

# MEETING MINUTES

## BELLINGHAM LIBRARY TRUSTEE MEETING

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Date: November 9, 2023

Time: 7:01

Meeting called to order by: Sue Garten, Chair

### IN ATTENDANCE

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

Library Staff: Bernadette Rivard

Absent: Carol Bird

### APPROVAL OF MINUTES

**Laura Howard made a motion to approve the October Minutes. Macala Lamour seconded. All in favor-minutes approved.**

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

-Reviewed

-Signed bills

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

-HVAC Update-Denis Fraine reached out to Bernadette about financing. The town will help with the purchase due to this being an emergency. Will be done within the next couple of months, but we do pump repair in the meantime, so we do not have a catastrophic event. An engineering study needs to be done due to the new system needed.

-FY24 Budget-We are 33% through the fiscal year and have spent 36.3 % of the year. Bernadette noted an error in the report and will review it. Also-we need to replace 19 lightbulbs with updated bulbs, they have 3 settings to choose brightness. Cost-\$3,300 from Building Maintenance Line.

-State Aid-19,000 is approved and will arrive within a few weeks. Hoping to use State Aid for Teen Patio project.

-Draft Budget-reviewed. Discussed the different funding scenarios to present to the town. We can wait to vote in December or vote this month. Will vote this month.

**Sue Garten made a motion to present to the town the budget draft of a 3.2% increase for a total of \$654,524, seconded by Macala Lamour. All in favor. The motion passed.**

-Bradley Deluca resigned on 10/23/23 and the custodian position was recently posted. Discussed the possibility of posting on Indeed or another site to increase applicants.

-MBLC Action Plan: every year we submit an update. 5-year plan shared in the materials. Bernadette reviewed and highlighted changes.

**Laura Howard made a motion to accept the MBLC Action Plan FY25 5-Year Plan as amended, seconded by Sue Garten. All in favor. The motion passed.**

-Discussed next steps for the new five-year plan; hire consultant, focus groups, and surveys. To start, Bernadette will have staff review roles, and review the library needs, and use this information to do a series of surveys for the public. Programming will be the first step and will start in January. Bernadette will complete the written report, and it needs to be submitted in October 24. Bernadette advised that 1 or 2 trustees should be on the committee.

-School/Library Partnership Update: getting a few library card sign-ups, slowing down,

-Draft Programming Policy: Discussion next month.

-Upcoming Programs: Reviewed

-Sue will attend the Friends Meeting next week as the updated Memorandum of Understanding will be presented.

## **ADJOURNMENT**

Motion to adjourn was made by Sue Garten at 7:58

## **NEXT MEETING**

The next Meeting will be held on December 14, 2023