

Bedford Free Public Library
Minutes of the Library Trustees Meeting
August 11, 2015, 7:30 PM

The trustees gathered, reviewed and signed bills.

Present:

Trustees: Chairman Rachel Field, Robert Batt, Howard Cohen, Lorrie Dunham, Abby Hafer, Lynne O'Connor, Mike Pulizzi, Director Richard Callaghan, Assistant Director Noreen O'Gara. Also present was, Reporter from the Bedford Citizen, Dorothy Bergin.

Call to Order:

Rachel called the meeting to order at 7:50 PM.

Secretary's Report:

The minutes from the June 9, 2015 meeting were read and reviewed with minor corrections. A motion was made by to accept the minutes as corrected. Howard seconded the motion, and acceptance was approved by a vote of 4-0 with 3 abstentions. The April 7, 2015 minutes were also reviewed, discussed, amended, and approved by a vote of 6-0 with one abstention after corrections. The motion was made by Howard to approve as amended, and seconded by Abby.

Summary of the Director's Report:

The Director's Report included a summary of the Children's Summer Reading Program that began on June 25th; Pam's visit to the Lane School and Hanscom AFB to promote the Teen Summer Reading Program; plans for Noreen, Jen and Rand to attend a two-part seminar on July 17 and 24 on Mental Health First Aid Training; Ray's work with Verizon to changeover the phone system to fiber optics; Ray's work with the DPW on the replacement of the natural gas line in front of the building; and the installation of a wireless public address system in the building.

The art exhibit is a watercolor display of the late Connie Hanley, a former member of the Library Art Steering Committee, with a reception being held on Saturday, July 11. Also a reminder that the Adult Summer Reading program with weekly prizes begins after the July 4th weekend.

The State Aid to Public Libraries statistical report was distributed to the Board. The report needs to be signed by the Trustee Chair and sent in to the MBLC. Richard will be meeting with the Friends next week to discuss Bedford Day and the annual book sale.

The second phase sign project will be begin this month. We are reviewing the proposed signs and their placement. The natural gas line replacement on Mudge Way went quite smoothly and there was little interruption to library operation. A new copier has been procured for the staff replacing a very old model that was proving less than reliable. The public address system is working well for announcing closure times and is very helpful. All the clocks in the building are perfectly coordinated through the same system.

Children's programs continue with many activities. We were able to use the Town Hall multi-purpose room for some of the programs while the meeting room is being repaired. The town has been very helpful in that regard. The end of summer party for the Children's Summer Reading Program will be held outside on August 27th.

The final budget for FY15 shows that there were funds left in both the personnel and general expenditures sections. The funds were not expended due to staff changes and less use of electricity than predicted. The FY2016 budget shows no line items for utilities as approved at the Town Meeting. All utilities budgets will now be managed by the Facilities Department. The statistical report, which shows lower circulation than last year, is largely due to the closing of the Library for a whole week in July.

Acceptance of the Director's Report:

A motion was made to accept the Director's Report by Lynne. It was seconded by Bob, and unanimously approved.

Unfinished Business:

Outdoor Improvements Review - front walkway: it is lovely! The walkway is poured concrete but looks like brick. The DPW did an excellent job coordinating the project.

The Bowie Knife and Materials Selection policy will be discussed at next month's meeting.

New Business:

Richard gave a report on the air-conditioning line break, including pictures that showed how the water was pouring from the light fixtures. It began on the roof where one of the iron pipes that leads into the building had rusted through. The pipe was fifteen years old. ServPro responded immediately with a large amount of equipment, including dehumidifiers, fans and air scrubbers. A replacement pipe had to be specially ordered so it did not come in until late Thursday afternoon (July 16th). The library was shut down for one week due to the lack of air conditioning and the ongoing remediation. Repairs have begun but due to the water damage the meeting room and a part of the Children's Room remain closed. There was about \$2500 worth of damage to books, which was less than initially thought. Mobile shelves were obtained from Rentacrate to store books from the closed sections of the Children's Room. Some drywall and insulation will need to be replaced. There was also damage to lights and ceiling tiles but not to furniture or shelving. We are working with the contractor to try to get the meeting room ready for Bedford Day, but there is no guarantee. The staff is happy to be back at work and on a regular schedule.

Richard attended the American Library Association conference in San Francisco in late June. He attended some excellent programs and met with a variety of vendors.

Next Meeting:

Tuesday, September 8, 2015.

Adjournment:

A motion for adjournment was made by Howard and seconded by Bob. The meeting was

adjourned at 9:10PM. A celebration of Richard's ten year tenure followed the official meeting.

Documents distributed at the meeting included: A meeting agenda, Minutes of the 6/9/2015 meeting, the Director's Report for the cancelled July 14, 2015 meeting, a draft of the Collection Development Policy, Statement of expenditures for 7/13/2015 and 8/4/2015, Statistical Report for 7/28/2015 and FY2016 - 8/11/2015, State Aid to Public Libraries Annual Report FY2016.

Respectfully submitted,
Lorrie Dunham, co-recording secretary