

Bellingham Library Board of Trustees

Meeting Minutes | Thursday, October 12, 2017

Submitted by: Rebekah Tracy
Present: Library Staff: Bernadette Rivard
Library Board: Nicole Buckley, Laura Howard, Rebekah Tracy
Location: Bellingham Public Library
Next meeting: November 9, 2017 at 7:00pm

Meeting was called to order at 7:04pm by Nicole Buckley

Fundraiser Request

Sarah Doyle attended the meeting to request using the Community Room for a fundraiser for class of 2021. Bellingham library doesn't allow people to charge without the Board's approval. School wants to do a community based fundraiser for the class of 2021. They are planning to hold a babysitting Saturday on December 9th and are looking for a place to accommodate smaller kids. Parents would pay to drop off the kids for a selected number of hours, and the children would be watched by the freshman students under the supervision of adults. Trustees required that there be a minimum of two adults with another adult for every extra ten kids.

Nicole Buckley made a motion to permit the class of 2021 to use the Community Room for a fundraising event in connection with one of our donation drives. Laura seconded. All in favor.

Laura Howard made a motion to approve minutes from September 7th Trustee meeting. Nicole seconded. All in favor.

Approval of Library Invoices

	9/21/17	10/5/17	10/12/17
Building Maint & Supplies	642.50		74.88
Books & Periodicals	3514.62	2701.11	1939.84
Dues & Memberships			
Electricity & Gas	175.18		280.95
Equipment Maint Costs	159.35		
LSTA Mind in the Making	713.41		
Gift Fund			
In State Travel			
MA/ME Grant	549.75	249.96	119.90
Building Maint Costs			742.00
Postage	24.09		49.00
Professional Development	305.00		
State Aid – Professional	266.97	1359.12	218.43
State Aid – Equipment			
Office Supplies	471.81	68.73	72.28
Janitorial Supplies	27.90		
Technical Maint Services		490.80	
Users Fees	652.13	233.49	
TOTAL	7502.71	5103.21	3497.28

Siding

J Brian Day completed the repair. Bernadette put in a work request to BVT for the other side of the building. Waiting to hear back.

Director Continuing Education, Workshops & Meetings:

- C/WMARS Users Council meeting's main topic of discussion was the vote on patron privacy. We do not have any data of who or what in our system. Also changed the default loan period for ebooks so that the loan time is selectable. Bernadette will keep her eye on the ebook Overdrive machine to watch prices. It might be a good investment to purchase one.
- Bernadette and Amanda attended a school admin department head meeting. They talked about better collaboration with summer reading books. Each school will invite us to a teachers meeting.
- Bernadette attended a meeting of the MLS Ebook Steering Committee. MLS has bid for ebook vendors. Cecily and Renee will attend webinars so that we can make recommendations.
- Bernadette attended a newly forming group: Central Mass Library Advocates. This group is advocating for library services and has offered to take over the coordination of the Legislative Breakfasts.
- Bernadette and Amy presented for the library at the town's All Board's meeting: what we did last year, what we did this year, and what we plan to do. Bernadette was recognized for the good budget keeping and creating a narrative for monies needed.

Library Equipment and Furnishings

- Bernadette spoke to Gary about options for electricity to the new café area, and he is working on adding electricity to the back wall area. He will quote us on what this will cost.
- Still waiting to hear about adding wheels to the shelving
- The quote for the flooring for café is \$4,000. Will continue to bring in quotes.

Trustee Bylaw Review

Postponed until after Director Review is completed. Trustees discussed adding a requirement that Trustees should attend at least 9/12 of the meetings. We have to create a draft (Bernadette will do this), have two readings, then vote to approve.

Remembering Indy

The clay model is finished and had Leah's approval. The Friends will be sending the next payments due and then we'll wait for the final product. We have just enough money right now to cover it. The money from the fundraiser will likely go to the grand opening event. Will wait until next year and will hold a Saturday grand opening.

MA/ME IMLS STEM Grant

Program attendance:

Electric Car Show – 70 people

Electric Car Presentation – 50 people

Tiny Houses Presentation – 42 people

Recycling Paper Flowers – 10 people

We have over \$2400 remaining available to spend on this grant. We have until the spring for this.

LSTA Mind in the Making Grant

We have spent the entire Mind in the Making money. The final grant report is due on 10/15/17 and it will be sent out this week.

Friends of the Library

Still looking for treasurer. Will have open house on October 16th for info on the Friends.

Staff

- Diane Nelson is doing great as the new Library Assistant and running the After School Program
- Heidi Santucci started today as the temp replacement for Carol.
- Officer Gosselin is continuing to work with us on training and preparation for how to respond. Once the plan is in place, Bernadette will go over one thing in the plan per month.

Library Director Job Description and Review

Nicole built the google director review. Broken up by categories. Will remove the payroll question and the selecting and ordering supplies question. Have staff set aside 15mins to do the review.

Laura Howard made a motion to accept the review with the two changes and for the Chair of the Library Trustees to submit the review to the library staff and to the Friend's Board. Nicole seconded. All in favor.

Budget

On time. Finances going well.

Will look at the FY19 budget at the next meeting.

Meeting was called to a close by Nicole Buckley at 8:42pm.