

Bellingham Library Board of Trustees

Meeting Minutes | Thursday, June 15, 2017

Submitted by: Rebekah Tracy
Present: Library Staff: Bernadette Rivard
Library Board: Laura Howard, Amy Bartelloni, Nicole Buckley, Rebekah Tracy
Location: Bellingham Public Library
Next meeting: July 13, 2017 at 7:00pm

Meeting was called to order at 7:02pm by Amy Bartelloni

Amy Bartelloni made a motion to approve the minutes from the May 11th Trustee meeting and the May 15th joint meeting with the Bellingham Selectmen. Seconded by Laura Howard. All in favor. Unanimous vote.

Bernadette received another email reminder from Brodart stating that the invoices from February and March for the picture hanging still have not been paid. Bernadette forwarded reminder to John Day. If the bill still remains unpaid, Bernadette will send to town counsel.

Bernadette updated the Board on the expos and conferences she attended.

- Mass Library Association Conference
- Book Expo in NYC
- MLS Commonwealth Collection EBook Committee

Discussed ways to promote library via stories about how the library has positively affected the town. Would like to ask people to write down stories and possibly film them.

Bernadette and Steve were on MyFM101.3, Milford radio station, talking about summer reading programs. The session was recorded and can be used for library promotion.

Building siding update:

- Deadline for siding quote was June 9th. No quote has been received.
- There are three local companies to which Bernadette will send the quote request.
- Laura noted that Cooks Roofing was good when library had a leak previously.
- Board may ask for references.

Teen Room temperature issues:

- Richard Smith, the architect who designed the Teen Room, said we might be able to just change airflow of the HVAC system without getting a new system.
- The consulting fee to RS Wilkinson Engineers review blueprints is \$1500. The cost of purchasing a new HVAC system is \$10,000.
- Even if we decide to just change the airflow for now, we still need to talk to the Finance Committee about new HVAC system. A new system for the library is in the 5 year plan.
- Board wondering who is responsible for the way the air flow was designed when the Teen Room was built. Bernadette will find out. Bernadette will also ask Roger Oakley if there is someone in the town who can look at this for cheaper.

Laura Howard made a motion to approve amount up to \$1500 to hire an engineer to review and assess the revamping of the HVAC system in the Teen Room. Seconded by Nicole Buckley. All in favor. Unanimous vote.

Currently do not have final budget for the Children's room. Goal is to have this by July.

Re-carpeting library:

- Alan from Capital Carpeting visited the library to give quote on re-carpeting the library. He said it will be tens of thousands more if we move the book stacks as well.
- Bernadette will talk to Charlotte, Norwood library director, to see what their process was when Norwood re-carpeted.
- Laura mentioned walling off the back area and just moving those stacks. Due to Town Meeting deadline, this will go into the budget next fall.

This fall, we will need to do Café as we have already committed money from the town to this.

Reviewed 5 year plan:

1-2 Years:

- Parking lot (complete)
- Sewer (not yet – reminder: septic is 30 years old. If it goes, whole building closes)
- Book drop (complete)
- Café (not yet complete)
- Shed
- Sign marquee
- Window sill.
- Painting exterior (not finished yet, back needs to be done).
- Renovate Teen Room (complete minus the air flow)
- Meeting rooms (in progress)
- Energy efficiency

3-5 Years:

- Carpet (we are on track for this)
- Patio (exploring options)
- Update furniture
- Generator (likely not going to happen)

Note: HVAC is not in plan yet. Will add to the 2021 5 year plan.

Discussed policy updates:

- Staff liked idea of returning the quiet room to a small meeting room with a table for up to 6 or 8 people. Plan to: remove carrels, move in the square table, have room use sign in, have no prior to arrival reservations for room use. This will give the library 3 rooms people can use without reservations.
- Food in rooms: Because people will eat in the Café area, we will need food policy. Bernadette will draft a policy.

Furniture needs:

- Furniture – Cost \$150 to recover the chairs. Will try to get 10 done.
- Need more fill for the bean bag chairs in the Teen Room.

Trustee bylaws:

- Reviewed the trustee appointing process
- Trustees hire all professional staff.
- Board will read through by next meeting. Whatever changes we propose should be filmed by town counsel. Consider adding an agreement with the Friends.
- Consider adding that trustees should attend a certain number of board meetings, such as 9 out of 12.
- Bernadette and Amy will look at other library trustee bylaws.
- Consider using google hangouts or virtual meeting for when people cannot attend.

Idea proposed to consider making the quiet room a video conference room. If open to community, will have to have sign ups.

Bernadette has sent the second payment to the *Remembering Indy* artist.

Woman who did plastic bag crochet event did take some of the STEM grant money, but we still have \$5,700 remaining.

Friends looking for new treasurer.

Staff:

- Trustees signed the staff contracts (changes are the addition of family sick days).
- Bernadette will have director job description for her staff to review her. She will review the description to make sure it has everything needed and will show to Trustees.
- Bernadette will have her review for staff to fill out. Board discussed best way to do this. Nicole suggested google doc/survey monkey, which would keep answers anonymous.
- Bernadette reminded Trustees to ask staff to be specific with comments, especially if scoring her lower than a 3

Budget updates for end of fiscal year:

- Payroll will all be spent.
- Some items have been ordered but not received (\$6,000 worth of materials). Not sure if they will arrive by end of fiscal year. If not the library is not billed for these items by the end of June, we will need to encumber funds.
- Currently gas and electric funds are encumbered. Bill to be signed on 6/29 and 7/6.
- We will be able to give some money back to the town: between \$2000 and \$3000.
- Revolving fund has money, but is low.
- Bernadette noted that we can send money to the Indy fund from the gift fund if needed (if Friends does fundraising).

Meeting was called to a close by Amy Bartelloni at 8:23pm.