

*Bellingham Library Board of Trustees*

Meeting Minutes  
Thursday April 13, 2017

Submitted by Nicole Buckley

Present: Staff- Bernadette Rivard

Board- Sue Garten, Laura Howard, Amy Bartelloni, Alyssa Perry, Nicole Buckley

Location: Bellingham Public Library

Next meeting: May 11, 2017 at 7:00 PM

The meeting was called to order at 7:03 by Sue Garten.

**Approval of Library Invoices FY2017**

	<b>03/23/17</b>	<b>4/13/17</b>
Building Maint & Supplies		81.43
Books & Periodicals	2452.11	4722.13
Dues & Memberships		
Electricity & Gas	1084.66	2044.83
Equipment Maint Costs	106.19	
LSTA Mind in the Making	658.45	83.00
Gift Fund		
In State Travel		
MA/ME Grant	199.53	
Building Maintenance Costs	584.00	
Postage		
Professional Development		175.00
State Aid - Professional	552.92	
State Aid - Equipment		
Office & Janitorial Supplies	694.97	528.78
Technical Maint Services	388.98	
Users Fees	388.13	401.03
<b>Total</b>	<b>7109.94</b>	<b>8036.20</b>

***Laura Howard made a motion to approve the minutes from the March meeting. Seconded by Sue Garten. All in favor. Unanimous vote.***

The Community Room/Kitchen Repair is completed. Correspondence from J. Brian Day regarding a portion of the plumbing bill was sent to the insurance company to work out the details.

Bernadette got a verbal quote for siding for the other side of the library from J. Brian Day for \$1,600.00. We do still need to get other quotes.

HVAC issues in the Teen Room-Honeywell provided a quote for a heating/air conditioning unit which would supplement the current system. The temperature is either too hot or too cold in the Teen Room. The quote is \$ 9,907.00 (for 2 units) from Honeywell. Bernadette will email the architect regarding alternate suggestions. We can also get quotes from other companies.

Although the Children's Room carpet is not yet in, the Grand Re-Opening is still on track for mid-May.

The second payment of \$1,000.00 for the Remembering Indy project is ready to send as we have already raised over \$1,000.00. The initial \$1,000.00 was already sent. Fundraising efforts will continue over the summer and will include a targeted email. A fundraiser may be planned for summer or early fall if needed.

The MA/ME IMLS STEM Grant programming has begun and has already included the Star Party (51 in attendance), Recycling Program (14 in attendance), book discussions (10 in attendance), and book talks (17 in attendance).

The Mind in The Making Grant funded national speaker, Nicole Gardner, who spoke about the Importance of Play to Child Learning and Development on March 25<sup>th</sup>. Forty-two people attended.

The Financial Fitness for All Grant application was mailed and we will find out if we receive the grant in July. There is a possibility of defunding for this grant under the current administration.

The Friends of the Library book sale is the last weekend in April. Volunteers are needed to help. The set up will be starting Wednesday the 26<sup>th</sup> of April and the wrap up needs to be completed by Monday the 1<sup>st</sup> of May before 2:00.

Budget Update-All we can give back is 3,000.00 as that is goal-spending freeze. For the next meeting (May 11<sup>th</sup>) Bernadette will look at where we can spend; the siding or HVAC? The Café can wait until to the fall.

Matt Fernandes, our liaison to the Fin Comm, asked for a copy of budget narrative. We do not need to attend.

As far as the format for the 5 year plan: We will request to complete the plan in phases as it is not feasible to close library for a month. Bernadette will look into getting quotes to show the differences in pricing; one if everything was done at once and another showing the cost in phases. A recommendation will be requested by Bernadette from the carpet company we are using now as well as a request for suggestions as to how to go about completion in phases.

The Town Meeting is June 14<sup>th</sup> (change from original) at 7:30.

Memorial Day Committee- Bernadette will send an email to staff to see who wishes to march in the parade.

Theater Fundamentals Program Proposal- The middle school drama teacher, Alyssa Rae Surette, in coordination with Linda Trudeau, proposes to offer a theater class at the library May 5<sup>th</sup>-June 9<sup>th</sup> for students ages 8-12. A charge of \$30.00 per child for the session would be requested. The Trustees reviewed the proposal and the library does not allow anyone to charge when using our room.

***Sue Garten made a motion to deny the application to charge money for the Theater Fundamentals Program. The Trustees will approve if a free program is offered. Seconded By All. All in favor. Unanimous.***

We reviewed the suggestions from the Building Inspector and Bernadette will send response.

A workshop for staff regarding dealing with difficult people may be offered and the library will have posted a behavior policy throughout. Also discussed staff calling police as needed.

Library Trustee Alyssa Perry has submitted her resignation to be effective after this meeting. Applications for a replacement will be accepted through April 25<sup>th</sup>.

Sue Garten called meeting at 7:59.