

Bellingham Library Board of Trustees

Meeting Minutes | Wednesday, September 12, 2018

Submitted by: Carol Bird
Present: Library Staff: Bernadette Rivard
Library Board: Amy Bartelloni, Nicole Buckley, Rebekah Tracy, Laura Howard, Carol Bird
Location: Bellingham Public Library
Next meeting: October 11, 2018 at 7:00 pm

Meeting was called to order at 7:03 pm by Laura Howard.

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

Approval of Library Invoices

	08/23/18	09/12/18
Building Maint & Supplies		49.91
Books & Periodicals	2259.83	3195.31
Dues & Memberships		
Electricity & Gas	133.78	95.85
Equipment Maint Costs		106.19
LSTA Financial Literacy	196.43	
Gift Fund	550	
In State Travel		17.08
MA/ME Grant		
Building Maint Costs		2273.62
Postage		
Professional Development		90
State Aid – Professional		
State Aid – supplies	134.72	
Office Supplies	164.73	149.97
Janitorial Supplies		
Technical Maint Services	7.3	82
Users Fees	872.5	329.55
TOTAL	4319.29	6388.98

Building: Roof Leak, Carpet

- Cooks Roof patched the roof and will check again to be sure it's really sealed.
- Laura asked about seeing work receipts.

Chiller

- Bernadette shared analysis on past repair costs on the 30 year old air conditioning units, which has been expensive.
- Honeywell recommended looking at upgrading system.
- Bernadette will report back with next steps to look into.

Education, Workshops & Meetings

- Bernadette met with Brian Wotton of AppTime. Talked about getting the app to match the look of the new website.
- Bernadette attended a webinar about Girls Who Code. Going to Sudbury Library to talk to their teen librarian who is running a program at that library.
- Looking to order more books from Ingram rather than Baker & Taylor due to pricing.
- Bernadette, Laura, and Amy attended Cap Improvement Committee and Fin Committee to present our warrant articles for the fall town meeting, carpeting and security camera projects. Both were approved unanimously by both committees.
- New monthly calendar format for Bellingham Bulletin and website
- 300th anniversary commemorative book committee met on 9/10; likely will have another meeting in Nov in the evening.

Building & Cafe Area Update

- Bernadette working on getting RFPs for carpets.
- Bernadette recommends going with Custom Alarm for security system.

Financial Fitness

- Camp Millionaire went great in August!

300th Anniversary

- The funding for the 300th Anniversary Go Local Grant should come in Oct/Nov.
- Cecily and Bernadette have been doing the planning.

Computers/Technology

- Amanda's and Cecily's computers have been installed, and Steve's will be next.

Interns

- Andrew Callahan from Dean College continues working with Amanda and writing book reviews.
- Tyler Brindamour from BVT continues to work on graphics. Bernadette intends to discuss project timeframes with Tyler.

Friends Meeting

- Next Tuesday, Sept 18th.
- Book sale Oct 26-17.
- Pour Richards event date TBA.

Staff

- Bernadette to start doing the annual reviews
- Amanda been working on statistics, FB posts, newsletter, etc. for Bernadette
- Amanda can use a computer that's been set up for her in the back area off the teen room floor.

Back to School

- Mostly going smoothly
- Had to discipline an 11 year old who has since been allowed back to the afterschool program.

State Aid

- Bernadette is working on the State Aid Financial report that's due to the MBLC on Oct 6th.
- Once it is ready Laura will need to come in and sign off on it.
- The PDF copy will be shared with Trustees when ready.

Budget

- We are 19.2% through the fiscal year and we have spent 20.8% of the budget.

Meeting was called to a close by Laura Howard at 7:45 pm.