

Bedford Free Public Library
Library Trustees Minutes for Tuesday, January 12, 2016
8:00 PM – Meeting Room

The Trustees reviewed and signed the bills. Chair Rachel Field called the meeting to order at 8:20 p.m.

Present:

Trustees: Rachel Field, Chair, Robert Batt, Lynne O'Connor, Abby Hafer, and Mike Pulizzi.
Administration: Richard Callaghan, Library Director and Noreen O'Gara, Assistant Director.
Guests: Tom Busa, Finance Committee and Victor Garofalo, Bedford Town Finance Director.

Secretary's Report:

The Secretary's Report of December 8, 2015 was read and discussed. A motion to accept the minutes as amended was moved by Mike and seconded by Bob. The motion was passed by all present that attended. It was pointed out that there was not a quorum of members present who attended the December meeting. Normally a vote on minutes in this situation would require postponement of the vote until such a quorum was present at a later meeting. However, with two new members coming on the board in the near future it was felt such a quorum of members was unlikely to come together again and it was decided to accept the December minutes with the existing board members present.

Director's Report:

Due to the delayed start of the meeting because of Town Caucus and as there were scheduled discussions with guests from the town Finance Committee, it was determined that review of the Director's Report would be postponed until the next meeting.

Unfinished Business:

- FY17 Budget – vote

Richard went over Budget Draft #3 and explained the variances from the FY16 budget. A discussion of these differences ensued. Some issues entailed savings from changes to telephone service, printing costs, and the transfer of utility costs to the consolidated utility budget of the town. Modest increases to travel expenses, memberships, custodial, books, and buildings and grounds were also reviewed. Lynne moved a motion to accept the proposed FY17 budget as presented in Budget Draft #3, Bob seconded, and the motion was passed unanimously by all members present.

- Trust and Special Revenue Accounts

Special guests Tom Busa, liaison to the Library from the Finance Committee and Victor Garofalo, Bedford Town Finance Director were present to address the Board. Mr. Busa began by noting that there have been no major problems with communication between the Finance Committee and the Library, relations have been cordial and open. However, the Finance Committee has taken up the task of determining the status of funds held in separate accounts and controlled by individual committees within the town. There is a lot of money held in gift accounts, revolving accounts, trusts, etc. The Finance Committee is asking all other Town Departments not just the Library, to come up with a plan as to how they will utilize the funds in these accounts over time. We should keep in mind that no major projects, such as a capital projects, would ever come out of these funds. Richard pointed out that the Trustees do pay for

some of the Library's needs out of these funds and do not go to the town for a lot of their smaller projects, such as the outside tables and chairs done a couple of years ago. Looking forward, these funds will also be used pay for new chairs for the Library and to pay for a facilitator to help with a Strategic Plan we will be doing this spring. Richard also stated that he has looked at each of these funds, the purposes for which some had been gifted to the Library, and at the restrictions that some of them contain. Mr. Busa stated that we will be questioned about whether these funds are being used in the best way at the Finance Committee meeting next week. Richard will be attending this meeting to address these queries. A discussion ensued as to what the Library does with these funds and what is being requested by the Finance Committee. It was expressed that the Finance Committee is asking that the Trustees give a written description of what funds from these accounts are used for and how they are being managed to meet the needs of the Library and how expenditures of these funds supplement its annual budget to the town. Mr. Busa and Mr. Garofalo also indicated that the Finance Committee has always found the Library managed the funds in these accounts well and did not see any major issues with how the funds are controlled at present.

New Business:

- Friends of the Library Annual Meeting – new officers

The Friends of the Library held their annual meeting on December 12, 2015 and voted in new members and officers. Richard passed out a list of the new officers of the Friends.

Other Business:

- Finance Committee Meeting Thursday, January 21, 7:30 pm

All members that can are urged to attend the Finance Committee meeting to support the Library budget.

- Step Raises and Appointments

None.

Adjournment:

Mike made a motion to adjourn the meeting and Abby seconded; it passed unanimously. The meeting was adjourned at 9:50 p.m. The next meeting is scheduled for Tuesday, February 9, 2016.

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

Documents distributed during the meeting: Agenda dated 1/12/16, Director's Report dated 1/12/16, Secretary's Reports dated 12/8/15, Statement of Expenditures for December FY2016, and the monthly Statistical Report for December FY2016.