

**Bedford Free Public Library**  
**Library Trustees Minutes for Tuesday, September 9, 2014**  
**8:00 PM - Meeting Room**

*The trustees gathered and reviewed and signed the bills. Rachel Field called the meeting to order at 8:14 p.m.*

**Present:**

Trustees: Howard Cohen, Robert Batt, Lorrie Dunham, Rachel Field, Abby Hafer, and Mike Pulizzi. Richard Callaghan, Library Director, and Noreen O’Gara, Assistant Director. Present also was Dorothy Bergin, a reporter for the Bedford Citizen.

**Secretary's Report:**

The Secretary's Report of July 8, 2014 was read and discussed. A motion to accept the minutes, as amended, was moved by Bob, and seconded by Howard. It was passed unanimously by all present.

**Summary of the Director's Report:**

Congratulations to Bethany our Children’s Librarian, who has given birth to a baby boy. She will be on maternity leave for a few weeks; in the meantime we have contracted for a temporary Children’s Librarian from the Bibliotemps service.

Children's Summer Reading wrapped up its popular programs with an end of summer popsicle party featuring singer and songwriter Wayne Potash. The very popular teen program finished with a drawing for an iPad Mini. The teens loved the program and want Megan to continue it next summer. The Adult Summer Reading also gave away an iPad Mini to a very happy patron!

The Bowie knife has been returned from the Historic Arkansas Museum. The Bowie knife display proved quite popular and our loan was greatly appreciated. The loan was more complicated than first envisioned but we were glad to be able to send the knife.

Ray has been very busy this summer coordinating a number of projects both large and small. He oversaw the installation of tinting on the windows in the meeting room and the atrium. We have had issues with sun glare in both spaces and the tinting will help mitigate the problem. Ray received quotes on the fence around the transformer and worked with the chosen vendor. He met with Adrienne St. John from the DPW to review options to replace the front walkway on the original building. Several options are being considered. He replaced the air conditioner/dehumidifier for the flag room and changed the discharge plumbing as the old unit was failing. He had custodian paint the front stairs and railings. Ray ordered new laptops to circulate to patrons and updated all the virus software in the public and staff computers.

Ray and Richard met with Facilities Director Taissir Alani concerning any capital projects we had need for in the next five years. The list includes replacing windows and doors in the 1968 building, a generator, and carpet replacement among possible projects. The members reviewed the list and discussion ensued of several of the possible projects.

Kathy Ruggeri and the Technical Services staff managed the changeover of periodical vendors over the summer. Our previous vendor (Ebsco) withdrew from the Massachusetts Higher Education Consortium (MHEC) so we needed to switch companies. The new vendor Basch, has proven to be good so far. Changing periodical vendors is a more complicated and detail oriented procedure than it appears to be and our staff handled it very well.

The ARIS forms were completed thanks to Janel's hard work and sent off to the Board of Library Commissioners. The ARIS is a compilation of Library data (circulation, holdings, etc.) needed to qualify for State Aid.

Online patron registration started on September 1. Patrons can register for a library card and immediately be given a temporary account. This will allow access to online requests, Overdrive, and the State databases. Patrons will have 30 days to come in to the library and convert their account to a permanent card. All members of Minuteman will be involved in the program.

The Bedford High School class of 1964 visited the Library on Saturday, September 6. The group was taking a tour of Bedford for their reunion and wanted to see the Bedford Flag. The large group (30 people) made the Library an even busier place than usual on a Saturday!

Richard attended the Friends of the Library meeting on August 27th to discuss the upcoming book sale. The Friends also approved funding of library programming for the fall. Megan Statza gave a short presentation about the Teen Summer Reading program which was funded by the Friends. The members of the Friends were impressed with the success of the Teen program.

The movies have returned after a summer hiatus, beginning with *The Railway Man* on September 4. *Muppets Most Wanted* on the 11th and *Bad Words* on the 25th respectively. There is no movie on September 18<sup>th</sup> due to the book sale. Storytimes begin on September 22 for the fall. *Music and Movement* with Sarah Gardner returns on the 24th for the pre-k crowd. The TAG meetings begin on Wednesday the 10th with a meet and greet, then making candy sushi on the 18th and Lego challenge on the 24th. The COA book discussion title is *Peace Like a River* by Leif Enger on September 30.

The subject of the new art exhibit is *Who I am* photographs by Bill Davison. The exhibit runs from September 11 to November 6. Library Sunday hours begin on September 7.

The FY15 budget is on target. MLN Computer line item was mostly used in August because it is an annual fee paid up front early in the fiscal year. Circulation for July/August was down 11% causing some concern, though it was partly due to ending reading program early due to Children's Librarian maternity leave. Richard will keep eye on it and check for any trends. Abby commented that library use is counter-cyclic to the economy.

**Director's Report:**

Lorrie moved acceptance of the Director's Report dated September 9, 2014, and Mike seconded. The report was accepted unanimously.

**Unfinished Business:**

*Head of Reference search – update:*

We welcomed Rand Hall who has been hired as the new Head of Reference Department. Rand relocated to Bedford from a similar position at the Haverhill Public Library. He started on August 11.

*Outdoor Improvements Review:*

Richard and Ray met with Denny Freeman, from DPW Grounds, in July to review upgrades to the lawn facing the high school. Denny said he would plant new grass and some trees in the fall when it was cooler. He discouraged putting shrubs in front or next to the parking lot as they will not survive snow being plowed on them in the winter. Also, proposals for benches in this area need more research. He has several concerns regarding outside furniture on this side of the library, including lack of a level surface, security, ADA compliance, and difficulty in mowing.

*Town Communications Study/phone system update:*

The Town is evaluating all town building communication systems to integrate them into a municipal wide single system. The Library has a concern about maintained control over its own computer systems. Currently the Library's phones are not integrated into the Town's system. The Facilities Dept has received quotes from three suppliers and reviews are continuing. Due to an ongoing problem, the Library does not currently have voice mail.

**New Business:**

*Social Media Policy:*

A draft Social Media Policy passed out. Noreen prepared the draft of the proposed policy statement. She used existing policies used by surrounding towns to become familiar with policy issues shared with other regional libraries. She explained some of the main points and what are the most critical media systems to monitor.

**Other Business:**

*Friends Book Sale September 18-21:*

Howard says we will have a great book sale, have a lot of books of good quality. Anyone who wants to help would be welcome. It will be on the weekend of Bedford Day beginning Friday afternoon.

*Step Raises and Appointments:* None.

**Adjournment:**

Howard made a motion to adjourn the meeting and Lorrie seconded, it passed unanimously. The meeting was adjourned at 9:29 p.m. The next meeting is scheduled for Tuesday, October 14, 2014.

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

*Documents distributed during the meeting: Agenda dated 9/9/14, Director's Report dated 9/9/14, Secretary's Report dated 7/8/14, Statement of Expenditures for August FY2014, the monthly Statistical Reports for August FY2014, Library Capital Requests to the Facilities Department FY2016-2020, Social Media Policy draft.*