

Bellingham Library Board of Trustees

Meeting Minutes | Thursday, November 9, 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: December 14, 2017 at 7:00pm

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

Amy Bartelloni made a motion to approve minutes from October 12th Trustee meeting. Lisa Cavossa seconded. All in favor.

Approval of Library Invoices

	10/26/17	11/9/17
Building Maint & Supplies		
Books & Periodicals	2339.16	6575.36
Dues & Memberships	820.00	
Electricity & Gas		166.09
Equipment Maint Costs	106.19	76.13
LSTA Mind in the Making	713.41	
Gift Fund		
In State Travel	244.80	35.84
MA/ME Grant	33.50	
Building Maint Costs	216.35	704.00
Postage		
Professional Development		
State Aid – Professional	576.53	
State Aid – Equipment		
Office Supplies	436.21	180.70
Janitorial Supplies	133.47	
Technical Maint Services	520.00	65.00
Users Fees		349.19
TOTAL	5426.21	8152.31

Evaluation of Bernadette Rivard

Trustees read the evaluation draft put together by Amy based on the director's job description and the evaluation done by the library staff. Provided Bernadette with a copy of the eval as well as the comments.

Director Continuing Education, Workshops & Meetings:

Quick look at Bernadette's list. See Director's Report for details.

Library Equipment and Furnishings

- The town electrician will add an electric conduit in order to get outlets to the café
- Looked at an option for the new magazine case

- Jim will look at sanding and painting the wall that had the water. This will save money.
- Vending machine for K-cups. Looked at Shrewsbury Library set up. This machine would have a refrigerated section. Would have to sell \$900 worth of vending items per month in order to make it worthwhile. No upfront cost. No contract.
 - Bernadette will look up other options for k-cup dispensers.
 - Will need to allow food back into the Teen Room once the café goes in
- Bernadette prepared a funding request for UniBank asking for \$2500 for furnishings for café tables and chairs.

Trustee Bylaw Review

To amend the bylaw, it is recommended we send a draft to the town council.

- Want to add responsibility to Trustees to review the library director every three years or as determined by the board. Laura will draft this.
- Attendance and bill signing.

Amy Bartelloni made motion to establish a bylaw review committee made up of Amy Bartelloni and Laura Howard. Lisa Cavossa seconded. All in favor.

Remembering Indy

The Indy statue is being cast. We own the artist \$1000 plus shipping. There will be enough for a party to celebrate!

Policy Update

In January, going to online room reservations. There will be an email that comes to the library with the request and then staff will have to approve. Will change policy so rooms can't be reserved more than 60 days in advance.

Financial Fitness for All Ages Grant

We got the \$7500 from the MBLC. Cecily is working on a list of books and materials to purchase.

Staff

All good notes! See the Director's Report for details.

Issue with Loitering and Behavior Issues

Want police aid to help manage the kids. Bernadette has contacted them. Waiting to hear back from the police.

Budget

35% spent of current year and a third of the way through the year. Doing well. FY19 budget is due at town hall on December 22nd. We have to approve next meeting. Reviewed first draft.

Long Range Plan

Looked at long range plan and current status of items.

Lisa Cavossa made motion to approve the action plan for FY19. Laura Howard seconded. All in favor.

Meeting was called to a close by Amy Bartelloni at 8:46pm.