

Bedford Free Public Library
Library Trustees Minutes for Tuesday, December 13, 2011
8:00 PM - Meeting Room

Review and Signing of Bills

Chairperson Abby Hafer called the meeting to order at 8:07 p.m.

Present: Trustees: Robert Batt, Howard Cohen, Lorrie Dunham, Rachel Field, Abby Hafer, and Mike Pulizzi; Director Richard Callaghan; and Assistant Director Vanessa Abraham

Secretary's Report: Howard moved acceptance of the Secretary's Report of November 8, 2011 and Lorrie seconded. The minutes were approved as corrected by a vote of 4-0-2. There were two abstentions due to absence.

Director's Report: Rachel moved acceptance of the Director's Report dated December 13, 2011, and Abby seconded. The report was accepted by unanimous vote of all members present.

Summary of the Director's Report:

Richard received a letter from Brady Hilpitre of Fontenelle, Iowa, who is a fifth grade student, requesting information on the Bedford flag. Letters such as this are heartwarming and show an increasing awareness of the Bedford flag in other parts of the country perhaps as a result of web searches around American history. Richard sent a reply to Brady was sent with the relevant information. Richard also received a letter from Martha Shay Smith thanking him for promoting art in the Town through displays of local artists work in the Library.

The Hanscom Library is closing. It was suggested that the base be contacted to inquire if there were any materials or resources they were disposing of that the Library could use.

Ray has been busy installing new padded carpet tiles behind the circulation desk. The old carpeting was well worn and in need of replacement especially as it offered little support from the concrete surface beneath it. The new tiles have special resilient padding which will greatly reduce the strain of standing and walking for long periods. Ray has also replaced the old and worn UPS (uninterruptible power supply) in the computer room which provides updated protection from power outages and surges. Pursuant to a report obtained by Richard, Ray has also changed out many of the Library's lights with new LED bulbs. These bulbs are much better than older versions using much less electricity, do not get hot, and last many times longer than regular bulbs. The bulbs were replaced through the MassSave and NStar program and are a part of the Library's ongoing cost saving measures.

Sharon and Nancy in the Children's Room are wrapping up Storytimes before the winter break. Sharon will be storytelling this month at the Davis School to the eight kindergarten classes. Winter storytimes will start in January. During the school holiday break there is a Lego challenge on Tuesday December.27th and puppet shows on Thursday the 29th at 10:30 and 2:00.

Annual staff training will take place on Thursday December 15th, from 9 - 12, during which time the Library will be closed. Training continues to emphasize technology. Theresa will demonstrate the Overdrive database, including downloading eBooks, Kindles, Nooks, and other e-readers, QR codes, and Library barcodes on Smart phones. Vanessa will demonstrate interactive eBooks on an iPad. The staff will be given an opportunity to use all the new devices and will participate in a scavenger hunt to identify new items in the library and changes in the past year.

Well attended programs in the past month include a *How to Workshop on e-readers and e-books* and *Majoring in Autism: Beyond Autism 101*. The e-reader workshop will be repeated due to popular demand. TAG team meetings have been well attended and popular, especially the Ukulele program. TAG team events for next month include board games, holiday card making, and a holiday movie.

Dan Breen's lecture series on the Prohibition period will run five weeks beginning next month. He will use the popular Ken Burns series as part of his presentation. Members are encouraged to visit the Juried Community Art Show on display in the main lobby and atrium; it includes works by Art Steering Committee member Carol Rissman and our Reference Librarian Jane Paulson.

AARP will offer tax preparation instruction again this year starting February 11, 2012.

Unfinished Business:

Long Range Plan - Review and Approval

Pursuant to the review of the draft Long Range Plan provided to the members at our last meeting, Richard passed out a list of a few corrections and revisions:

On page 1:

Sec 1.C move "Establish a library logo that is easily identifiable" to Section 9.A - Promote Community Awareness of Library Services. This activity fits better in this section concerning public relations.

On page 2:

Sec 1.E - delete "promote fair usage policies" as it is too vague and is covered in other sections.

On page 3:

Sec 3.A - delete "Activities" at top of page - unneeded.
Sec. 3.A - last sentence shortened for clarity

On page 5:

Sec. 7.F - delete "serve" unneeded word

Rachel asks if there has been much success in coordination with the schools. Richard replied that for the first time in a few years some High School classes have come over to use library resources.

Richard indicated that upon approval the Long Range Plan will be submitted to the State Board of Library Commissioners. He does not anticipate any disagreement by them and expects a smooth approval process.

A motion to approve the Long Range Plan as revised was moved by Bob and seconded by Rachel. The plan was approved by unanimous vote of all members present.

Meeting with the Finance Committee - FY13 Budget Guidelines:

Richard met with the Finance Committee at their meeting of December 1. Abby accompanied him at the meeting. The FY13 budget guidelines are expected soon but have not been provided to the town committees as yet. FinCom did ask the Director several general questions about Library operations and usage. They were especially favorably impressed by the use of the Library during the widespread power outage. Mike asked if the guidelines would include capital items. Richard said no, there is a separate town committee which handles capital expenditures. Richard reported that he does have the Library's FY13 budget submittal mostly done, but he wants to wait and compare it to the guidelines before making it public.

New Business:

One Book, One Bedford

The new selection for One Book, One Bedford is *You Know When the Men are Gone* by Siobhan Fallon. It is a loosely connected collection of short stories about military families and what they go through when husbands and wives, fathers and mothers deploy overseas for long periods. There have been several suggestions on ways effected families could connect and exchange ideas about this topic with other groups within the town. The author will be coming to talk about the book on April 29, 2012.

The book deals with the domestic side of war and the military families its impacts. There have been suggestions that the timeliness of the topic will draw a large crowd to hear her and they should probably use the Town Hall auditorium for her presentation. Post cards will be sent to all households in Bedford and at Hanscom AFB. It is available for purchase on Kindle through Amazon, and is available on Overdrive.

Other Business:

Town Caucus:

The Town Caucus will be held on Tuesday, January 10, 2012, in the Town Hall auditorium. Two members of the Board, Bob Batt and Mike Pulizzi are up for election. As the caucus is the same night as the Board's next scheduled meeting, the meeting will be delayed until the members can leave the caucus and proceed to the meeting. Lorrie will also be attending the caucus as a nominator.

Library closings for the holidays:

The Library will be closing on December 24th at 1:00 p.m. and 25th (all day), and on January 1st (all day) for the Christmas and New Year holidays.

Step Raises and Appointments:

There were two appointments since the last meeting:

Kevin Eddy as a part-time custodian and

Peter Groark as a part-time custodian

They are welcomed as needed additions to the custodial staff.

There were no step raises since the last meeting.

Adjournment:

Howard made a motion to adjourn the meeting and Rachel seconded, it passed unanimously. The meeting was adjourned at 9:28 p.m. The next meeting is scheduled for January 10, 2012.

Meeting minutes are respectfully submitted by Robert Batt, co-secretary.

Documents distributed during the meeting: Agenda dated 12/13/11, Director's Report dated 12/13/11, Secretary's Report dated 11/8/11, Statement of Expenditures for November 2011, and the monthly Statistical Report for November 2011.