

Bellingham Library Board of Trustees
Meeting Minutes | Thursday, October 10, 2019

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: November 14, 2019 at 7:00pm

Meeting was called to order at 7:00 pm by Amy Bartelloni.

Amy made a motion to approve the minutes from the September meeting. Nicole seconded. All in favor.

Approval of Library Invoices FY2019

	9/12/19	9/26/2019	10/10/2019
Building Maint & Supplies	140.58		79.30
Books & Periodicals	5333.91	8002.76	2523.51
.Dues & Memberships			
Electricity & Gas	139.56		165.35
Equipment Maint Costs		106.19	
Gift Fund	150.00	154.95	
In State Travel	30.27	28.83	42.57
Building Maintenance Costs	1001.55		1500.00
Postage			
Professional Development			480.00
State Aid - Professional			
State Aid - Supplies			
Office Supplies	576.91	604.15	55.17
Janitorial Supplies	251.02	213.57	579.23
Technical Maint Services	600.00		109.30
Users Fees	801.03	825.83	400.47
Total	9,024.83	9936.28	5934.90

Correspondence: Partnership with the Census Proposal

- Trustees and Bernadette okay with a partnership with the following limitations.
- Will not agree to signs on the lawn.
- Hosting a recruiting table – will agree with them booking a library meeting space (room) for times they want to request to do some job recruiting. No recruiting in the parking lot or in the middle of the library floor.
- Access to public computers okay.
- Sharing dates of Census activities on the library calendar is okay.
- No email campaigns.
- Library may share their social media they create per our discretion.
- Bernadette to draft a policy based on the limitations stated above for approval at the November trustees meeting.

Conference room

- Third bookcase was also damaged. Refused shipment for a refund, and money will go back to the gift fund.
- Will order one more black cabinet for the conference room to store the rest of our documents.

History room

- We need to get the town carpenter to repair the damaged book case since it isn't being replaced.

Cafe

- So far, no big issues.
- A monthly email is going to parents – what went well, what needs improvement.

State aid report

- Was mailed and received by MBLC.

Strategic plan

- Was accepted by the MBLC.
- Bernadette preparing a full doc on FAQs based on survey responses. Some responses will be featured on Facebook.

Capital Plan

- Bernadette submitted plan to town for \$35K for painting the interior and exterior of building.
- Siding project – will see if BVT can do it but will depend on the timeline.

Bylaw review

- Amy Bartelloni made a motion to renew the current Bylaws of the trustees. Carol Bird seconded. All in favor.

300th Anniversary

- Bernadette shared the book cover design mockup.
- Will use the design as the basis for a promotional postcard.

Computers/Tech

- Copier contract has expired – Bernadette will write an RFP.

Friends & Library Anniversary

- Anniversary event was a great success with about 75 people attending. There were 45 photo entries.
- Art/photo show concert could be an annual spring program.
- Next fall could have a beer tent/book sale.

Tree maintenance

- The trees were cut last week as planned; all looks good.

Staffing

- Reviews starting shortly.
- Bernadette wants to start doing them in the fall instead of the spring.
- Discussed roles/salary in relation to budgeting.

Meeting was called to a close by Nicole at 7:56 pm.