

*Bellingham Library Board of Trustees*

Meeting Minutes

Submitted by Nicole Buckley

Thursday November 10, 2016

Present: Staff-Bernadette Rivard Board- Sue Garten, Amy Bartelloni, Laura Howard, Alyssa Perry, and Nicole Buckley

Absent: none

Location: Bellingham Public Library

Next meeting: ~~Thursday December 8, 2016~~ changed to Thursday December 1, 2016

Called to order at 7:00 by Sue Garten

**Approval of Library Invoices FY2017**

	<b>11/10/16</b>	
Building Maint & Supplies	85.08	
Books & Periodicals	4583.53	
Dues & Memberships		
Electricity & Gas	225.83	
Equipment Maint Costs		
Gift Fund		
In State Travel	15.52	
MA/ME Grant	341.73	
Building Maintenance Costs	1798.05	
Postage		
Professional Development		
State Aid - Professional		
State Aid - Equipment	44.83	
Office & Janitorial Supplies	421.36	
Technical Maint Services		
Users Fees	89.74	
<b>Total</b>	<b>7605.67</b>	

**Motion by Alyssa Perry to approve the minutes as presented from October 26, 2016. Seconded by Laura Howard. All in favor. Unanimous Vote.**

The Trustees toured the community room to review the summary of work. Also discussed were designs for decorative posts to cover concrete safety barrier poles. This will be discussed further after looking at costs.

The Bellingham Public Library Action Plan FY18 was reviewed. We are in year 3 of a 5 year plan.

**Motion made by Amy Bartelloni to approve Action Plan FY18. Seconded by Alyssa Perry. All in Favor. Unanimous vote.**

Due to the recent safety concerns in the parking lot and areas surrounding the library, a request for the Community Police Officer to drive by after school lets out to help with parking lot safety/student safety will be made.

The Veteran's Day ceremony will take place on November 12<sup>th</sup> at 11:00am. The teen room will be open to be used by patrons as a quiet space. Food for fines will take place on November 25 and 26<sup>th</sup>, each canned good will be worth \$1.00 in book fines removed from account. The holiday hours will be as follows for December and January:

Friday 12/23 Open regular hours 10-5

Closed Saturday, Sunday and Monday, 12/24/25/26

Friday, 12/30 Open regular hours 10-5

Closed Saturday, Sunday and Monday, 12/31, 1/1 and 1/2

The Trustees reviewed the bill signing protocol as state law has changed to permit a designee to sign the bills on behalf of the board; the chair will be first designee, the vice chair will be next in line, but full board will be signing.

**Motion made by Laura Howard under the municipal modernization act to designate the Chair to sign bills in lieu of 3 board members when needed with Vice Chair as alternate designee. Seconded by Sue Garten. All in favor. Unanimous vote.**

Meeting adjourned by Sue Garten at 8:24