

**Bedford Free Public Library**  
**Library Trustees Minutes for Tuesday: June, 9 2015**  
**7:30 PM - Meeting Room**

*The trustees gathered and reviewed and signed the bills. Rachel Field called the meeting to order at 7:43 p.m.*

**Present:**

Trustees: Rachel Field, Chair, Robert Batt, Howard Cohen, and Lorrie Dunham. Richard Callaghan, Library Director and Noreen O’Gara, Assistant Director. Present also was Dorothy Bergin, a reporter for the Bedford Citizen.

**Secretary's Report:**

The Secretary's Reports of April 7, 2015 and May 12, 2015 were read and discussed. A motion to postpone a vote on the April 7<sup>th</sup> minutes until the next meeting as a quorum is not present from that meeting was moved by Howard and seconded by Lorrie, the motion was passed by all members present. A vote on the May 12<sup>th</sup> minutes, as amended, was moved by Howard and seconded by Bob. It was passed by all members present.

**Summary of the Director's Report:**

The summer reading program in the Children’s Room has *Every Hero has a Story* as its theme. The program begins June 25<sup>th</sup> with *Superhero Training with Jungle Jim*. Stories on the Lawn begin on Wednesday, June 24<sup>th</sup> and will continue through August. The Teen Summer Reading program, called *Unmask!*, is open to grades 6 through 12. The adult program, *Escape the Ordinary*, begins July 5<sup>th</sup> and runs through August 21<sup>st</sup>. There will be weekly drawings for Bedford Farms ice cream and a grand prize at the end of the summer.

Ray has had his staff painting the hallways, stripping the floors and spreading mulch. Custodians have been doing some extra cleaning on Sundays and other maintenance duties. Ray also changed over the HVAC system to air conditioning for the summer after Memorial Day weekend. Ray and Richard have been meeting with vendors about the copiers and internet computer printing options. The phone problems with Verizon, reported last month, are being worked on. A recent phone outage has been partially corrected. Incoming calls have been restored but outgoing calling is still down. Verizon is still working on the problem, in conjunction with FTG who installed the phone system as their input is required also. We are hoping it will be fixed by Wednesday, June 10<sup>th</sup>.

After many meetings among staff, the merit reviews are completed and will be submitted to Town Hall shortly. Richard will be meeting with Rick Reed and Jessica Porter in the near future concerning them. The merit review process takes a great deal of time and effort Richard thanks the staff for their hard work.

Richard met with the Friends and they agreed to fund a cooking program for the fall and winter with Liz Barbour, who presented the Creative Feast program in April. The program will have a different cookbook as the subject of each presentation. They also will be funding the purchase of a telescope through the Cornerstones of Science program. The telescope will be available for patrons to borrow. The Friends are also working on online membership and a donation website.

The movies for June are *The Gambler*, *Still Alice*, and *Selma*. The movies will take a break for the summer and return in September. Drop-in tech help continues on Wednesday evenings. The COA book discussion title is *Love Anthony* by Lisa Genova. The book discussion program will also resume in September.

The FY15 budget will close at the end of June. The budget is on track and it is likely there will be some funds returned to the Town from the salaries line item due to changes in personnel over the past year.

The Statistical Report is following current trends with some lower circulation figures, which is comparable to other libraries in the area. As pointed out in the past this is likely due to more circulation through electronic media which is not all counted in the circulation figures.

**Director's Report:**

Lorrie moved acceptance of the Director's Report dated June 9, 2015, and Rachel seconded. The report was accepted unanimously by all members present.

**Unfinished Business:**

- Plan for the Performance Review of the Director (Due June 1)

The Director's review will be submitted to the Town Administrator this week.

- Materials Selection Policy – review

Draft of new policy was provided to members for review. A discussion ensued as to what new language changes should be made. Topics included the *Library Bill of Rights*, *Freedom to Read Statement* and *Freedom to View Statement*. The draft is continuing to be worked on by staff.

- Outdoor Improvements Review – front walkway

Ray and Richard have met with the DPW and it is expected the installation of the new front walk should begin next week. Howard and Rachel suggest that a sign be placed on the chess tables by the main entrance letting people know that chess sets are available for use. Richard will see what kind of sign can be arranged.

- Bowie Knife Projects update

Richard tried to contact the History Detectives again but found that they no longer review historical artifacts. He also contacted the Historic Arkansas Museum to find out if they would be interested in the knife. They are interested but they thought private collectors would probably outbid them. Lorrie suggests contacting Christie's or Swann auction houses if we decide to sell the knife.

**New Business:**

- FY17 Capital Projects List

The Facilities Director asked for a list of capital projects we might like to have done even if they might be for the future, beyond this next Fiscal Year. Richard put together such a list and passed it out. The list included replacement of windows in the 1968 part of the Library building, automatic heat blower over entrances, HVAC repairs, a generator, removal of the oil tank and old boiler, drainage outside HS side entrance, carpet in several areas, and atrium windows. Other non-capital items were also included on the list. The items on the list were discussed.

**Other Business:**

- Minuteman Library Agreement:

The agreement needs to be signed by the Chair of the Trustees. Signed and returned to Richard for processing.

- Summer Reading Program:

The Bedford School system said we could not pass out a notice about the Library's summer reading program because of a new policy about notices not being placed in summer packets for the students. An appeal to the school administration was met with a negative response. Further appeal to the Superintendent of Schools is ongoing. It is felt that this long running program has been promoted to the kids at the end of school year for forty years without a problem and should be continued.

- Step Raises and Appointments

Appointments took place for a Library Page, two Library Assistants I, and a Library Custodian. Two Library Pages received step increases.

**Adjournment:**

Howard made a motion to adjourn the meeting and Lorrie seconded, it passed unanimously. The meeting was adjourned at 8:54 p.m. The next meeting is scheduled for Tuesday, July 14, 2015.

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

*Documents distributed during the meeting: Agenda dated 6/9/15, Director's Report dated 6/9/15, Secretary's Reports dated 4/7/15 and 5/12/15, Statement of Expenditures for May FY2015, the monthly Statistical Report for May FY2015.*