

Bedford Free Public Library
Library Trustees Minutes for Tuesday, May 12, 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, Abby Hafer, Lorrie Dunham, Rachel Field, and Mike Pulizzi, Lynne O'Connor, Richard Callaghan, Library Director, and Noreen O'Gara, Assistant Director, and Dot Bergin from the Bedford Citizen

Secretary's Report:

Motion to postpone the approval of the minutes of the special meeting on April 7th was made by Rachel, Mike seconded, and all approved.

The Secretary's Report of April 14, 2015 was read and discussed. A motion was made by Bob to accept the minutes as amended, and seconded by Mike. The minutes were accepted as presented, one abstention.

Director's Report:

Lynne made a motion to accept the Director's Report dated April 14, 2015, Bob seconded, and it was unanimously accepted by all members present.

Summary of the Director's Report:

Multiple programs kept the Children's Room busy during the April school vacation, including Curious Creatures, the Lego Challenge, and Family Music with Sarah Gardner. Sarah will also conduct a *Music and Movement* program on May 9 and 27. The *Ready, Set, Dance* program for ages 0-5 will be on the 20th. The April programs have all been well attended. Story time will not meet at the end of the month while Bethany and Nancy are preparing the summer reading program. They have also been setting aside materials for the visits of the early childhood class from Bedford High School.

Pam Aghababian, formerly from Ashland Public Library, was welcomed on April 27th as the new Youth Services Librarian. She has already met twice with TAG, and will be working on summer activities for teens.

Ray has been overseeing painting and repairs of this past winter's wall damage in the Teen and Reference rooms. The repairs were coordinated by the Facilities Department with Service Master and a painting contractor. He has also organized additional painting in the Technical Services Room and on the front steps. Ray repaired the concrete, turned on and checked the lawn sprinklers, and will be preparing the HVAC system for the air-conditioning changeover next month. The Custodial staff has been doing additional cleaning jobs as well.

Sharon McDonald, Town Historian, will be at the library on June 1, 2, 11, and 12, to give tours of the Bedford Flag for the 3rd grade class from Lane Elementary School.

May programs: May 4: *Indian Cooking Class* with Sandhya Rege Nadkarni, May 11: *Animal Art* with artist and sculptor Linda York-Robbins, May 17: *Understanding Hoarding* with Sarah Dowal by the Youth and Family Services Department, and May 30: 3rd anniversary of the Bedford Citizen with speaker Dan Kennedy, Associate Professor of Journalism at Northeastern University. Technology help continues on Wednesdays. Rand will be giving a presentation on the library's electronic sources, Overdrive, Freegal, Hoopla, Zinio and Indieflix at Carleton-Willard this month.

Richard attended the Massachusetts Library Association annual conference in Worcester from May 4-6, attending presentations on library design, advocacy, working with municipal officials, and intellectual freedom. He made a presentation for a program on working with Library friends' groups. He also attended an interesting program on using astronomical telescopes in the library.

May movies: *Laggies*, *The Hunger Games: Mockingjay part 1*, *Wild*, and *Into the Woods*. The June 2 book discussion title for COA is *Love Anthony* by Lisa Genova. The new art exhibit runs from May 14-July 8 is *Explorations in Light and Line*, works by Valerie Maser-Flanagan and Robin Her.

There have been some phone problems and Verizon has come to look into it, and it has hopefully been corrected. The statistical report was reviewed. The statement of expenditures will reflect Facilities Department takeover of the library's utilities accounts beginning in July.

Unfinished Business:

- Plan for the performance review of the Director (Due June 1). Richard has completed his portion of the review and distributed copies of his individual employee goals for the review of the Trustees, which included a signage project, attention to the 2016 budget, and redesigning the library webpage, disposition of the Bowie knife, grounds improvement, and replacement of copiers with an integrated printing system. Discussion of each goal followed, and suggestions of other goals. There was a request for follow-up progress reporting. The compiling of an employee related policy manual will be added to the goal.
- Materials Selection Policy - review: copies of the January 1971 policy was distributed and discussed. It does cover everything, but the language needs updating, ie, the addition of, 'and other library material,' to 'books.' It is suggested that more attention be given to works by Bedford authors. Because materials are often self-published today, the standard of what is significant has changed. We do not need to duplicate keeping materials that are normally saved in other town offices or organizations such as the historical society. Standards of rebinding books have also changed as books are rarely rebound today. A statement needs to be added that gifts given to the library may not be permanently kept by the library.

- Outdoor improvement review – front walkway. The winter was very hard on the grounds and building, and the walkway needs attention. We await word from DPW on these repairs.

New Business

. Possible future disposition of the Bowie Knife was discussed. The Director will seek information from the Historic Arkansas Museum. Contacting the PBS show, *The History Detectives* was also suggested.

Other Business:

- Holiday Closings FY16. The list was discussed. A motion was made by Howard and seconded by Mike that the library will be closed on Easter Sunday, and after the first Sunday in May until the first Sunday after Labor Day. The motion was unanimously accepted.

Adjournment:

Mike made a motion to adjourn the meeting and Howard seconded, it passed unanimously. The meeting was adjourned at 9:24 p.m. The next meeting is scheduled for Tuesday, June 9, 2015.

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

Documents distributed during the meeting: Agenda dated 5/12/15, Director's Report dated 5/12/15, Secretary's Report dated 4/14/15, Statement of Expenditures for March FY2015, the monthly Statistical Reports for April FY2015, Materials Selection Policy, Town of Bedford Managerial Review for Richard Callaghan Individual Employee Goals, Holiday Closing Schedule for Fiscal Year 2016,