

# MEETING MINUTES

## BELLINGHAM LIBRARY TRUSTEE MEETING

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Date: September 7, 2023

Time: 7:00

Meeting called to order by: Sue Garten, Chair

### IN ATTENDANCE

Library Board: Sue Garten-Chair, Macala Lamour-Vice Chair, Nicole Buckley-Secretary, Laura Howard, Carol Bird

Library Staff: Bernadette Rivard

### APPROVAL OF MINUTES

**Laura Howard made a motion to approve the August Minutes as amended. Sue Garten seconded. Carol Bird abstained as she was absent at the last meeting All in favor-minutes approved.**

### FINANCIAL REPORT-(SHARED IN MEETING MATERIALS)

-Reviewed

-Signed bills

### DIRECTOR'S REPORT-(SHARED IN MEETING MATERIALS)

- Friends of the Library Update:
  - Donation from a family-Friends are deciding upon how to use.
    - Discussed possible ideas to share with Friends.
  - National Friends of the Library Week Oct 15-21st
    - Friends are currently planning an event on Oct. 16th (Magician), crafts
    - Friends made \$2,000 at last book sale
    - Event coming up (Craft)-early sign up for Friends members is open now. Oct. 19<sup>th</sup>
- Discussed grounds of library and upkeep.

- Mowing-School is covering the library grounds right now.
  - Snow-Library Janitor
- HVAC Update
  - System was flushed recently.
  - Upcoming meeting to discuss maintenance schedule with stakeholders.
- Staff
  - Staff /new staff settling into new roles.
    - Custodian, Youth Services Librarian, Library Assistants
- FY24
  - Reviewed
- Open for Business Grant
  - Two final workshops this month.
  - Sent out to Town of Bellingham to fill open seats before opening to non-residents, will send out to School District to invite staff as well.
- School/Library Partnership
  - Afterschool programs have started up again. Bernadette will update on their progress next meeting. EpiPen question discussed. Parent of children with allergies should have the application form when/if they sign up and will be notified of the policies. Bernadette will also consult with the lawyer.
  - Discussed Open House with Schools-success. Processing library card requests from teachers/staff. Will be doing a library card drive for students-need permission for Elementary and Middle School students. High School can get a card on their own.
  - Bernadette will be going to the School Committee meeting on Tuesday Sept. 12 to share update on the partnership/collaboration.
- Friends of the Library-update Memorandum of Understanding Between Trustees and Friends (included in Meeting Materials)
  - Sue attended Friends meeting and reviewed changes that Friends requested.
  - Laura requested some semantics corrections.
  - Bernadette will make updates as discussed.
- MIIA Code of Conduct-adopted at last meeting.
- MBLC Financial Report-Bernadette will begin working on it soon.
- Statistics-reviewed.

## **ADJOURNMENT**

Motion to adjourn was made by Sue Garten 7:50 and was passed unanimously.

## **NEXT MEETING**

Next Meeting will be held on October 12, 2023