MEETING MINUTES

BELLINGHAM LIBRARY TRUSTEE MEETING

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. 19th
- 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