

Bellingham Library Board of Trustees

Meeting Minutes

Submitted by Nicole Buckley

Thursday January 12, 2017

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

Absent: none

Location: Bellingham Public Library

Next meeting: Thursday February 9, 2017

Meeting called to order at 7:00 by Sue Garten.

Approval of Library Invoices FY2017

	12/15/2016	12/28/2016	1/12/2017
Building Maint & Supplies			236.49
Books & Periodicals	1409.56	3703.18	1232.01
Dues & Memberships			
Electricity & Gas	1052.33		2010.16
Equipment Maint Costs		106.19	
LSTA Mind in the Making		130.00	
Gift Fund			418.30
In State Travel	183.68		
MA/ME Grant	53.48	39.88	
Building Maintenance Costs	584.00	1548.20	949.00
Postage	49.61		
Professional Development			
State Aid - Professional			
State Aid - Equipment			
Office & Janitorial Supplies	231.94	515.59	126.67
Technical Maint Services			
Users Fees	173.78	592.84	58.91
Total	3738.38	6635.88	5031.54

Motion by Amy Bartelloni to approve the minutes as presented from December 1, 2016. Seconded by Alyssa Perry. All in favor. Unanimous Vote.

Community room and kitchen repair update: The windows are coming in tomorrow (January 13th), and currently we are deciding on the siding color (brown or brick color recommended, although gray was original choice). There is no date yet for the arrival of the counter top in the kitchen. Bernadette will check with insurance as bills have yet to be paid (45 days). The room still needs the art hanging area and the door for kitchen to be completed. Barrier boulders will be placed in front of children's room as well as in front of community room tomorrow or early next week. They will go in between the windows. Once the boulders are set, we will have the building inspector in to open the room.

We discussed the possibility of ordering library trustee gear, such as a fleece or pullover jacket.

The library agreed to be a collection site for a Veteran's collection, as long as when filled, it will be picked up. The library will also be a collection sight for the Cradles to Crayons (Bruins) pajamas collection.

Sutton, MA-breakfast on 2/3 at 8am. Bernadette Rivard will attend and drive if anyone is able to accompany her. Amy Bartelloni will attend.

Children's Room Update: A second quote was received from Franklin Tile and Carpet. No references were included. Discussed the two quotes received, the first was from Car-Leo Floor Covering. Voted on vendor.

Motion made by Sue Garten to approve Car-Leo Floor Covering for the carpeting and installation for the Children's Room Renovation. All in Favor. Unanimous Vote.

Bernadette will contact the Bellingham Superintendent and principals and ask for them to forward our message to teachers: portions of our library collections will be going into storage, please alert us if they have any

assignments over the next two or three month that may require certain topics to be left out for student use. Everything else will be marked as being in storage from the children's room and be unavailable for lending. All materials left out for lending will be lent as a 6 week loan, and patrons will be encouraged to be keep items for that amount of time. It is anticipated that the room will be closed for 4-8 weeks. Students will still be able to request materials from other libraries when our collection is in storage.

Possible rental of storage shelves from Re-Stream. These are plywood carts with 8 shelves each that you can rent for 2 weeks. The quote was \$40 for each, with a possible need for 20 or 22 carts. Nothing will be accessible from these storage carts during the time they are in storage. Bernadette will check for 3rd week price. Volunteers will be asked to help take books out on a Sunday to put in storage. Possibly will block room off with plywood and/or hang plastic sheeting.

The Trustee's will revisit in May the tuition reimbursement policy to draft.

The Mind in the Making speaker is coming in March. The speaker is from LA. Educational Toys and will be speaking about the value of play on Saturday March 25th. A free book is offered for the first 50 Bellingham residents who register to attend. The Middle School auditorium is reserved if there is more than 80 people signed up to attend, as it holds 300 people. The speaker's travel expenses, which are estimated at \$1,300.00, are to be paid.

The library therapy dog, Indy has passed away and in order to remember Indy, a statue will be commissioned for the Children's Room so that children will still be able to read to Indy. Indy will be sculpted in a reclining position. A \$1,000 deposit is required; the full price is \$5,000.00. The library will fundraise for the balance and we can track progress with the thermometer. Bernadette will ask the Friends of the Library for help with fundraising at the February meeting.

Laura Howard made a motion take \$1,000.00 out of the gift fund to make a donation and deposit for the creation of a statue in honor of Indy. Seconded by Amy Bartelloni. All in favor. Unanimous Vote.

MA/ME IMLS STEM Grant Update: Cornerstones accepted our presentation and a kick off start party will be planned and will take place at the library in the parking lot and will extend to after library closing.

American Paper Retriever has solicited the library to be able to put a bin in the parking lot. We will put it next to the clothing collection box. They will empty the collected recycling when requested within 7 days and pay \$7.50 per ton with payments given twice a year.

Friends of the library will hold their book sale on 4/25.

FY17 budget to date we have spent 53.6%, and we are about 52% through the year.

The spring town meeting warrant is open; we do not have any requests. Looking ahead to the fall meeting, we need to know if they want everything quoted at once or in segments.

The Trustee's will read over Bernadette's Annual Report by the end of the month and send any revision/suggestions.

Meeting adjourned by Sue Garten at 8:23 PM