

Bedford Free Public Library
Library Trustees Minutes for Tuesday, February 9, 2016
7:30 PM - Meeting Room

The Trustees gathered and reviewed and signed the bills. Chair Rachel Field called the meeting to order at 7:42 p.m.

Present:

Trustees: Rachel Field, Chair, Robert Batt, Abby Hafer, Lynne O'Connor, and Mike Pulizzi.
Administration: Richard Callaghan, Library Director; Noreen O'Gara, Assistant Director.
Also in attendance was Dorothy Bergin, a reporter for the Bedford Citizen.

Secretary's Report:

The Secretary's Report of January 12, 2016 was read and discussed. A motion to accept the minutes, as amended, was moved by Lynne and seconded by Abby. The motion passed unanimously by all members present.

Director's Reports:

Following are summaries of the Director's Reports for both January 12, 2016 and February 9, 2016. As indicated in the minutes of the January 12, 2016 meeting, review of the Director's Report for January was postponed due to time constraints. After review and amendment of both Director's Reports, Mike moved acceptance and Lynne seconded. The motion was passed unanimously by all members present.

Summary of the Director's Report dated January 12, 2016:

The Children's Room resumes a full schedule of story times and other programming this month. Story times begin on Tuesday the 12th for the winter/spring term. Chinese New Year festivities will be on Saturday the 30th – it is the year of the monkey! Cuentos para Niños returns led by the High School Spanish Club. Family music with Sarah is on Saturday the 9th and Coding with Minecraft is on the 23rd. Bethany will open the Time Capsule from 1996 on Friday the 15th.

Launchpads have arrived in the Children's Room! Launchpads are kid-focused tablets, preloaded with apps. Launchpads check out for 1 week with up to two renewals if no one is waiting.

TAG programs include building your own smartphone speaker, cupcake decorating, a podcast and coloring party, and duct tape crafts. Movies for January include *The End of the Tour*, *The Gift*, *Mr. Holmes*, and *Mistress America*. The COA Book Discussion on the 26th is *Someone* by Alice McDermott. Tech help continues on Wednesday evenings.

We are introducing two new programs this month: *Knitting with Norma* – Thursdays from 10-12 - knitting expert Norma Gahl from our reference staff will introduce basic techniques and share her favorite knitting books and websites. Rand will host the Genealogy Club on Tuesday the 26th. The first session features a guest speaker, Sharon McDonald, who will discuss "What Happens When the Sources Are Wrong?"

The reorganization of the travel and other non-fiction books in the second floor stacks has been completed thanks to the hard work of the circulation and tech services staff. This was a big project that we managed to complete over the holidays.

Ray has completed the installation of the Cassie printing station in the reference and teen areas. There is a high capacity/high speed printer that is linked to all the internet computers. Patrons will have ten free pages of printing per day. After that the cost is 10 cents per page. This was a complicated setup which required a lot of Ray's time. Rand and the reference staff have been very patient about explaining the new printing setup to the public. So far we have received good feedback about the new system.

The second phase of the sign project has been completed. Sunshine Sign has installed wayfinding signs throughout the building. This has been a longer project than anticipated but the signs look great. Please check out the 3-D sign in the Children's Room thanking the donors of the play space. Thanks to Noreen for ushering this project through to completion. The newsletter is now available through email using MailChimp. Print copies will still be available in the library.

The American Library Association Mid-Winter Conference is in Boston this year from January 8th to the 12th. We will be sending nine staff members from various departments to the conference.

Summary of Director's Report dated February 9, 2016:

The Chinese New Year Celebration – Year of the Monkey – on Saturday January 30 was a big success with 116 patrons in attendance. The time capsule reveal on January 15th also went very well with a nice spread of photos in the Bedford Minuteman. Storytimes have been very popular as usual. February school vacation will be very busy with the Lego Challenge on Tuesday, Sciencetellers on Wednesday, Mike the Bubble Man on Thursday, and Tech Take-Apart on Friday. Cuentos Para Ninos continues on February 5th and Family Music with Sarah Gardner returns on Saturday, February 27.

Tax return help for low to moderate individuals will begin on Friday, February 5 with our IRS trained tax specialists from the AARP. Appointments are available on Fridays and Saturdays thru April 15 from 9:30 am to 3 pm. This is a popular service every year. A note on tax forms: paper forms are in slim supply as the IRS is not printing the number of copies as in the past. We can get copies online for patrons.

