

**Bedford Free Public Library**  
**Board of Library Trustees Minutes for Tuesday, October 13, 2015**  
**7:30 PM – Meeting Room**

*The Trustees gathered and reviewed and signed the bills. Chair Rachel Field called the meeting to order at 7:38 p.m.*

**Present:**

Trustees: Rachel Field, Chair, Robert Batt, Howard Cohen, Lorrie Dunham, Mike Pulizzi, Lynne O'Connor and Abby Hafer. Also present: Richard Callaghan, Library Director, and Noreen O'Gara, Assistant Director.

**Secretary's Report:**

The Secretary's Report of September 8, 2015 was read and discussed. A motion to accept the minutes as amended was moved by Mike and seconded by Howard. The motion was passed by all members present.

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

Programing is back on schedule. There are four weekly Children's Story times, including one in Spanish led by the Bedford High School Spanish Club. Music with Sarah Gardner begins Saturday, October 24th. A building zone program using Keva building planks begins on October 17.

TAG programs including a tower building contest and mini pumpkin decorating. Adult programs include the documentary, *Bedford Memories: Stories of a Small Town* by Leslie Wittman on October 4th, *Feasting from the Cookbook* with Liz Barbour on the 6th, and *Solving the Social Security Puzzle* with Peter Hoffman on the 26<sup>th</sup>. Drop in tech help continues on Wednesdays, and on Tuesday the 27<sup>th</sup> the COA book discussion title will be *A Hundred Summers* by Beatriz Williams. October's Thursday night movies are *The Second Best Marigold Hotel*, *'71*, *Woman in Gold*, *Far from the Madding Crowd*, and *Insurgent*.

The Friends' well organized book sale was successful despite building readiness concerns. Richard will meet with the Friends Board on Wednesday October 28<sup>th</sup>.

Janel completed the State Aid financial forms which have been signed by the Chair and sent to the Board of Library Commissioners. These forms assure that the library will meet the funding guidelines to qualify for State Aid.

Staff meetings included III training at MLN, Noreen attended the assistant directors meeting in Dracut, Pam attended the Teen Summit in Worcester, and six staff members attended the two- part mental health training program sponsored by the Town on October 9<sup>th</sup> and 30<sup>th</sup>. Bethany will attend the New England Library Conference in Manchester, New Hampshire on October 26<sup>th</sup> and 27<sup>th</sup>. Ray and Richard will have more advanced training on the phone system from FTG on the 21<sup>st</sup>. Benefitted staff will receive training on the new online vacation/sick time request software on Friday the 16<sup>th</sup>.

Ray completed work with the contractors on the library water damage. He also submitted a list of other building repairs to the Facilities Department. Ray has updated the software on the Visiplex speaker system, arranged with ATT for a rebate on cancelled phone services, and submitted a proposal to update the print station using the Cassie reservation software. He and Rand will visit Acton Public Library to see how they use the Cassie system.

Richard submitted the annual school related costs for FY15, and the projected costs for FY16 to the Finance Department, as required by the Educational Reform Act of 1993. Amounts reported by each town have a direct effect on school budget appropriations.

Minuteman is still working on Encore catalog and Sierra database issues, and will install more memory in its servers to help problems with Encore. They found that the network had a problem with Windstream which provides internet access. Sharing of network interface with another customer has slowed our network and MLN said that having our own network interface will solve the problem.

The Massachusetts Board of Library Commissioners released recommendations from State Aid to Public Libraries Review Committee who reviewed the state to public libraries program and will recommend changes to the Board. Richard will discuss the recommendations at our November meeting.

The Friends of the Library have purchased a pass for Plimouth Plantation, and the Orion Telescope has been ordered. The telescope will circulate and also be used for programs.

The financial report shows that the FY16 budget is on track. Richard will attend the Fiscal Planning and Coordination Committee on Monday, October 19<sup>th</sup>.

**Director's Report:**

Lynne moved acceptance of the Director's Report, and Bob seconded. The report was accepted unanimously by all members present.

**Unfinished Business**

Report on A/C pipe break and ongoing repairs: Everything is now completed. The insurance covered the damage with any deductible paid by the Town. There are no ongoing mold concerns.

Staff Survey: We are looking at possible ways of doing this. Surveying the library in this way has no examples from other libraries for us to follow. We are doing something that is new in local libraries. One library has a public posting of their goals, which seems very helpful. Focus groups are also helpful in discerning issues and determining goals in conjunction with the strategic plan. Lynne will bring an outline to the next meeting to show the kinds of questions that might be important.

StoryCorps Program: This ALA program is specifically designed for libraries that did not get the grant last winter. Maribeth Millar, Outreach Librarian, attended the training at the ALA conference. This is a program that is designed for libraries to do independently. Recording

residents' stories of their experience of living in Bedford will begin in November.

Energy Task Force: Richard attended the meeting on September 24th. Energy saving methods were discussed. Richard expressed concern about the single pane windows on the front of our building, and that was noted for future attention. Our roof may not be at an advantageous angle for solar panels but the parking lot does have possibilities.

**New Business**

The Bedford Arts and Crafts Society has been meeting at the library since it the addition opened. Attention was raised recently that the group charges a fee for classes and this is against library policy. It seems that this began with a new organizer who wasn't informed of the policy. The issue has been raised with the BACS and they will be meeting to discuss the problem and address it. There can be no flexibility on our part.

Annual Report: the Annual Report was submitted to the Town.

**Other Business:**

Tuesday, November 2: Special Town Meeting

Wednesday, November 11: closed for Veterans Day

**Adjournment:**

A motion to adjourn the meeting was made by Lorrie and Bob seconded, it passed unanimously. The meeting was adjourned at 9:15 p.m. The next meeting is scheduled for Tuesday, November 10, 2015.

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

*Documents distributed at the meeting were: Agenda dated 10/13/15, Director's Report dated 10/13/15, Secretary's Reports dated 9/8/15, Statement of Expenditures for September FY2016, and the monthly Statistical Report for September FY2016.*