

## Bellingham Library Board of Trustees

Meeting Minutes

Submitted by Alyssa Perry

Thursday, February 11<sup>th</sup>, 2016

Present: Bernadette Rivard, Amy Bartelloni, Laura Howard, Russell Lafond, and Alyssa Perry

Absent: Sue Garten

Location: History Room, Bellingham Public Library

Next meeting: Thursday, March 10<sup>th</sup>, 2016

Called to order 7:13 pm

### Motions:

**Motion by Howard to approve the minutes as presented from January 14<sup>th</sup>. Seconded by Lafond.**

**Unanimous vote.**

### Approval of Library Invoices FY2016

	1/28/16	2/11/16
Building Maint & Supplies		
Books & Periodicals	1,700.49	3,798.68
Dues & Memberships		
Electricity & Gas	901.58	418.55
Equipment Maint Costs	653.37	1,340.00
Gift Fund		2,945.00
In State Travel	16.40	91.50
MA/ME Grant		
Building Maintenance Costs	910.00	
Postage		
Parking Lot Maintenance	395.00	
Professional Development	80.00	
State Aid - Professional	566.64	120.02
State Aid - Equipment		
Office & Janitorial Supplies	272.10	896.05
Technical Maint Services		373.21
Users Fees	285.35	
YA Room Renovations		13,432.00
<b>Total</b>	<b>5,214.29</b>	<b>23,747.02</b>

### NEW BUSINESS

- The YA carpeting is on backorder, to be delivered in mid-March. This should not interfere with our timeline. We still need to order shelving, etc. Electrical has been inspected and the sprinkler systems need to be updated – there are four that are currently too close to the lights. The emergency exit has been moved as to not require changes to the heating.
- A furnishings and equipment budget is still being worked on. Our first draft is approximately 30K. We need to fundraise or re-evaluate our choices to move forward. We discussed getting regular TVs instead of Smart TVs and instead using the Xbox and Wii u that are going to be purchased to download apps if necessary. This should save us some money that we can use elsewhere in our project.
- The Friends of the Library are working on an online fundraising campaign. This campaign includes plans for a Musical Bingo night at Rock & Coal, a paint night at ArtWorks, and a possible Wine Tasting at Pour Richards' in Franklin.

### DIRECTOR'S REPORT

- We have paid the final bill on the parking lot expansion, as well as the sign and installation.
- Six of the library laptops have been updated with Ubuntu, a free Linux based operating system. These machines are now faster and will either be use in the new Teen Room or be able to be checked out for library use.
- The program evaluator for the MA/ME IMLS STEM Grant met with staff in January to discuss where the library currently is regarding science programming and resources in the library. With his evaluation, we are

able to reset our goals for the Cornerstones of Science grant. One of our programming ideas for the grant was to do programming on energy efficiency and recycling.

- The writing of the grant for the Mind in the Making has begun. This grant is for funds to renovate the children's play area with educational toys. We are planning on applying for \$7,500. If awarded, the funds will come in October/November of 2016, and we will coordinate the grant money with the Cornerstone grant to include science based educational toys in the preschool area.
- Next week, Bernadette will be meeting with Jim Kupfer, the town planner, about a grant being offered to libraries from EBSCO to install solar panels on library facilities. This grant application deadline is near the end of April.
- The new technology services that we are offering (Bellingham Library App and Freegal) have been downloaded and are doing well. Already within our first month of Freegal use, the service was used by 13 patrons for downloads and 11 patrons for streaming songs. The App was downloaded by 80 people.

**Motion made by Howard to grant Bernadette Rivard and Amy Bartelloni authority to make a final decision on installing flush mounted lights versus elongated plumbing within the parameters discussed in this meeting. Seconded by Lafond. Unanimous vote.**

**Motion made by Bartelloni to spend up to \$10,632 on the shelving for the YA renovation. Seconded by Lafond. Unanimous vote.**

**Motion made by Howard to purchase the AV equipment for up to the amount as estimated in the January trustee meeting budget. Seconded by Bartelloni. Unanimous vote.**

**Motion made by Howard to authorize Amy Bartelloni and Bernadette Rivard to proceed with installation of the AV equipment up to the amount shown in the estimates after comparison with other vendors discussed during the January Trustee meeting. Seconded by Lafond. Unanimous vote.**

Adjourn 8:09