

Bedford Free Public Library
Library Trustees Minutes for Tuesday, April 14, 2015
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, and Mike Pulizzi.
Richard Callaghan, Library Director, and Noreen O’Gara, Assistant Director.

Secretary's Report:

The Secretary's Report of March 17, 2015 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 vote of 4-0-1, with one member abstaining due to absence.

Director's Report:

Lorrie moved acceptance of the Director's Report dated April 14, 2015, Howard seconded, it was unanimously accepted by all members present.

Summary of the Director's Report:

Action continues in dealing with damage from this past winter's ice dams on the roof. The Facilities Department has contracted with Service Master to help mitigate damage to the walls and windows. Three walls in the Reference and Teen areas have been dried out with five large heat dryers. The heat is directed under plastic tarps to dry out the moisture in the walls. It has been a slow process, but the dryers and plastic sheets have just been removed. There have been complaints from patrons and staff about the heat and noise but there were few other options for preventing mold growth. The next step is to have the rugs dried out and repaired. There has been other damage as well which will need to be dealt with, much of which can be done as part of overall repair contracts for other town buildings.

The Children's Room has been very active with many story times and craft programs. A public feedback program evaluation was tried for the first time with an overwhelmingly positive response. The programs scheduled for the April school vacation week include: a drop in craft workshop on Tuesday, Lego Challenge on Wednesday and two showings of *Curious Creatures* on Thursday. *Family Movement and Music* with Sarah Gardner returns on Saturday, April 25.

Richard will be attending the annual Massachusetts Library Conference in Worcester on May 4-6. He has been asked to participate in a panel discussing Friends of the Library groups and their relationship with public libraries.

The installation of the new periodical shelving in the Reference Room is now complete. The wood panels have now been installed and the new shelves look very attractive. The Staff is rearranging some of the periodicals to make the best use of the space. They have also been weeding out back issues of some periodicals that are getting very little use.

The Library's 4th annual Peeps Diorama Contest had 27 entries, an increase of over last year. Patrons voted for their favorites and decided who received the Peep-le's Choice Award. Winners were announced at the awards reception on March 25th.

TAG programs this month include a movie, duct tape crafts, sculpey crafts, and cookie decorating. Feasting from Literature will finally take place on Monday, April 27 at 6:30 pm. This program has been twice delayed due to snow. The movies for April are *The Drop*, *Birdman*, and *The Imitation Game*. There are no movies on April 9 due to the book sale and April 23 due to a special program for kids. The COA book discussion on Tuesday, April 28 is *The Wife, the Maid, and the Mistress*, by Ariel Lawchon. The new art exhibit is *Writing with Art and Ink* which will run until early May. The reception for the art exhibit is on April 12.

Tax help from the AARP finished on Saturday, April 11. As usual, it was a very popular well used program. That Saturday, will be very busy with the book sale, tax help and Sharon McDonald doing tours of the Bedford Flag for Pole Capping day.

A new YA Librarian has been selected. Pam Aghababian, will begin work on April 27. She is coming to us from Ashland Public Library where she was the Teen/Reference Librarian. We welcome her and wish her the best in her new position.

Expenditures review - salary expenses are somewhat lower than normal due to staff changes, this may be an opportunity to schedule some extra training. Heat is over budget, but this expense will drop now with the weather warmer and come back closer to expense parameters.

Statistical Report, circulation again down somewhat, but we are still not counting many of the digital download checkouts. Other libraries in Massachusetts and throughout the country are in the same situation. Public Libraries are trying to get the state Library Board to accept these alternate checkout methods as approved circulation. Rachel asked if the Overdrive usage has gone up. Noreen replied that they had significantly as have other alternate download methods which are also rising greatly, and while Overdrive is counted none of the other methods are. Bedford, as well as all the other town libraries, are making efforts to get the state to accept these other checkouts. Hoopla is an example of a download that is not counted by the State.

Unfinished Business:

- Town Meeting Update:

The Library's budget for FY16, as part of the overall town operating budget, passed without difficulty as did all of the Library capital projects. All items are in place for proceeding with the capital projects.

- Plan for the performance review of the Director (Due June 1):

Richard has the necessary forms from Town Hall and will send them to Rachel who will distribute them to members for completion. If any member has a preference please let her know otherwise she will distribute them randomly. Richard will also provide his input.

- Outdoor improvement review – front walkway:

The Library's front walkway, along Mudge Way, is in bad shape and needs to be resurfaced. Richard has been researching various options and feels that stamped concrete would be the most attractive alternative. If we could apportion some funds to it the next question would be how much of the length of the walkway we would do. If we resurfaced it to the street we would cross the Jenks Trail and would have to get their approval. Paving all the way to the street in

concrete would be about \$22,000. Rachel commented that she has been considering a bench in that same area and could include the request for permission to resurface the path in her letter requesting the bench. There is some funds from DPW that might help pay for part of it. Mike recommends we just resurface the part of the walkway that is on Library property so we would have better control over the project and prevent any undue delay.

New Business:

- Materials Selection Policy – review:

Last time it was reviewed was in 1971. Richard would like the language and policy updated and modernized. Review will probably take a couple of more meetings. New language is needed to handle new publishing practices, such as self published books. A copy of the current policy was passed out to all members. Language needs to be reviewed to become more policy oriented and eliminate procedural language that can change due to practicalities. Trustees should read the policy and discuss it at the next meeting. A discussion ensued as to what issues might need to be addressed in policy language changes, such as new types of materials and how to handle high tech objects.

- Library Trustees Annual Board Reorganization: Election of chair and secretary to assume office July 1, 2015

Howard moved that the current chair and vice-chair, Rachel and Bob, continue in these positions, Mike seconded. The motion passed unanimously by all members present.

- Election of three trustees to the Library Corporation:

Howard moved that the current members of the Library Corporation; Bob, Mike, and Lynne; be reinstated in these positions, and Lorrie seconded. The motion passed unanimously by all members present.

Other Business:

- Friends Book Sale:

As usual the sale was well attended and lively, but not quite as much as it has been in the past. There may be several reasons for this, including another large book sale being held in Chelmsford at the same time.

Adjournment:

Howard made a motion to adjourn the meeting and Mike seconded, it passed unanimously. The meeting was adjourned at 9:00 p.m. The next meeting is scheduled for Tuesday, May 12, 2015.

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

Documents distributed during the meeting: Agenda dated 4/14/15, Director's Report dated 4/14/15, Secretary's Report dated 3/17/15, Statement of Expenditures for March FY2015, the monthly Statistical Reports for March FY2015, Materials Selection Policy, Children's Room Program Evaluation.