

# Bellingham Library Board of Trustees

Meeting Minutes | Thursday, August 3, 2017

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

**Meeting was called to order at 7:03pm by Amy Bartelloni**

**Amy Bartelloni made a motion to approve minutes from July 13th Trustee meeting. Nicole seconded. All in favor.**

## Approval of Library Invoices

	7/27/17	8/3/17
Building Maint & Supplies		226.75
Books & Periodicals	1243.01	886.76
Dues & Memberships		137.00
Electricity & Gas		
Equipment Maint Costs	106.19	
LSTA Mind in the Making	189.90	
Gift Fund		
In State Travel		17.08
MA/ME Grant	424.52	690.00
Building Maint Costs		
Postage	49.00	
Professional Development		
State Aid – Professional	301.71	
State Aid – Equipment		
Office & Janitorial Supplies	654.10	158.87
Technical Maint Services	4408.52	
Users Fees	1056.59	
<b>TOTAL</b>	<b>8433.54</b>	<b>2116.46</b>

## Collection Bin

There was another National Honor's Society bin request to collect school supplies for teachers in Stallbrook. We will tell them they can start collecting but will put a time limit on time they can have the bin.

## Website Update

Discussed Westboro library's website. It is done through virtual town hall (same as Bellingham's town website), but they have the new version. It would cost \$7,000 to upgrade to the new version. Maybe we could kick in \$2,300 of the \$7000 it would cost to get the town and library website done. We would be able to pay for this over 3 years. Westboro says their website is super easy to update now.

To consider: Would we have to redo the app? (This would give us \$700 of remaining money voted for the website update to redo the app, if needed.) Bernadette will look into this.

Note for app: on AppTime, users have to enter the library username and password every time, even if they have clicked “stay logged in.”

### **SimplyE**

We might be a pilot library to test the NY public library program for ebooks. SimplyE aggregates all ebook holdings into one place. It doesn't work with audiobooks right now, just ebooks. They are looking for pilot libraries, if we do this, we would be piloting the tech with our own ebooks.

### **Two New Policies**

Lisa motioned to approve the second reading and adopt the Meeting Room (previously the Quiet Room) policy.

Laura seconded. All in favor .

Lisa motioned to approve the second reading and adopt the Meeting Room (previous the Children's Room) policy.

Amy seconded. All in favor.

### **Remembering Indy**

Wine and Beer fundraisers scheduled for September 24<sup>th</sup> at Pour Richards.

### **MA/ME Grant**

We have good turn out and participation for the DPW Cleaning up the Local Water Program.

### **Mind in the Making Grant**

We have \$10,000 left to spend. Requirement to do pre and post survey about room. Sent library survey to those in the library distribution lists for parents of preschool kids.'

### **Tech Update**

The new equipment came in. We now have a new client for the public catalog station. It should be here next week. We will have Overdrive Manager for 3 months and will see if this increases our Overdrive downloads.

### **Friends of the Library**

The Friends met last week and are still looking for treasurer.

### **Staffing**

Still in the process of hiring Jane's replacement. Bernadette offered two candidates the position. When the first did not respond to her, she offered the second candidate the position. She does not want to post publically again in order to avoid causing an issue with the people who were not chosen. She will post on the library forum and at Dean College.

### **Children's Program Room**

- Walls ready to painted
- Bought new Wii
- Bought another black display unit
- Place for 4<sup>th</sup> to 7<sup>th</sup> graders.

Currently staff is clearing out stuff and in the process of getting rid of computers and the 3D printer (which, sadly, is dead. RIP) All furniture that we don't need is in the old Quiet Room right now. It will be moved out by start of school.

### **Library Director Job Description and Review**

- Bernadette and Amy met to discuss the criteria for the director review
- Decided that first had to update the director job description
- The draft has been sent to Beth Smith in HR for her review
- Once the description is adopted, we will choose what elements will go into the directorial review
- Once the eval is created, Nicole will turn it into a google form
- Once we have responses, two trustees will get together to collate the info and put it into a narrative. This would be a special committee.
- Once collated, the special committee will bring it back to the whole committee
- Then trustees will discuss with the director (public meeting)
- [If want the trustees to all review/collate the info, might have to go into an executive session] – Bernadette will look up rules for this
- Amy motioned to approve first reading of library director description update pending approval from HR. Laura seconded. All in favor

### **Department ERAS Reports**

- Bernadette and Cecily reviewed
- This first step in state aid

### **Budget**

- Reviewed expenditure summary from 2017 - gave back \$2,484.84 to the town
- Reviewed expenditure summary for 2018

**Meeting was called to a close by Amy Bartelloni at 7:56pm.**