

Bellingham Library Board of Trustees

Meeting Minutes | Thursday, September 7, 2017

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: October 12, 2017 at 7:00pm

Meeting was called to order at 7:04pm by Amy Bartelloni

Amy Bartelloni made a motion to approve minutes from August 3rd Trustee meeting. Lisa seconded. All in favor.

Approval of Library Invoices

	7/27/17	8/31/17	9/7/17
Building Maint & Supplies			
Books & Periodicals	2835.60	1574.73	2016.37
Dues & Memberships			
Electricity & Gas	164.09		
Equipment Maint Costs		106.19	
LSTA Mind in the Making			
Gift Fund			
In State Travel			
MA/ME Grant	71.36	109.33	496.60
Building Maint Costs			31.40
Postage			
Professional Development			
State Aid – Professional	527.67		22.62
State Aid – Equipment			
Office Supplies	1417.76	54.98	203.55
Janitorial Supplies		92.97	543.19
Technical Maint Services	1504.07		
Users Fees	1154.44	288.26	
TOTAL	7674.99	2226.46	3313.73

Siding Repair

Tim Aicardi, our building inspector, met with John Day. The person we were working with, Mark Paradise, is no longer with Day's company. They asked Tim to confirm with Bernadette about the project to know what was done and what was not done. (They did not have records of this.)

We will not be paying the \$3000 outstanding plumbing bill. We still need to get the siding done on the other side, but no one has quoted the job. Bernadette will send out quote requests again, including one to BVT.

Library Equipment and Furnishings

Bernadette will start working on the Café soon.

The shelving can be put on wheels so it can be moved. That will be the divider for the café. Renovations will not start until after the Veteran's Day event.

Remembering Indy

Don't have the final clay mold yet. Bernadette asked the trustees to spread the word about the fundraiser. Goal is to sell 100 tickets.

MA/ME IMLS STEM Grant

Program attendance:

TryItTuesday – 6 people

Solar Cars – 19 people

Community Science Fair – 30 people

Science Tellers Interactive Class – 83 people

We still have over \$3700 remaining available to spend on this grant after the science fair. We will have this money until March 2018.

Suggestion to have an electric mower and other power equipment program.

LSTA Mind in the Making Grant

Steve has been instructed to spend the last \$600 plus of the Mind in the Making grant before the end of the month when the grant expires. He will purchase additional toys for the children's room.

Computers/Technology

No update yet.

Friends of the Library

Still looking for a treasurer. October 16th is National Friends of Libraries Week. The Friends will host an open house to learn about the Friends. There will be a door prize for anyone who joins the Friends.

Staff

Diane Nelson is doing great as our new Library Assistant.

Lawrence Mini is a temp to get us through until Jane comes back from vacation. He is not affordable for a long term temp.

If Carol comes back, there will be a place for her.

Will post the temp/sub position for 10 hours per week. Bernadette will continue to do the accounting with Amanda training as back up.

The October schedule is set, so we don't need an official hire in place until the start of November.

Bernadette will post the position at Dean College.

After the shooting at the library in New Mexico, we want to have a policy/plan.

Bernadette plans to reach out to the police for advice about equipment we should have on hand. She will also follow up to see if we will have cameras to be monitored by the police.

Library Director Job Description and Review

The only part still up in the air is the physical requirements. Beth Smith in HR will rewrite this. We can approve pending Beth's additions.

Amy Bartelloni made a motion to approve the library director position summary pending changes from HR regarding the physical requirements. Lisa seconded. All in favor.

Laura made motion to nominate Amy and Nicole to review the evaluation of Bernadette as library director. Rebekah seconded. All in favor.

Budget

We have \$27,000 in state aid.

Lawrence will cost us about \$1500.

We have \$1500 in the café fund. After this, café money will come out of the state aid funds.

Next Bellingham town meeting is October 11th!!

Meeting was called to a close by Amy Bartelloni at 7:58pm.