

Bedford Free Public Library
Library Trustees Minutes for Tuesday October 14, 2014
8:00 PM ~ Meeting Room

Those present included: Trustees, Howard Cohen, Robert Batt, Lorrie Dunham, Rachel Field, Abby Hafer, Mike Pulizzi, Lynne O'Connor. Library Director Richard Callaghan, Assistant Director Noreen O'Gara. Present also was Dorothy Bergin, reporter for the Bedford Citizen, and guests from the Ad Hoc Museum Study Committee included Bill Moonan, Jan Van Steenwijk, Frank Gicca, and Linda Christen.

Review and Signing of Bills

Rachel Field called the Meeting was called to Order at 8:00 PM.

A Report from Ad Hoc Museum Study Committee:

The Committee is reviewing buildings in town, including the library, as a potential home for the Bedford Historic Museum. All would need some additions or modifications. Information has been sent to the trustees ahead of time for a review of the committee's challenges and ongoing work. The question presented at this meeting concerns the potential of the library as a host, as the library already houses the Bedford Flag and several treasured town historical documents and histories.

Questions were voiced concerning security and atmospheric control such as humidity and light for fragile items that are now housed at the Police Station and what would be needed in order to insure good care of these items?

A question of cost and past experience with applying for grants was raised and discussed. The consideration of sufficient space was also raised. Other towns have faced issues of insufficient space in their museums.

The Committee is enlarging their vision (thinking outside of the box) for what might be the best place for filling the need, and is asking the trustees to do the same. It was stated that ideas come first in consideration, and budgeting for those ideas will come afterward.

The Trustees took time to discuss the presentation during the meeting. Abby moved that the Trustees table a vote on whether to continue the discussion concerning the feasibility of using library space as a historical museum. The motion was seconded by Bob.

Secretary's Report

The minutes were reviewed and approved. A motion was made by Lorrie, and seconded by Abby to accept the minutes as presented. All approved.

Director's Report

Fall Children's Programs began with storytime three days a week and music with Sarah on Wednesdays through October. TAG meets earlier on Wednesdays at 1:30 for kids who have after school sports. Attendance has been good at all the kids and teens programs.

A bomb threat was emailed to the High School on Wednesday, October 1, and for safety the Police Department closed the library as well. Patrons and most staff left the building. Police dogs searched the school but found nothing suspicious. The Library reopened at 2 pm.

The Friends' book sale on Bedford Day was a big success. Buyers began coming on Friday morning to get numbers, and the line started outside under the overhang. 60 numbers were given out but more patrons lined up at the back of the queue. The Friends did a great job of organizing the sale. The Friends Board will meet on Monday October 27.

The Library now subscribes to a new streaming/download service called Hoopla which provides movies, television shows, music and audiobooks for patrons through our website. We received a discounted rate through Minuteman Library Network.

Through Janel's efforts the State Aid financial forms were completed. They have been signed and sent to the Board of Library Commissioners. These forms insure that the library meets the funding guidelines needed to qualify for State Aid.

Ray and Richard attended the Massachusetts Higher Education Consortium (MHEC) Product Expo last month. MHEC provides products at great prices that comply with State bid specs with MHEC doing the bidding. They spoke with vendors about printing software, copiers, sound systems, HVAC solutions and library furniture.

Rand will hold a meeting for Reference staff on October 23. Topics include a new weekend schedule rotation and expectations for the department. Due to frequent requests for help with English as a second language, Rand compiled a list of local ESOL resources to be handed out to patrons.

Bethany will be welcomed back to the Children's Room on October 20th.

Richard will attend a State Advisory Council on Libraries in Boston on the 22nd, and will also attend a seminar on state procurement law and the MHEC on November. 7.

This month's TAG events include Cookie in a Cup, a movie, Ultimate Trail Mix contest, and Monster Makeup and Pumpkin Painting. Adult programs include Freezer Meals for the Busy Cook on the 6th, My Hiking Adventure on the 2,700 Mile Pacific Crest Trail with Wendy Johnston on Sunday the 19th, and The Joy of Getting Things Done with Linda King on Monday the 27th. Peter Hoffman of the Financial Planners Association will be presenting Planning for the Costs of Higher Education and a two part

retirement planning seminar. The COA book discussion title will be *The Giver* by Lois Lowry on Tues. Oct. 28. Thursday night movies for October are: *Locke*, *Fed Up*, *Draft Day*, *IDA*, and *Obvious Child*.

Unfinished Business

Social Media Policy: The Board approved the Social Media Policy after some discussion. Rachel moved and Howard seconded approval of the Social Media Report. All approved.

Outdoor Improvements Review: The Board discussed the new fence around the transformer and the planting of another tree in the grass next to the high school.

Town Communications Study/phone system update: The Facilities Department is working on choosing vendors for the project. It will be around a month before installation.

New Business

Annual Report: The Annual Report was submitted to the Town.

Other Business

- Thursday, November 6: Special Town Meeting
- Tuesday, November 11: closed for Veterans Day
- Step Raises and Appointments

Bob moved to adjourn and Abby seconded the adjournment. All approved. **The meeting was adjourned at 10 PM.**

Next Meeting: Tuesday November 18, 2014 at 7:30 PM.

Documents distributed during the meeting: Agenda dated 10/14/14, Director's Report dated 10/14/14, Statement of Expenditures for September FY1014, the monthly Statistical Reports for September FY2014.