

Bedford Free Public Library
Library Trustees Minutes
Tuesday, March 17, 2015
7:30 PM - Meeting Room

The trustees gathered, and reviewed and signed the bills. The meeting was called to order by Rachel Field at 7:40 PM.

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

Secretary's Report:

The Secretary's Report of January 13, 2015 was read and discussed. A motion to accept the minutes as presented, was moved by Lorrie, and seconded by Lynne. It was passed unanimously by all present. There was no meeting in February due to a lack of a quorum.

Director's Report:

A motion to approve The Director's Report was made by Bob, seconded by Abby. All approved.

Concerning the Bedford Energy Task Force, the meetings will be on the first Wednesday of each month and any of the trustees are welcome to attend. Richard and Rachel plan to attend the first meeting.

Weather damage due to snow and ice along with program re-scheduling have been a big part of the past two month's concerns.

New child-sized furniture has arrived in the Children's room and the picture book shelving has been relocated. Programs continued despite February's weather, including school vacation and the Chinese New Year program. Upcoming programs include: March 13- Drop-in bookmaking for children, Saturday, March 28 - Family Movement and Music with Sarah Gardner.

TAG continues with Lisa Cimino and Nancy McMenemy-McColm's leading the group. Megan set up the programs for March before leaving for Sudbury.

Ray has been ably dealing with the weather related problems, and with Flag Room alarms that are triggered by a malfunctioning A/C unit. He has also worked with the Facilities Department to solve the issue of the HVAC system that turns off at odd times.

New periodical shelving has been installed in the Reference Room, despite wood panels that had to be re-ordered because they did not fit. Staff worked hard emptying and restocking the shelves.

Library parking has been limited since the end of school vacation due to high school students using library designated spaces. Library patrons, especially parents of children attending story time, have complained. We are working with the school to correct the situation. Noreen has been in touch with high school principal, Henry Turner, and Richard contacted Chief Bongiorno. Offenders are being ticketed. The situation should improve now that the snow is melting.

Winter Lecture Series, "Great Moments in Science," has had excellent attendance despite rescheduling due to snow on Feb. 8.

The 5th Marshmallow Mania Peeps Diorama entry forms are available online at the Library or on the website. Entry deadline is March 12, and the award ceremony is March 25, 1:30 pm.

- * March TAG programs: 2 Peeps craft sessions, a game day, and the Peeps award ceremony
- * March Movies: *Dolphin Tale 2*, *The Hundred-foot Journey*, *Trip to Italy*, and *The Good Life*
- * COA Book Discussion on March 24 is *The Immortal Life of Henrietta Lacks*, by R. Skloot
- * On Sunday March 15, Marc Mandel or BSO will discuss the music of Dmitri Shostakovich and Gustav Mahler which will be performed at upcoming BSO Concerts. This was very well attended
- * On March 16, Peter Hoffman from Financial Planning Association will lead a program on Social Security

There is a staff training program planned for May 15 with a speaker. It will begin at 9 am and will be followed by a luncheon. The Trustees are invited to attend any or the entire program. The Friends of the Library will provide the luncheon.

Unfinished Business:

Richard has met with the Finance Committee, and expects Town Meeting to go smoothly next week. The capital article includes funding for the painting of wood exterior trim of the building. It was last painted in 2006 and needs to be done again especially after this winter. There is also funding to replace the front doors on the original 1968 building. They have deteriorated and are difficult to lock. Replacement parts are very expensive and despite the fact that the doors that have survived many years of use very well, they do need replacement.

The MBLC Trustees Handbook, which we use, and the Town Bylaws article 58, Salary Administration Plan, are being reviewed, so that our practice will continue to conform to the standard, with particular attention to the hiring of, and ongoing review of personnel. Discussion of potential improvements in our process followed. Exit interviews for professional employees, and others with particular concerns, are already being done by both the town personnel department, and the library director. The trustees are particularly interested in seeking ways to insure the ongoing support of our employees. Improvement may also be needed in the systematic updating of job descriptions, incorporating, perhaps, the changing rolls of existing staff members as library processes change and equipment is updated. Richard will check with other libraries to see how they are doing these things. We will pursue this further in a future meeting that will focus on these issues.

New Business:

Ice dams have caused damage to the interior and exterior of the building, as has been the case with many town buildings. Repair to the walls, broken windows and painting will be needed. The carpets will need to be cleaned as well.

Young Adult/Reference Librarian, Megan Statza, has taken the position of Head Children's Librarian in Sudbury. A new search process has been initiated for this full time position.

Rachel reported that the Director's evaluation is due on June 1st. Mike, Rachel, Bob and Lorrie will work on the evaluation. Richard will send out the forms.

Rachel discussed the upcoming Diversity Fair at the high school on April 12 and suggested that the library set up some kind of display for it. The Friends of the Library are already preparing working with the Diversity group. Richard and Noreen will make sure a display is up before the event.

Other Business:

Friends of the Library met last night. The book sale will take place on April 10-12. The Town Meeting will begin March 23 at 7:30 pm.

Changes in staff include: Joe Messier, who has retired after 16 years of service and Kathy Gagnon, who has resigned because she will be moving out of state.

Adjournment:

Mike made a motion to adjourn the meeting by Abby and Bob seconded, it passed unanimously. The meeting was adjourned at 9:55p.m.

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

The next meeting is scheduled for Tuesday, April 14, 2015 at 7:30 p.m.

Documents distributed during the meeting: Agenda dated 3/10/15, Director's Report dated 3/10/15, Library Trustee Meeting Minutes dated 1/13/15, Statement of Expenditures for March FY2015, the monthly Statistical Reports for March FY2015, MBLB Trustees Handbook (chapter 6), and Article 58 of the Town of Bedford Bylaws.