

Bedford Free Public Library
Library Trustees Minutes for Tuesday: January 13, 2015
7:30 PM - Meeting Room

The trustees gathered and reviewed and signed the bills. Rachel Field called the meeting to order at 7:40 p.m.

Present:

Trustees: Rachel Field, Chair, Robert Batt, Lorrie Dunham, Abby Hafer, Lynne O'Connor and Mike Pulizzi. Richard Callaghan, Library Director. Present also was Dorothy Bergin, a reporter for the Bedford Citizen.

Secretary's Report:

The Secretary's Report of December 9, 2014 was read and discussed. A motion to accept the minutes as amended, was moved by Bob, and seconded by Mike. It was passed by a 4-0-2 vote with two abstentions.

Summary of the Director's Report:

Story times for the winter/spring session begin on Monday, January 12th. Music with Sarah Gardner returns on Saturday the 24th. January drop-in craft time will be on Wednesday, the 14th at 2 pm. TAG programs include Giant Candy Land, game day, a Murder Mystery, and the Library Olympics. The movies for January are *The Grand Seduction*, *Maleficent*, *Neighbors*, and *A Most Wanted Man*. The COA book discussion on Tuesday, January 27th is *The Immortal Life of Henrietta Lacks* by *Rebecca Skloot*. Rand Hall will have drop-in technology help on Wednesday evenings in January from 7 to 9 p.m. Bring your devices and Rand will help you figure them out!

Professor Dan Breen returns for the winter lecture series beginning Sunday, January 11th. Professor Breen will present a six part lecture series on "Great Moments in Science". Each Sunday will feature a different scientific discovery or breakthrough. The series schedule is:

- Sunday, January 11: ***Denmark: Tycho Brahe and the 'New Star' of 1572***
- Sunday, January 18: ***Italy: Galileo Tells Us How Things Move***
- Sunday, February 1: ***France: Lavoisier Casts the Phlogiston into the Fire***
- Sunday, February 8: ***England: Faraday Lights Up the World***
- Sunday, February 22: ***Germany: Einstein and the 'Annus Mirabilis' of 1905***
- Sunday, March 1: ***India: Chandrasekhar: When Stars Collapse***

The January 11th presentation on Tycho Brahe was well attended and very well received by all who attended. Thanks to the Friends for sponsoring this popular series.

On Monday, January 26th, the Library will host Liz Barbour presenting her program, *Feasting from Literature*, a discussion of her favorite recipes from novels and a cooking demonstration.

The AARP tax help program begins on Friday, February 5th. Tax help will also be offered on Saturdays. Our AARP tax volunteer, Elaine Yang is very popular. The program will run through Saturday, April 11th.

Richard will be meeting with the Friends of the Library on Monday, January 12th to present possible programs for the spring. He also will be attending the Director's meeting at the Minuteman Library Network in Natick on January 21st.

Ray finished painting the meeting room just in time for all the programs beginning this month. He has also replaced computers in the Administration offices, re-cabled some of the data links in circulation, and installed a computer in the PC room so FTG can remotely troubleshoot the phone system. The Facilities Department has been in the building replacing batteries in the emergency lights and fixing the heat in the lobby vestibules. Ray also purchased some small heaters for the circulation desk for the extra cold days.

Expenditure Report - It is half way though the fiscal year. Supply budget is on target as we are using less toner for the public printers. Capital Equipment is almost fully expended on planned items. The Revolving Fund is somewhat higher than anticipated but funds are expected to be used soon that will bring the balance to around \$20,000.

Statistical Report - the circulation in December was larger than November which is very unusual, it is almost always the other way around. Foot traffic is off as the patron counter has been having hardware/software problems.

The Library will be closed Monday, January 19th for Martin Luther King Day.

Director's Report:

Lorrie moved acceptance of the Director's Report dated January 13, 2015, and Abby seconded. The report was accepted unanimously.

Unfinished Business:

FY16 Budget (vote)

The proposed FY16 Budget meets the Finance Committee's guidelines. In FY16 the line items for natural gas and electricity will be transferred to the Facilities Department. Richard talked to Facilities about control of environment in the Library. The Libraries control of the HVAC systems will not change. Merit pay funds are not included in the budget as they will be voted on at Town Meeting as a separate budget item. The telephone line item is down a little as efforts are being made to find a less expensive plan. The advertising line item is being zeroed out as it is rarely used. Computer Hardware/Software increased a little. Printing stays the same. Capital Outlay remains the same. A general discussion of the budget took place and future budget issues were discussed.

A motion was made to approve the FY16 Budget as presented. Lorrie moved, Mike seconded, the motion was approved unanimously by all members present. Richard will present the budget to the Finance Committee on Thursday, January 22nd.

New Business:

Public Computer Printing Options

Ray and Richard have been looking into making changes to public computer printing to make it more efficient. The copy machines by the exits are very old. They propose purchasing or leasing new copiers to replace the public use machines and charging ten cents per page for printing at the Library. Richard researched prices for copiers charged by libraries in eastern Massachusetts and shared this information. Richard and Ray spoke to several companies and found that there are a lot more options available for paying for the machines, charging fees, and for maintaining them, than there used to be. The existing two public copiers may be replaced by one on the second floor as the first floor public copier does not get a large amount of use. They are also looking at the possibility of getting a combination copier/printer rather than just a copier, which can be used in conjunction with the system to allow the public to print from their computers. We are looking at replacing the staff copier downstairs in Technical Services. A discussion took place to consider a proposal that there should be a certain maximum number of free copies per day per person, say ten pages, to provide for needy patrons. Rachel requested that an option of color printing for the public be included with any proposal.

Mike moved a motion to allow instituting a charge for copies made at the library as long as there were a limited (for example 10 free copies or a \$1.00 worth of copies depending on what is charged) number of free copies per day per person. Abby seconded. The motion passed unanimously by all members present.

Other Business:

Step Raises and Appointments

None.

Adjournment:

Lynne made a motion to adjourn the meeting and Abby seconded, it passed unanimously. The meeting was adjourned at 9:12 p.m. The next meeting is scheduled for Tuesday, February 10, 2015.

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

Documents distributed during the meeting: Agenda dated 1/13/15, Director's Report dated 1/13/15, Secretary's Report dated 12/9/14, Statement of Expenditures for December FY2015, the monthly Statistical Reports for December FY2015.