

# Bellingham Library Board of Trustees

Meeting Minutes | Thursday, July 13, 2017

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Submitted by: Rebekah Tracy  
Present: Library Staff: Bernadette Rivard  
Library Board: Amy Bartelloni, Nicole Buckley, Laura Howard, Rebekah Tracy  
Location: Bellingham Public Library  
Next meeting: August 3, 2017 at 7:00pm

**Meeting was called to order at 7:10pm by Amy Bartelloni**

**Amy Bartelloni made a motion to approve minutes from Jun 15th Trustee meeting. Laura seconded. All in favor.**

A Bellingham High School student wants us to put out a box to collect dental/personal hygiene things to give to people in need. Community service for national honors society. Bernadette will find out from the student who her advisor is to confirm details. Trustees would like an application process for collection boxes and a limit to the number of collections per year or going at a time.

## **Approval of Library Invoices FY2018**

	<b>7/13/17</b>
Books & Periodicals	8579.84
Dues & Memberships	20,734.00
Electricity & Gas	124.22
MA/ME Grant	365.00
State Aid - Professional	219.13
Office & Janitorial Supplies	60.60
Technical Maint Services	500.00
<b>Total</b>	<b>30,582.79</b>

Bills that Amy signed all for books and periodicals amounted to \$744.55. Amy signed the bills as Chair so they could go on last year's budget.

## **Siding**

The siding seems to have been installed too tightly. Regardless, it is buckling. It needs to be repaired.

## **HVAC**

Adjustments to the HVAC system were made. Some settings changed. Possible engineering magic. Room is cooler. The real test will come when Amanda runs a program on a hot day where she has to close the door. But Bernadette's office is much cooler. The library was not charged for this. We will follow up again after we have had some very hot days to see how the youth room fared.

## **Director Appointment**

Bernadette is the newly elected co-chair of MLA Public Relations Committee. Her additional responsibilities are to write a quarterly newsletter.

## **Children's Room**

The total expense for redoing the Children's Room comes to \$30,514.72. Town paid for half, the other part was paid for by grants and donations.

## **Carpeting**

The man from Capital Carpeting looked at the library floor plan. He said a good quote is \$55 per square yard. We will hold this until next year and then will get a quote then when we are ready to do the work. But this will allow us to give a range for the budget.

## **Quiet Room Policy Update**

- Turning into a conference room, to be called "Meeting Room"
- Can be reserved for up to 90 minutes
- Room will hold up to 8 people
- Must be signed out by an adult participant
- Previously, no food or drink was allowed in this room. With the change of this policy, will make it a room that allows food and drink with the requirement that room users clean up after themselves. The library reserves the right to change this policy at any time.

This is the first reading of the new Quiet Room policy. Amy Bartelloni approved this new room policy pending change of name to "Meeting Room." Laura seconded. All in favor.

## **Children's Room Policy Update**

- Will host the after school program (noted that will be hiring person to replace Jane)
- (The after school program typically has no more than 15 kids. Will mount the TV on the wall and take out the giant white board.)
- (Finding more and more people using the children's program room )
- The new policy will allow this room to be booked like the Community Room when not already in use. The policy for this room is the Community Room Policy with edits to reflect the differences needed for the children's program and the correct number of people. The rules are the same.
- If the room reservation is for a for-profit group, we will charge.

This is the first reading of the new Children's Room policy. Amy Bartelloni approved this new room policy pending change of name to "Meeting Room." Laura seconded. All in favor.

## **Bylaws**

- Want to add a "promote participation" – Trustees will be required to attend a certain number of meetings
- Want to add section that will allow remote joining so that if Trustee cannot be physically present, can still participate and count as attending
- Will consider making and maintaining a contract for relationship with the Friends

Bernadette will check to see what we need to do to change bylaws. Postponing to future date.

## **Reminders of things that still need to be considered**

- Make sure we have enough parking spots designated handicap so that we can cross out one to make room for the book drop
- What do we do if someone parks there? Want to have a paper that says not to park there. Want to make it look like a ticket. Hopefully the passive-aggressive approach will work.

### **Remembering Indy**

- 50/50 raffle
- Wine and beer fundraiser at Pour Richards
- We should have enough to get to \$2,000
- If we don't have enough, we will consider hosting a paint night

### **Stem grant**

- Will have a solar energy car making night – the grant covers the kits
- We still expect to have \$2,000 left over. Can we do something for the café that we can have on display to garner attention. Something sustainable?
- In process of getting all the costumes needed for the giant Candyland. Grant money will cover this.

### **Technology**

- Ordered one more Useful client for the public catalog station to replace a machine running Windows XP that is very slow.

### **Friends of the Library**

- Still need a treasurer
- Bernadette will contact Chris Meisner

### **Interviewing to replace Jane**

- Bernadette said there are two good candidates on paper.
- Bernadette has contacted them for interviews.

### **Vacation Carryover**

- Bernadette and Steve would like to carry over their vacation
- Amy Bartelloni made a motion was made to carryover specifics into next year for vacation. Seconded by Laura. All in favor.

### **Reviewed Budget**

- Last year's budget: We will be returning money to town in the amount between \$2,000 and \$3,000 (we will have a final number after final electric bill come through)
- This year's budget: Not much of the year has occurred yet, not much to report
- We currently have \$28,000 in state aid – funds from 7/12/17

### **Yearend stats overview**

- Visitor number skyrocketed with new visitor counter. Not sure why.
- Community room numbers are down because room was out of order.
- Reference questions have gone down. We have begun collecting new statistic on technology assistance.
- Internet use is down
- Adult programs and children's programs are up, attendance is up
- Teen programs up, attendance is up
- Universal Class use has declined
- Mango Language user is up 64% mostly due to a couple heavy users

**Evaluation of Library Director**

- Amy went through and added things into evaluation from the job description
- Trustees was the evaluation to tie to job description goals
- Bernadette will look at job description to see if still accurate
- Want to add number grading scale 1-5 to evaluation questions
- Consider removing the things from the evaluation that are not in the job descriptions, or group these things as subcategories under things that are in the job description
- Amy will work with Bernadette to prepare this
- Consider: should we have in stated in the bylaws how regularly the Library Director is evaluated?

**Meeting was called to a close by Amy Bartelloni at 8:14pm.**