

Bellingham Library Board of Trustees

Meeting Minutes | Thursday, November 8, 2018

Submitted by: Carol Bird
Present: Library Staff: Bernadette Rivard
Library Board: *Nicole Buckley, Laura Howard, Carol Bird, Amy Bartelloni*
Location: Bellingham Public Library
Next meeting: December 13, 2018 at 7:00 pm

Meeting was called to order at 7:06 pm by Laura Howard.

Amy Bartelloni made a motion to approve the minutes from the October Trustee meeting. Laura Howard seconded. All in favor.

Approval of Library Invoices

	10/11/18	10/25/18	11/08/18
Building Maint & Supplies	72.28	276.12	5.00
Books & Periodicals	2927.51	3088.75	5829.15
Dues & Memberships		1020.00	
Electricity & Gas	67.39		257.66
Equipment Maint Costs		106.19	
LSTA Financial Literacy			
Gift Fund		29.99	
In State Travel	215.36	272.50	89.08
MA/ME Grant			
Building Maint Costs	543.85		760.00
Postage		50.00	19.70
Professional Development		400.00	
State Aid – Professional			
State Aid – supplies			
Office Supplies	72.96	830.37	187.22
Janitorial Supplies		158.50	277.83
Technical Maint Services	109.30	378.00	
Users Fees	94.03	829.11	188.54
TOTAL	4102.68	7103.29	7614.18

Building: Roof Leak, Carpet

- Gutter is in.
- Heat tape going in.
- Carpet company, Atkinson Carpet & Flooring, got good reviews.
- After town meeting approval on Nov. 14th, the contract will be awarded on Nov. 19th.

Children's Room Emergency Door

- New proposal to create an emergency entry/exit from children's area into history meeting room
- Would require additional soundproofing along the shared wall and some additional analysis.

Director Continuing Education, Workshops & Meetings

-Keough Academy students were hosted for a library tour and seismograph lesson. Went well and future partnerships welcome.

-Will be getting a town owned email account for library correspondence.

Furnishings

-Would like to upgrade countertops.

300th Anniversary update

-Next book meeting Nov 15th.

-Laser light show on New Year's Eve. Steve to contact high school about using their auditorium for the event.

-Suggested donation for NYE to be \$5 per person and can put that money towards 50th anniversary book as long as purpose stated at the time of donation collection.

Book Sale

-Went well, made over \$1,000.

Staff Reviews

-Did some long range planning and going to be emphasizing retraining over the next year

-Will be meeting with staff about raises

Long range plans

-Long range plan committee meetings to be in the fall; will need two trustee members

-FY20 plan with latest updates was shared with trustees

-Amy Bartelloni made a motion to approve the updated FY20 long range plan. Nicole Buckley seconded. All in favor.

FY2019 Budget

-We are 33% through the fiscal year and have spent 36.43% of the money

Meeting was called to a close by Laura Howard at 8:08 pm.