

Bellingham Library Board of Trustees

Meeting Minutes | Thursday, October 11, 2018

Submitted by: Carol Bird
Present: Library Staff: Bernadette Rivard
Library Board: *Nicole Buckley, Rebekah Tracy, Laura Howard, Carol Bird*
Location: Bellingham Public Library
Next meeting: November 8, 2018 at 7:00 pm

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

Rebekah made a motion to approve the minutes from the September Trustee meeting. Laura seconded. All in favor.

Approval of Library Invoices

	09/12/18	09/27/18	10/11/18
Building Maint & Supplies	49.91		72.28
Books & Periodicals	3195.31	3603.94	2927.51
Dues & Memberships			
Electricity & Gas	95.85	233.01	67.39
Equipment Maint Costs	106.19	106.19	
LSTA Financial Literacy			
Gift Fund			
In State Travel	17.08		215.36
MA/ME Grant			
Building Maint Costs	2273.62		543.85
Postage		50	
Professional Development	90	400	
State Aid – Professional			
State Aid – supplies			
Office Supplies	149.97	427.09	72.96
Janitorial Supplies			
Technical Maint Services	82	1857.86	109.3
Users Fees	329.55	425.2	94.03
TOTAL	6388.98	7103.29	4102.68

Building: Roof Leak, Carpet

- Roof appears fine, need to put up gutter.
- Carpet planned for April vacation. Will announce a three-week closure. May have minimal hours and services.

Capital Projects

- Mary McKinnon, new town CFO, looking to create a formal group to update each other on upcoming capital projects for all town departments.
- Chiller: potential for fall 2019 timeframe.
- There is an option to connect to long term sewer, this is more a long range item.
- Still have some areas that haven't been painted in years and they need to get evaluated.
- We have library upgrade quotes.

-Generator would be desired down the road.

Director Continuing Education, Workshops & Meetings

- Opportunities to collaborate with the Y for free: doing a story time with Steve, show them the seismograph as part of the STEM program.
- Observed Girls Who Code program in Sudbury. Potential to do that here. Typically a 10 wk program. Possibly do it in the spring.
- Bernadette and Cecily visited the "Old Vault" to see if anything of interest for the town anniversary book.
- Legislative Breakfast will be in Webster. Bernadette attended planning meeting.
- Attended a marketing workshop – focus on one event per month and create a multi-channel marketing plan around it.

Cafe area update

- Bid for the rug is out.
- Walk through for potential bidders on October 17th.
- Bids will be open Oct 25th.

Financial Fitness Grant

- The grant report is done and going out on Monday.

FY19 LSTA Grant Application & 300th Anniversary

- Book committee has been meeting. Second public meeting Nov. 15th.
- Laser light show to kick off anniversary year on Dec. 31st

Computers/tech

- Steve's computer is installed.

Interns

- Andrew Callahan completed his summer internship.
- Tyler Brindamour helping with the monthly marketing campaigns.

Friends

- Book sale is Oct 26-7. Trustees encouraged to volunteer.

Staff Reviews

- Reviews being done over next month and raises will be effective as of Nov. 15th.
- Amanda has a new computer set up in back room to do administrative work.

December Holidays

- **Laura Howard made a motion to close the library on Monday Dec 24th and Monday Dec 31st pending staff approval. Nicole seconded. All in favor.**

Long Range Plan

- Long range plan update document that we need to send to the MBLC will be ready by 12/1 for trustees' approval.
- Plan expires 2020, so need to start working on next long range plan next year.

FY19 Budget

-We are approximately 27% through the fiscal year and we have spent 28.76% of the budget.

Kits, Equipment and More

-We have lots of new items for patrons to take out like a karayoke machine, turntable, projector, go pro.

-Not yet in circulation yet because still setting up infrastructure.

Meeting was called to a close by Laura Howard at 8:09 pm.