

Bellingham Library Board of Trustees

Meeting Minutes

Submitted by Alyssa Perry

Thursday, October 8th, 2015

Present: Bernadette Rivard, Sue Garten, Amy Bartelloni, Russell Lafond, and Alyssa Perry

Absent: Laura Howard

Location: History Room, Bellingham Public Library

Next meeting: Thursday, November 12th, 2015

Called to order 7:06 pm

Motions:

Motion by Garten to approve the minutes from September 10th. Seconded by Lafond. Unanimous vote.

Approval of Library Invoices FY2015

	9/24/15	10/8/15
Building Maint & Supplies	15.00	99.11
Books & Periodicals	5231.96	1,883.76
Dues & Memberships	70.00	
Electricity & Gas	88.56	
Equipment Maint Costs	183.37	
Gift Fund		
In State Travel	27.44	30.12
LSTA		7.92
Building Maintenance Costs	160.00	
Postage		1.88
Parking Lot Maintenance	600.00	
Professional Development	100.00	
State Aid - Professional	391.70	2566.00
State Aid - Equipment		
Office & Janitorial Supplies	781.53	193.87
Technical Maint Services		
Users Fees	264.58	609.86
Total	7,914.14	5,392.52

NEW BUSINESS

- YA Renovation Implementation update. We had received no bids on the project by the bid due date. Bernadette is working on a list of furnishings that will be paid for with the state aid, friends fundraising and donations. Will be updated on any information provided between now and the next meeting.
- Mobile Lending Device Application, Agreement & Policy – 2nd Reading. Bernadette has finished setting up the 5 Chromebooks we purchased at the end of last fiscal year. Amanda will be using the Chromebooks in the after school café. Bernadette will soon finish configuring the 5 Samsung Galaxy Tablets. The equipment will be available for in-library use checkout.
- Local History Collection Policy – 2nd Reading. Cecily is beginning to work on organizing the local history room. The first step is to have a policy outlining the types of materials that comprise the local history collection.
- AppTime Mobile App. Brian Wotton of App Time is willing to work on getting the sponsors for us each year so all we would have to pay is the \$700-\$800 in development costs. Will be ready to go if Bernadette can approve the sponsors.
- Freegal – streaming and downloadable music. Gotten recommendations from two directors whose libraries use the service, saying it is their most highly used online resource.
- Proposed adding a new part-time position to the library for social/media specialist who can advertise events for the library and help with technology issues when Cecily is not available. Also someone who can help Steve every now and then. Going to look into the budget for these two part-time positions.

DIRECTOR'S REPORT

- Parking Lot Expansion Update. Looked at a rough drawing of what the new parking lot will look like when finished. Plan to add a crosswalk from the stairs to the library entrance to help drivers know to slow down. Need to determine when would be the best time to close off the lot. Plan to close off the library lot to traffic late Friday night or very early Saturday morning. Details of closing will be posted on the Facebook page. The light to the new parking lot has been installed and works great.
- The carpet in the entry and the main office has been replaced and are both nice. Looking into getting a runner for the front entry to protect the new carpet during the winter time.
- Customer Service Grant/Manual Update. Bernadette is working on completing the report and draft to the Customer Service Manual that is due on 10/15 at the MBLC. In reviewing some of the policies in this document, it is apparent that some need updating to reflect reality. For example, our photography policy does not reflect the reality that people carry cameras with them all the time and there is little we can do to prevent people from taking pictures, but the policy needs to state our authority to request photos taken in the library be removed from social media sites at our request.

Motion made by Garten to approve the Mobile Device Lending Policy. Seconded by Lafond. Unanimous vote.

Motion made by Garten to approve the Local History Collection Policy. Seconded by Lafond. Unanimous vote.

Adjourn 8:23