

Bedford Free Public Library
Library Trustees Minutes for Tuesday, November 18, 2014
7:30 PM - Meeting Room

The trustees gathered and reviewed and signed the bills. Rachel Field called the meeting to order at 7:35 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.

Public Comments:

Lisa Cimino, an employee of the library, spoke concerning certain work conditions she is dissatisfied with at the library. She expressed her opinions regarding how vacant positions are filled as well as other work related concerns. Ms. Cimino’s husband, Bill Cimino, also spoke in support of his wife. The Trustees indicated they would take their concerns seriously and consider them.

Secretary's Report:

The Secretary's Report of October 14, 2014 was read and discussed. A motion to accept the minutes, as amended, was moved by Howard, and seconded by Mike. It was passed unanimously by all present.

Summary of the Director's Report:

Richard is continuing his update of the Long Range Plan, also referred to as the Action plan, and hopes to have it completed soon for review and submittal to the Board of Library Commissioners.

Bethany has returned from maternity leave and we are happy to have her back. Thanks go to Nancy, Megan Statza and Paula Dugan for providing top notch storytime programs in the meantime. Sarah Gardner’s Family music program was very well received and we hope she will return for some concerts over the winter. Bethany is working refreshing the folklore collection and Nancy has updated the Children’s Room webpage with fall events. Bethany and Nancy are working on space changes in the picture book area for increased play and reading opportunities. Bethany is working on “manipulatives”, a wall of toys and objects that kids can touch and move. It is a way for young children to learn coordination and experience different textures and materials.

Ray has been working to remove some of the old signs in preparation for the installation of the new signs this month. The signs look good so we will continue on to the next phase of the project. The switchover from AC to heat has been completed. The DPW has blown out the underground lines of the lawn sprinkler system and will be removing the leaves from the lawn. Ray has configured a new wireless Bluetooth speaker system for the projector cart. Speaker control can even be from a Smartphone!

The TAG programs have been very popular attracting 30-40 kids each week. TAG events for November include – celebrating National Chemistry week, DIY Hot Cocoa Mugs, and a Hunger Games Party on the 20th. There will no TAG on the day before Thanksgiving.

Adult programs this month include *Fever: How Rock Transformed Gender* with Professor Tim Riley on the 16th, *Planning for College Finances* with Peter Hoffman of the Financial Planning Association (rescheduled from last month) on the 17th and the COA book discussion of *Cascade* by Maryanne O’Hara on Tuesday December 2nd. The movies for November include: *The Rover*, *Million Dollar Arm*, and the *The Fault in Our Stars*.

The Library will be closing at 5 pm on Wednesday, November 26 for Thanksgiving and will be closed on Friday the 27th for the Town holiday. We will reopen on Saturday the 28th at 9 am.

Electric prices are expected to increase significantly over the winter due to electricity generation increasingly relying on natural gas. The costs to get natural gas to New England are increasing due to a lack of pipelines and increased use. Since the Town has a contract for electricity, costs will be stable until the contract ends in the fall. So we expect an increase in utility costs in FY16.

Circulation is still down about 9%, though electronic downloads from Overdrive have increased. Howard checked as to whether other libraries in the area are losing circulation figures to ebooks, their reports are similar to Bedford’s.

Director's Report:

Abby moved acceptance of the Director's Report dated November 18, 2014, and Lorrie seconded. The report was accepted unanimously.

Unfinished Business:

Telephone system update

The new telephone system is to be installed this Friday, November 21st. The Library will be closed to facilitate this equipment upgrade in the easiest and quickest way possible with the least disruption to operations. Monday there will be staff training for the new system. Callers will hear a simple menu with recorded answers to common questions (opening times, directions) to filter out the most common inquiries. Also, internal extensions will be four digits rather than the three digits they have been.

Ad Hoc Museum Study Committee

Last month the Ad Hoc Museum Study Committee made a presentation asking if the Trustees would consider having a Town Museum set up in the Library. The Trustees discussed the issue and came to a consensus that it was not feasible for the Library to house such a museum. Richard was asked to write the Museum Study Committee expressing our hope for their success in finding another location.

Bedford Flag

When the Bedford Flag was given to the Town, it was specifically directed it should be displayed in the Library. If in the future it should be considered that the Historical Society

might want to relocate the flag outside the Library it would have to be approved by the Trustees.

Outdoor Improvements Review

The DPW has completed some outdoor landscape improvements to the south (HS side) of the library. They planted a new tree in an open space that had been previously cleared. In preparation for winter they also flushed out the underground sprinkler lines.

New Business:

Self-check - software upgrade

The self check station in the lobby needs a software update for its credit card function to be compatible with new security standards. Until III updates the software, patrons will not be able to use a credit card to pay fines at the self-check station. Ray will remove the credit card swipe on December 1. All other self-check functions will work normally. When the software is updated a new data line for the credit card swipe will be installed. This will increase the security of the whole system. The board also discussed concerns about the positioning of the self-check out station and of security and ease of book retrieval by staff for book return issues.

FY16 Budget preparation

The Finance Committee is supposed to provide its guidelines for the FY16 budget next week. After Richard receives the guidelines he can complete the Library budget and have it ready for discussion in December. It was pointed out that the Trustees have little discretion regarding employee compensation rates, as these are set by the town.

National Citizen Survey

Every five years the ICMA conducts a survey of town services for certain towns in the Commonwealth that participate. Bedford's library questions showed a 95% good/excellent rating for library services.

Other Business:

Trustee Seminar

Rachel reported that she attended a seminar for Library Trustees sponsored by the Massachusetts Library System. She shared that a major theme was that library advocacy should be addressed in a structured way. Another major subject was that of net neutrality, she had inquired if there was a statewide effort around this issue and found out there was. She will research this topic and report on it at the next meeting.

Saturday, November 22, 10 am - Friends of the Library Annual Meeting

This Saturday is the Friends Book Sale; it will be held between 10 – 4 in the Library. Richard will be there as will Rachel and Howard

Step Raises and Appointments

Five new appointments: including three new employees, a Library Assistant and two Library Pages. A library assistant has also moved to a benefitted position. Also a step raise was awarded to a Library Page.

Adjournment:

Howard made a motion to adjourn the meeting and Abby seconded, it passed unanimously. The meeting was adjourned at 9:35 p.m. The next meeting is scheduled for Tuesday, December 9, 2014 at 7:30 p.m.

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

Documents distributed during the meeting: Agenda dated 11/18/14, Director's Report dated 11/18/14, Secretary's Report dated 10/14/14, Statement of Expenditures for October FY2015, the monthly Statistical Reports for October FY2015.