

**Bedford Free Public Library**  
**Library Trustees Minutes for Tuesday: March 8, 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, Lorrie Dunham, 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 February 9, 2016 was read and discussed. A motion to accept the minutes was moved by Lynne and seconded by Mike. The motion passed by a vote of 5-0-1.

**Director's Report:**

Following is a summary of the Director's Report for March 8, 2016. After review, a motion to accept the report was moved by Lorrie and seconded by Mike. The motion was passed unanimously by all members present.

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

Winter programs have been very popular. The Winter Lecture Series (*The Roosevelts: An Intimate History*) led by Professor Dan Breen has been very well attended. The series continues for three more Sundays in March before concluding in April. The *Cutting the Cord: An Alternative to Cable TV* program canceled due to snow has been rescheduled to April 11th. 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 TV. The program covers the alternatives to cable TV, benefits and drawbacks of each option, and what equipment is needed. *Feasting from the Cookbook with Liz Barbour* will begin on March 22 after a delay due to a schedule conflict. The cookbook this month is ***Mark Bittman's Kitchen Express***. *Knitting with Norma* on Thursdays is very popular and the Friends have approved additional funding to continue the series. The Genealogy Club meets on March 22 to discuss French-Canadian and Irish genealogy with Erin McCormack.

TAG this month is all about the 6<sup>th</sup> annual Peeps diorama contest which begins on March 2. The contest is open to all ages with entries due by March 15. TAG programs this month will be focused on the Peeps contest including an awards ceremony on Wednesday, March 23<sup>rd</sup>.

The Children's Department has been very busy with storytimes including a Spanish language storytime (*Cuentos para Ninos*) on March 1. The programs over February school vacation week were very successful with a standing room only crowd at *Mike the Bubble Man* and a big crowd at *Sciencetellers*. The Lego and Tech Take-Apart programs were also very popular. There were 25 programs with a total attendance of 905 for the month! Nancy will be doing a presentation on the Tech Take-Apart program at the NOBS (North of Boston Youth Services Librarians) program power breakfast on April 15. Bethany is developing a music and movement class for young children. The Friends have agreed to purchase supplies for the program.

Ray has been busy keeping up with various computer upgrades, replacing printers, fixing broken door handles, and installing a security mirror in the Children's Room (it helps the staff see the back corner of the stacks). He also came in over President's Day weekend to check on the heat during the below zero temperatures. Everything was fine, no frozen pipes. Ray did notice some rotted boards on the edge of the roof in the old building. These will have to be replaced before any painting is done this spring. He is working on a replacement of the projector in the meeting room. The current projector is eight years old and in need of an upgrade. It has also been experiencing some picture/color problems in the last few months.

The movies for March include; *Grandma, Meet the Patels, Black Mass, Suffragette,* and *Brooklyn*. The COA book discussion on March 22 is *The Map Thief: The Gripping Story of an Esteemed Rare-Map Dealer who made Millions Stealing Priceless Maps*, by Michael Blanding. Tax return help has been very popular with the Saturday appointments almost booked through the end of the month.

The Expenditures Statement for February is on schedule, a little ahead on Library materials. The Statistical Report for February shows that we are down to 2% behind last year which is good, as we are catching up to last year.

The Board thanked Lorrie for her years of service.

**Unfinished Business:**

*- Strategic Plan:*

Richard has proposals in from two providers and is reviewing them. He expects to make a decision soon and get them on board as soon as possible, hopefully starting by May. He would like to see focus groups start as soon as possible, in the spring. Richard is going to a workshop on Strategic Planning in a few weeks. He expects to pick up the latest ideas on how to conduct the process and draft up a Strategic Plan, what items should be looked at and addressed in the report.

*- Website Project:*

Richard is looking into putting out an RFP for a review and upgrade of the Library's website. The cost will probably be approximately \$10,000 to \$15,000. It is expected that it will be funded partially or wholly through the Corporation. Websites provide a very important function in today's cyber world, especially for public libraries. They promote the Library and show its public face. It addresses issues of access to patrons and knowledge of how to use the Library. Other town departments will be asked for input. A lot of access and use of the Library is through the web today. There are links to secondary sites, such as a Teen Page. It will take at least six months to one year to complete the new site and put it online.

**New Business:**

- Annual Town Meeting - Monday, March 28, 7:30 pm - 30 articles

Richard let us know the Library budget has been reviewed by the Finance Committee and no issues have arisen. Approval at Town Meeting is expected.

**Other Business:**

- *Friends Meeting – Thursday, March 10, 7 pm*  
Richard is attending.

- *Town election – Saturday, March 12*

Three seats for the Board of Library Trustees are on the ballot. Abby is on the ballot for reelection. Elizabeth Hacala and Emily Mitchell are running for two open seats. The Board thanked Lorrie and Howard for their many years of hard work. They will be missed.

- *Friends Spring book sale – Friday, April 8 thru Sunday April 10*

Anyone who is available to help would be welcome. The sale is open to members of the Friends the evening before it opens to the public, Thursday, April 7<sup>th</sup>.

- *Step Raises and Appointments*

None.

**Adjournment:**

Lorrie made a motion to adjourn the meeting and Lynne seconded, it passed unanimously. The meeting was adjourned at 8:25 p.m. The next meeting is scheduled for Tuesday, April 12, 2016.

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

*Documents distributed during the meeting: Agenda dated 3/8/16, Director's Report dated 3/8/16, Secretary's Reports dated 2/9/16, Statement of Expenditures for February FY2016, the monthly Statistical Report for February FY2016.*