

**Bedford Free Public Library**  
**Library Trustees Minutes for Tuesday: September 8, 2015**  
**7:30 PM - Conference Room**

*The Trustees gathered and reviewed and signed the bills. Chair Rachel Field called the meeting to order at 7:35 p.m.*

**Present:**

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

**Secretary's Report:**

The Secretary's Report of August 11, 2015 was read and discussed. A motion to accept the minutes as amended was moved by Howard and seconded by Mike. The motion was passed by all members present.

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

Richard provided a copy of the Trusty Trustee Pocket Guide, published by the Board of Library Commissioners, to each of the members. Richard will attend the Energy Task Force meeting on Tuesday, September 15<sup>th</sup>. He invited any Board member that is able to attend to accompany him. The Chair of the Task Force, Mark Mullins, mentioned his interest in reviewing the energy situation at the Library and provided a list of questions to discuss. Richard mentioned that we have been trying to get together with this group for some time but their meeting times conflicted with the meetings of the Trustees. Richard will discuss energy saving projects that might be considered for the Library, such as new energy efficient windows in the teen and periodical rooms.

Despite some challenging logistics due to the closure of the water damaged meeting room, the Children’s Summer Reading was very popular and experienced excellent attendance at all events. The Lego program was moved over to the multi-purpose room at Town Hall, and was still very popular. Other programs such as Library Labs moved outside and had good turnouts. As we had a number of events outside, good weather kept the schedule on track. The Toe Jam Puppet Band attracted 210 kids and parents to the end of summer party on August 27th. Nancy and Bethany worked very hard to keep the summer reading program up and running. They will be taking time to assess the program and plan for the future. To get feedback they have designed a survey for patrons to gauge the success of the summer reading program.

The adult summer reading program finished up with a grand prize winner – Barbara Herlihy of Bedford, she was very pleased to have won an iPad mini. Teens also won a variety of prizes at their summer ending ice cream party and raffle. 98 teens read 237 books during the summer program.

Ray has been busy working with the contractors to rehab the damaged areas of the library. He also has found time to add memory to all the public catalog computers to improve speed. He has been working with the Minuteman to improve latency issues in the Encore catalog – though

these issues are on MLN's end not ours, they are still frustrating. He also has been working with Facilities to fix the fire alarm panel which has been chirping error messages at odd times. After multiple efforts Ray was able to get the Facilities Department to repair the broken windows from this winter's ice dams. As the repairs were paid by insurance the whole process was quite slow. Ray also installed a new color printer in the Tech Services Department. A new scanner with a multi-page feed has been installed in the reference area and linked to the touch screen monitor that also controls the flatbed scanner.

We have added two new databases for FY16: Consumer Reports and Lynda.com. Consumer Reports was an often requested database that formerly was only available in the Library but now can be accessed from home. Lynda.com provides online tutorials and training in a wide variety of fields. Patrons will be able to use Lynda.com both in the library and from home.

The fall program schedule will not begin until October due to the meeting room repairs. Thursday night movies are on hiatus until October 1<sup>st</sup>. Drop-in technology help continues on Wednesday evenings. The COA book discussion on September 29 is ***Unbroken: A World War II story of Survival, Resilience and Redemption*** by Laura Hillenbrand. The TAG fall kick-off will be on September 16 with snacks and games on the Library lawn. Fall hours begin on September 8.

The Statement of Expenditures is where it should be, as it is still early in the year. The Statistical Report is still reflecting the decrease of circulation caused by the water leak, but is otherwise tracking as expected.

**Director's Report:**

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

**Unfinished Business:**

- Report on A/C pipe break and ongoing repairs

Richard reports that the Children's Room is almost back together and will be finished soon. A problem was found that the shelving was not reinstalled correctly, as not enough bolts were replaced. This has been corrected after painting. The large meeting room is also almost completed and it still looks as if it will be available for use for the Bedford Day Book Sale. The Friends still have an alternative site (Congregational Church) reserved in case there is a delay. Richard is sure there will be some sort of book sale on Bedford Day, and with the progress in the meeting room, it looks promising that it will be in the library as usual. The replacement pipes for the A/C pipes that broke will be inspected soon and a final insulation coating will be installed.

- Materials Selection Policy – review

Noreen reviewed such policies at other libraries around the state and adopted their language to our needs. A further draft was provided to the members for review with further amendments pursuant to prior discussions. The draft has been retitled the "Collection Development Policy". A discussion ensued with comments regarding language in the draft including interpretation of each of the sections and what it means. Subjects discussed included criteria for obtaining materials from local authors, relations and communications with school libraries in town, deselection criteria and problems regarding donated materials, obtaining and maintaining historical items with particular interest to the town, and other pertinent subjects. A motion to accept the Collection Development Policy as revised was moved by Howard and seconded by Mike. It was passed unanimously by all members present.

- Bowie Knife update

Richard asked the Board as to whether they would like him to look into what to do with the Bowie knife, including the possibility of selling it or loaning it to a museum. He would look into all possibilities and will bring back his findings to the Board. After discussion, Rachel declares the Board's consensus that Richard proceed with looking into the options of possible uses for the Bowie knife in the Library's possession.

**New Business:**

- StoryCorps Project

Richard sent a staff member to a presentation about Story Corps, what it is and how it is run. The yearlong project would collect the oral stories of Bedford residents. Residents of all ages that represent the diversity of the town would be asked to participate. Staff members would run the program and do the interviews and collect the audio recordings. Richard thinks an initial subject would be to ask people of all the places you could live, why did you choose Bedford? A discussion ensued as to how this would be implemented. Information about the project will be handed out at Bedford Day to kick off the project.

**Other Business:**

- Friends Book Sale - September 17-20

The Friends Book Sale is over the Bedford Day weekend. The Thursday evening sale is for members but staff and Trustees are also invited to attend.

- Step Raises and Appointments

None.

**Adjournment:**

Lorrie made a motion to adjourn the meeting and Howard seconded, it passed unanimously. The meeting was adjourned at 9:20 p.m. The next meeting is scheduled for Tuesday, October 13, 2015.

*Bedford Free Public Library  
Library Trustee Minutes for 9-8-2015*

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

*Documents distributed during the meeting: Agenda dated 9/8/15, Director's Report dated 9/8/15, Secretary's Reports dated 8/11/15, Statement of Expenditures for August FY2016, the monthly Statistical Report for August FY2016, draft Collection Development Policy.*