

Bellingham Library Board of Trustees
Meeting Minutes | Thursday, September 12, 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: October 10, 2019 at 7:00pm

Meeting was called to order at 7:00 pm by Nicole Buckley.

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

Approval of Library Invoices FY2019

	8/29/19	9/12/19
Building Maint & Supplies		140.58
Books & Periodicals	3504.56	5333.91
Electricity & Gas		139.56
Equipment Maint Costs	106.19	
LSTA Go Local	3125.00	
Gift Fund	1031.43	150.00
In State Travel		30.27
Building Maintenance Costs	373.00	1001.55
State Aid - Professional	378.00	
Office Supplies	444.95	576.91
Janitorial Supplies	21.99	251.02
Technical Maint Services		600.00
Users Fees	1216.81	801.03
Total	10,201.93	9,024.83

Conference room

-Black cabinet will arrive on Monday.

-Will then move in the bookcase that's currently in the History room.

-Pictures on the walls will be the winners of the 300th photo contest.

Parking

-People are using library lot for sports games which used to take place on Sundays when the library was closed, but are now taking place on Saturdays.

-Police have been notified and will have a presence at the next game.

Afterschool Program

-Been going really well.

-High volumes of children attending; will be seeking National Honor Society volunteers.

Vending Machine

-Trustees and Bernadette discussed an area to place a healthy vending machine outside the Community room doors.

-Need to wait for the vending machine vendor to have a machine available before we can get one.

State Aid

-Due Oct 5th.

-Nicole signed the paperwork during the meeting.

Capital Projects

-Reviewed items and discussed priorities, which would need to be presented to the town.

-Discussed doing exterior building painting or siding and also hiring an outside consultant to evaluate the HVAC system in the fall (2020).

-Discussed doing the HVAC the following year, in 2021 to 2022; will be more energy efficient and will increase storage space because the newer system would be smaller.

-Discussed doing a lighting upgrade, which would be more energy efficient.

-Discussed bathroom renovations and doing this so we have a gender neutral bathroom(s), for 2022 to 2025.

-The community survey showed a lot of interest in outdoor space, such as a small patio with tables and umbrellas so people have some place outside where they can sit. One of the areas for this we discussed would be outside the teen room. Will need to figure out where the line for the highschool property is and explore the options more.

-Discussed potentially getting a generator. It would be beneficial to the community to have the library be a place in town that all community members could rely on to provide services if their home is without power or heat.

-Discussed connecting to the town sewer, and at that time repaving the whole lot.

-Discussed having doors for the children's room.

-Amy made a motion to accept the capital plan we're presenting to the town with our discussed amendments. Laura seconded. All in favor.

Strategic Plan

-Discussed the content of the strategic plan, including having a homework club, a tool library, cake pan library, re-instituting small group staff training, and school outreach.

-Nicole made a motion to approve the strategic plan with minor proofreading edits. Laura seconded. All in favor.

300th Anniversary Book

-First draft complete, currently being edited and adding a few additions.

-Cover of the book will be a picture of the new town park at town hall once it's dedicated and another picture of the town hall in black and white from the past.

-Will sell the book on the Friends page via Paypoll.

Copier

-Contract is up.

-Looking into getting some Bluetooth or other functionality that will allow patrons to print from their phones.

-Bernadette signed an extension on the contracts until December, at which time Bernadette will send out RFPs.

Old Home Days

-Received the check from the Millerville club.

-Anniversary event being held at the library Sept 22. Will include live music, remarks from Bernadette, and photography contest winners announcement/recognition.

Tree maintenance

-Charron gave an estimate, will be \$1,500.

-Amy made a motion to approve the \$1,500 quote from Charron Tree Service for tree maintenance. Nicole seconded. All in favor.

Meeting was called to a close by Nicole at 8:24 pm.