

Bedford Free Public Library
Library Trustees Minutes for Tuesday, Dec 12, 2017
7:00PM • Meeting Room

Chair Robert Batt called the meeting to order at 7:08 PM.

Present

Trustees: Robert Batt, Chair, Rachel Field, Elizabeth Hacala, Emily Mitchell, Robin Grace Silbert, and Michael Pulizzi; Absent: Abby Hafer.

Administration: Richard Callaghan, Library Director; Noreen O’Gara, Assistant Director.
Guests: Dot Bergin, The Bedford Citizen: Erica Liu, Bedford Finance Committee liaison

The Chair asked if there were any public comments. None were forthcoming.

Secretary’s Report

Rachel moved the minutes, with a minor grammatical correction, and Robin seconded. The minutes passed 5-0-1
Elizabeth abstained.

Director’s Report

The Trustees reviewed the Director’s written report.

In addition to the written report, the Trustees discussed:

- The gas burners have been repaired since Richard sent his report.
- All the copies of MARCH have found good homes throughout the Commonwealth. Emily added that she had shared that with The Bedford Citizen leadership and One Book One Bedford committee.
- The Friends had their annual meeting/book sale. Jerry Wolf stepped down after six years as the treasurer. Joel Schwimer replaced him as treasurer.
- We got three jars of honey from Best Bees. There will be drawing among the staff for the jars.
- Rachel suggested perhaps the Friends could raffle some off next year.
- Next year the hive will be decorated by the Children’s Room. The company will provide us un-shellacked boxes to decorate.
- If you have the Minuteman app it will now text you to renew your books or remind you they are due.

The report was moved by Emily and seconded by Rachel. It was approved unanimously.

Unfinished Business

- Bowie Knife update

If we were to sell the knife it would go into Skinner’s spring sale.
Joel Bohy, the appraiser from Skinner, thinks the market might soften over the next few years so it is a good time to sell.

We still have heard nothing from Christies except a confirmation that our request for information is in process.

Emily asked what benefits there were to waiting longer for the Christies appraisal. The consensus was we had done due diligence and there was no benefit to waiting.

Emily moved we accept the appraisal by Skinner and move ahead with the sale. Mike seconded the motion.

Rachel asked if we could get confirmation whether or not it would be on the cover. The consensus of the board was we would like to see that but not make it a condition of proceeding.

The motion was approved unanimously.

- FY19 Budget Review

A budget draft was circulated. We do not yet have a guideline from the Finance Committee. Richard based the FY19 preliminary budget on the estimate of a 2.5% increase in non-school budgets.

This budget has an increase including part-time additional staff for Saturday coverage in the Children's Room.

Otherwise the budget is pretty consistent with past years.

Emily asked what the general life expectancy of the reference computers. Noreen and Richard said Ray is very good at extending the life of the computers and they generally last 3-4 years at least.

Mike asked if there was a part of the budget required to be for supplies and materials. Richard said we are over the state requirements needed for State Aid. The requirement includes computers and non-print materials as well as print-materials.

Rachel asked if the re-configuration of the space impacted the budget at all. Richard said that everything we have in mind at this point is covered by donations or in-house resources. If we did a larger configuration of the space we might put a request into the Capital Expenditures Committee.

Elizabeth asked how e-resource prices were affecting the materials budget. Noreen said that has still not settled out yet and there is a lot of variation publisher to publisher.

The budget as presented does not include merit increases for staff. The budget will be voted on by the Trustees at the January 9 meeting and the budget will be presented to Finance Committee at the January 18 meeting.

- LSTA update

Bethany is applying for a \$10k grant ("Minds in the Making").

The letter of intent has already been submitted.

Bethany will be attending a mandatory grant writing workshop next month, the grant will be submitted in February, and we will hear back in April.

She is working with Elaine on this project.

New Business

- Jan van Steenwijk: Bedford photography book
A few years ago he did the *Faces of Bedford* and *Couples of Bedford* exhibits at the library. Richard wrote a letter of support for his grant to the Bedford Cultural Council.

Other Business

- Gordon Yates - patron appeal request
There have been some incidents with this patron and staff. This has been an on and off issue for several years. Due to Mr. Yate's very belligerent attitude with the staff and a history of incidents, Richard banned him from the library for 30 days. Mr. Yates received a letter informing him of that decision. He followed up with Bob (as Chair of the Trustees). In a subsequent conversation, Mr. Yates essentially apologized for his behavior.

The Trustees affirmed Richard's decision and keeping the 30-day suspension in place. Mr. Yates may resume use of the library on January 2.

- Town Caucus: Tuesday January 9, 7 pm: Town Hall
Mike and Bob have their terms ending. Bob has decided not to stand for re-election after this year. Mike will be standing for election again.

The Board voted to change the next meeting date to Monday, January 8th, so members could attend the caucus on Tuesday the 9th.

- Step Raises and Appointments

Adjournment

Elizabeth made a motion to adjourn the meeting and Abby seconded; it passed unanimously. The meeting was adjourned at 8:15 PM. The next meeting is scheduled for Monday, January 8, 2017, at 7 PM << **Note date change due to town Caucus.**

Meeting minutes are respectfully submitted by Elizabeth Hacala, co-secretary.

Documents distributed during the meeting: Agenda; Director's Report dated December 2017; Secretary's Report November 22, 2017; Statement of Expenditures for November 2017; the monthly Statistical Report for November 2017; FY19 Operating Budget Draft 1.