
- The Community Room Policy and Release has been discussed and those who use must sign the form.
- Discussed the policy on room use for the newly renovated YA room. We are recommending that the YA room be reserved for teens and those that accompany them (6th graders though 12th graders). The computers will be set up so that only those with a YA patron type will be able to log in to those computers automatically. Signage will be general so that it can be updated if needed.

DIRECTOR'S REPORT

- The first draft of the Solar Grant from EBSCO is complete.
- Fire safety in the library has been discussed after the incident that happened with the girl scouts. The document that they gave us will be reviewed and we will come up with some kitchen guidelines. An idea is that if the stove is being used, someone over the age of eighteen needs to be present. A kitchen guideline will be drafted and we will look at that at the next meeting.
- The staff, trustee, and patron survey has been sent out for the MA/ME IMLS STEM Grant. The grant application for Mind in the Making has also been submitted. The grant is for funds to renovate the children's play area with educational toys.

- The new YA computers need to be connected to the network, and the connection will be tested.
- The Friends of the Library fundraisers are going well.
- Discussed a tuition reimbursement policy for Amanda. After a course is completed successfully, they will be reimbursed and will be able to pay for the next class. Amanda is interested in getting her MLS and seems committed to the Bellingham Public Library. We will build something in to the budget to help her out. And perhaps for future full time employees who are interested in getting an MLS. The amount of tuition reimbursement will depend on how long they have been an employee of the BPL. A policy will be drafted for the next meeting that we will look at then.

**Motion made by Garten to close 12/24/16 and 12/31/16 for the Holidays. Seconded by Bartelloni.
Unanimous vote.**

Adjourn 8:40