

Submitted by: Carol Bird

Present: Library Staff: Bernadette Rivard

Library Board: Amy Bartelloni, Nicole Buckley, Carol Bird, Laura Howard

Location: Bellingham Public Library

Next meeting: December 12, 2019 at 7:00pm

Meeting was called to order at 7:08 pm by Nicole.

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

Approval of Library Invoices FY2019

	10/24/19	11/14/19	11/20/19
Building Maint & Supplies		40.48	
Books & Periodicals	1903.93	5198.61	5417.20
.Dues & Memberships			
Electricity & Gas	142.20		564.98
Equipment Maint Costs	106.19		
Gift Fund	474.42		431.87
In State Travel		82.247	
Building Maintenance Costs			
Postage			
Professional Development			
State Aid - Professional			
State Aid - Supplies			
Office Supplies	151.58	174.06	563.92
Janitorial Supplies	178.64		
Technical Maint Services			
Users Fees	422.78	94.47	417.33
Total	3379.74	5589.86	7395.30

Conference room

- Refund checks came in for broken furniture.
- Office supply cabinets came in.
- Some winning art show pieces are now on display in the room.

History room

- Town carpenter is going to repair bookcase.

Community room

- Paint keeps getting chipped where the tables meet the walls.
- PVC being added to protect walls.

State aid

- Approved; receiving \$11,000 by end of year.

Capital plan

- Building renovations are needed – Rhinoshield/siding.
- Bernadette suggested going to town meeting in May for some funding.

300th

- Bernadette showed trustees book order cards for presales, which will be ready before the December holidays.
- Book is currently in revisions.
- Will be able to pick up at the library or pay \$3 shipping.
- Profit will be close to \$10 for each one and goes to the Friends.
- Will need to spend proceeds by September due to grant. Possibly spend it on extra books and do a book discussion.

Mobile printing

- Bernadette suggested money could come from the Friends (around \$500).

Book Sale Donation Policy

- Bernadette provided a copy of a revised book sale donation policy to trustees to review.
- The main update is the need to limit the volume being donated – bulk donations not accepted.
- Amy made a motion to accept the first reading of the new book sale donation policy. Nicole seconded. All in favor.**

Library of things

- Bernadette will draft a policy about what happens if a part goes missing.

-Patron will be billed for any missing parts.

Planet Aid

-Planet Aid (our current clothing donation bin) is not necessary with the town doing clothing recycling.

-Laura made a motion to have the Planet Aid bin removed. Amy seconded. All in favor.

Room use

-U.S. Census reached out a second time (there had been a personnel change)

- Amy made a motion to accept the second reading of the room use for recruiting policy. Nicole seconded. All in favor.

Staff reviews

-Bernadette is in the process of doing the reviews.

Budget

-Discussed 2020 budget, which won't be due until Dec.

Meeting was called to a close by Nicole at 8:13 pm.