

Bellingham Library Board of Trustees

Meeting Minutes

Thursday May 11, 2017

Submitted by Nicole Buckley

Present: Staff- Bernadette Rivard

Board- Laura Howard, Amy Bartelloni, Rebekah Tracy, Nicole Buckley

Location: Bellingham Public Library

Next meeting: June 15, 2017 at 7:00 PM

The meeting was called to order at 7:03 by Bernadette Rivard, Library Director

Board Reorganization: Library Director

Approval of Library Invoices FY2017

	4/27/17	5/11/17
Building Maint & Supplies		113.25
Books & Periodicals	3458.80	1821.69
Dues & Memberships		137.00
Electricity & Gas		708.30
Equipment Maint Costs	106.19	
LSTA Mind in the Making	499.55	130.00
Gift Fund	125.26	
In State Travel	48.72	82.36
MA/ME Grant	293.65	72.22
Building Maintenance Costs	424.00	407.00
Postage	101.48	
Professional Development		
State Aid - Professional	552.92	459.00
State Aid - Equipment		
Office & Janitorial Supplies	348.82	326.40
Technical Maint Services		
Users Fees	1133.12	115.97
Library Renovations Carpet		13,698.00
<i>Total</i>	6539.59	18,071.19

Motion made to nominate Rebekah Tracy for Secretary by Amy Bartelloni seconded by Laura Howard. All in favor. Unanimous.

Motion made by Amy Bartelloni to nominate Nicole Buckley for Vice Chair, seconded by Laura Howard. All in favor. Unanimous.

Motion made by Laura Howard to nominate Amy Bartelloni for Chair, seconded by Rebekah Tracy. All in favor. Unanimous.

Motion made by Amy Bartelloni to approve the minutes from April 13, seconded by Laura Howard. All in favor. Unanimous.

Bernadette Rivard will notify the appropriate parties of the board reconfiguration.

The library has received a thank you note from the Blackhawk backpack drive thanking the library for being a drop off location for donations.

Community Room & Kitchen Repair update: There has been no word from J. Brian Day regarding the plumbing bill discussed at April 13, 2017 meeting, so we can assume that it was taken care of. Picture hanging materials has not yet been paid and a third email was sent to alert J. Brian Day.

It is necessary to discuss library safety protocols for staff-Staff will be directed to call the police if they deem necessary. The library behavior policies will be posted once a draft is approved at the next meeting.

Three quotes will be sent out for the siding for other side of the building. We have one verbal quote from J. Brian Day. RFQ will include that the company needs to go to Home Depot to match the color of the recently completed siding. Quotes are due back before June 30th.

Amy Bartelloni made a motion to approve up to 2,000.00 for siding the children's room side according to the terms of the RFQ. Seconded by Laura Howard. All in favor. Unanimous.

The library is still waiting to hear from the contacted engineer to evaluate the HVAC for the Teen Room. The AC/Heat issue has been ongoing.

The response to the carpet in the Children's Room has been positive and patrons are cleaning up toys/materials as everything has a place. Bernadette Rivard is working on a cost breakdown for the June meeting.

The library is consulting with Alan at Capital Carpet regarding different scenarios to re-carpet the rest of the building. One possible solution that other libraries have done is to use carpet squares around the stacks. We will gather all scenarios by mid-July and decide if this will be a town meeting article for October 2017 or 2018.

We discussed the Quiet Room, which was made into a group study room when we were doing Teen Room renovation. Is this an effective use of the space? Bernadette will check with staff regarding reserving rooms and best use of the space. We can then draft a policy that will be in place before the start of the new school year.

Outside book drop space has been an issue with people using it as a parking space. It is clearly marked, however a possible solution is to hash out the space making it not look like a parking spot.

Indy the Therapy Dog Update-\$2,200.00 so far-\$1200.00 raised from donations. Bernadette will send direct mail to families that were involved in reading to Indy. We discussed the possibility of a combined fundraiser with the potential dog park being opened in Bellingham. Also discussed small fundraiser item to raise money (dog bones in a bag) and asking if we can put a donation jar in Paws and Claws. The small clay version of Indy is complete.

The Children's Room Catalog has been updated making it easier to look up materials from the Children's Room.

Bellingham Trustee Meeting- Bernadette proposed that the June meeting be moved to June 15th instead of 8th. Professional staff contracts expire on June 30th and will be completed and be signed with the professional staff after the budget is approved at the town meeting on June 13th.

Motion made by Laura Howard to move the June 8th meeting to June 15th , which will be after the town meeting so we can sign contracts with the professional staff. Amy Bartelloni seconded. All in favor. Unanimous.

A new July 3rd policy was proposed by Bernadette closing at 5 on July 3rd as very few patrons are at the library on that date.

Motion made by Amy Bartelloni; If the 3rd of July falls on a night that the library is open until 8, we will close at 5. Laura Howard seconded. All in favor. Unanimous.

Memorial Day Parade-no one is walking from the library this year in the parade. We discussed the possibility of purchasing Library Trustee gear for these events. Nicole Buckley will get a brochure/research on websites of local businesses for ideas.

The bills will need to be signed the week of June 8th even though the meeting is moved to June 15th.

Reviewed the 2 applications for the 1 year Trustee position, we have some questions regarding the process for the Board of Selectmen/Library Trustee meeting to make the appointment. Amy Bartelloni will contact Mike Soter.

Amy Bartelloni ended meeting at 8:35PM.