

**Bedford Free Public Library**  
**Library Trustees Minutes**  
**Tuesday, December 9, 2014**  
**7:30 PM - Meeting Room**

*The trustees gathered, and reviewed and signed the bills. The meeting was called to order by Bob Batt at 7:37 PM.*

**Present:** Trustees, Howard Cohen, Robert Batt, Lorrie Dunham, Rachel Field, and Mike Pulizzi. Director Richard Callaghan, and Assistant Director Noreen O’Gara.

**Public Comments**

None.

**Secretary's Report:**

The Secretary's Report of November 18, 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.

**Director's Report:**

Fall story time schedule ends December 11<sup>th</sup>. A winter craft activity is scheduled for December 17<sup>th</sup> and a LEGO Challenge for December 29<sup>th</sup> during school vacation. Story time resumes in January. A wall mounted manipulative place space has been installed in the picture book area.

The Friends annual meeting on November 22<sup>nd</sup> reported a good year with two successful book sales. The trustees, staff and patrons appreciate all that the Friends do for the library. The new slate of officers is: President-Beverley Matthews, Vice-President-Sabine Gossart, Treasurer-Jerry Wolf, Secretary-Chris Colao. Trustees Rachel Field and Howard Cohen attended the meeting.

Ray worked with FTG installing the new phone system, with Minuteman replacing switches in the computer rooms, and is working on a wireless microphone compatible with the new Bluetooth speakers in the meeting rooms. He is repairing leaks in the Children’s Room with the Facilities Department, and has been painting the meeting room, replacing PCV valves, and repairing ceiling tile and wall leak damages. Work has been done on the original building front door.

A department heads meeting was held on December 5<sup>th</sup> and a Circulation staff meeting is planned for December 10<sup>th</sup>.

Richard will attend the State Advisory Council on Libraries on December 18 and the Fiscal Planning & Coordinating Committee meeting on December 22<sup>nd</sup>.

In the Reference Department Megan Statza has created an account on Hootsuite for writing Facebook and Twitter posts before publishing them automatically online. She gave tours to three visiting Gender Studies classes, and she and Rand assisted two high school US History classes with online resources and print materials.

The new editor at the Bedford Minuteman, Joy Richard, has encouraged the Library to submit stories about programs and new initiatives.

December TAG programs include a movie, holiday gift making and cookie decorating. Then they take a break until January.

On December 11<sup>th</sup> from 2-5, Rand will host a device buying guide workshop in the reference quiet room, and Megan will host a social media session on December 16<sup>th</sup> for such programs as Twitter, Facebook, Instagram.

The Library will close at 2 pm on December 24<sup>th</sup> and at 5 pm on December 31<sup>st</sup>.

Mike 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 has been installed by FTG. The Library was closed on Friday, November 21 for the installation. The system was up and running for Saturday morning. We had a FTG employee here on Saturday to help with training. The staff has picked up the new system but there are some tweaks that FTG is working on. Since the previous system was 18 years old it is a big change.

- *FY16 Budget Review:*

We have not received the guidelines from the Finance Committee as of today. As soon as we receive the guideline, I can finish the budget and have it prepared for a vote at the January 13 meeting. The Board discussed the Finance Committee's proposal to have the utilities budget transferred to the Facilities Department. There was some concern about the possible loss of control of the building environmental systems. The Board also wanted to know if the School Department was on board with this plan. The Board asked Richard to contact Superintendent John Sills to gauge his opinion on the transfer.

### **New Business**

- *Periodical Shelving:*

We have received a proposal for the replacement of the tall grey metal periodical shelves in the reference area. The existing shelves are too tall and were meant to be a short term solution. The new shelves will be lower (5 feet) and uses wood endcaps and tops. The new shelves will reuse the some of the existing metal shelves. The new shelves will not block the large windows at the end of the stacks. Since many periodicals have been going out of business or going digital, we don't need as much shelving as we did previously. Rachel asked about seating near the large window at the end of the stacks. We will have to do some measuring to see if seating is feasible with the new shelving.

### **Other Business:**

Rachel Field made a motion to adjourn into Executive Session for the purpose of discussing personnel issues and not to return to open session. Bob Batt seconded the motion.

The Trustees were polled: Field, aye, Cohen, aye, Dunham, aye, Batt aye and Pulizzi, aye.

### **Adjournment:**

Howard made a motion to adjourn the meeting and Mike seconded, it passed unanimously. The meeting was adjourned at 9:35 p.m.

The next meeting is scheduled for Tuesday, January 13, 2014 at 7:30 p.m.

*Meeting minutes are respectfully submitted by Lorrie Dunham, co-recording secretary.*

*Documents distributed during the meeting: Agenda dated 12/9/14, Director's Report dated 12/9/14, Secretary's Report dated 11/18/14, Statement of Expenditures for November FY2014, the monthly Statistical Reports for November FY2014.*