The Winter Lecture Series began on Sunday, February 7th. Professor Dan Breen presented a six part program: *The Roosevelts: An Intimate History* using the Ken Burns documentary of the same name. The dates for the program, all Sundays at 2pm, are February 7th and 21st, March 6th, 13th, and 20th, and April 3rd.

On Monday, February 8, we are presenting *Cutting the Cord: An Alternative to Cable TV*. Alison Palmgren from the Norwood Public Library will conduct a workshop on how you can watch your favorite shows without the large expense of cable T.V. The program covers the alternatives to cable T.V., benefits and drawbacks of each option, and what equipment is needed.

TAG programs include a movie (*Goosebumps*), DIY valentines, and candy sushi. There is no TAG meeting during school vacation. Movies for January include *A Walk in the Woods*, *Infinitely Polar Bear*, and *Learning to Drive*. There is no movie during vacation week. The COA Book Discussion on the 23rd is *The Rosie Project* by Graeme Simsion. Tech help continues on Wednesday evenings as does *Knitting with Norma* on Thursday mornings. The Genealogy Club meets on Tuesday February 23rd. Please note that the *Feasting from the Cookbook* program had to be rescheduled to April.

We had a portion of the corridor repainted from the repair this past summer because Ray noticed the new paint was peeling. The insurance company paid for it. The High School is having ALICE training. ALICE is a program to teach proper responses to emergency situations to staff and students in schools.

The Statistical Report for January shows a smaller decrease in general circulation compared to January 2015. The Expenditures Report shows we are on track for the budget.

Unfinished Business:

- FY17 Budget – Finance Committee Meeting Review:

Richard met with the Town Finance Committee on January 21, 2016. Things went well and the meeting was cordial. He responded to questions concerning usage of special funds controlled by the Library including those under the auspices of the Library Corporation. He also explained the history, function, and purpose of the Library Corporation. Indications were that the Finance Committee felt that the Library special funds were managed well.

The Capital Committee has a project scheduled to replace the windows in the old Library building (the 1968 portion). The Capital Committee voted to proceed with the project. It will now go on to appear on the Warrant for Town Meeting. Rachel asked about a project to address the way the main entrance doors work. They let in and out too much outside air that works against the heating and cooling systems. Richard said this was on the Capital Committee's list of projects to consider for the Library for next year.

- Trust and Special Revenue Accounts:

As requested by the Finance Committee, it is proposed that a plan for future use of Corporation and Special Revenue funds be devised. Richard explained that there is not a formal written plan for funds expenditures, but there is a sense of how much should be expended in a given year and what projects would be appropriate for consideration. A discussion ensued as to the history of how these funds have been used in the past and what they might be used for in the future. It was felt a plan for these corporation and special funds would be a useful tool for current and future corporation members to use in planning. Developing the plan will be discussed at a Corporation meeting next month.

New Business:

- Strategic Plan:

Richard reported he has approached two professional facilitators who specialize in libraries. They both will submit proposals. It is expected that whoever is selected will do interviews with all parties; administration, staff and board. They will help the board and administration to draft a Strategic Plan, they will also give direction and assist in writing the draft, but it was felt that the final draft should be done internally. The plan will cover a period of five years.

A discussion ensued as to elements that should be covered and how the procedure would be carried out.

Other Business:

- Friends of the Library Annual Meeting - new officers:

Richard will attend a meeting of the Friends tomorrow night, February 10, 2016, and will officially be introduced to the new officers; Co-Presidents Bonnie Kelly and Susan Rogalski, Co-Vice Presidents Renee O'Donnell and Margaret Jackson, Secretary Stacie Korroch, and Treasurer Jerry Wolf.

- Town election – Saturday, March 12, 2016:

Three positions on the Board are on the ballot. Abby is running for reelection. Howard and Lorrie are not seeking reelection to the Board and their positions are open. Candidates for the two open positions, Elizabeth McCulloch Hacala and Emily Jean Mitchell, were nominated by the Town Caucus last month.

- Step Raises and Appointments:

None.

Adjournment:

Bob made a motion to adjourn the meeting and Lynne seconded, it passed unanimously. The meeting was adjourned at 8:57 p.m. The next meeting is scheduled for Tuesday, March 8, 2016.

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

Documents distributed during the meeting: Agenda dated 2/9/16, Director's Report dated 2/9/16, Secretary's Reports dated 1/12/16, Statement of Expenditures for January FY2016, the monthly Statistical Report for January FY2016.