

Bedford Free Public Library
Library Trustees Minutes for Tuesday April 12, 2016
7:30 PM - Meeting Room

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

Present:

Trustees: Rachel Field, Chair, Robert Batt, Elizabeth Hacala, Abby Hafer, Emily Mitchell, 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.

The Chair asked if there were any public comments. None were forthcoming.

Secretary's Report:

The Secretary's Report of March 8, 2016 was read and discussed. A motion to accept the minutes was moved by Abby and seconded by Mike. The motion was passed by a vote of 5-0-2.

Director's Report:

Following is a summary of the Director's Report for April 12, 2016. After review, a motion to accept the report was moved by Elizabeth and seconded by Mike. The motion was passed unanimously by all members present.

Summary of the Director's Report:

Richard reported that Ray has been working with the Facilities Department and Horizon Solutions to install new motors in the HVAC system. They are computer controlled to use less energy. Horizon Solutions will need to return to help calibrate the motor for the air conditioning when it is turned on next month. Ray also updated the Cassie manager station that controls the public internet computers to improve speed and performance.

The new projection system has been installed in the meeting room. It is a full HD 3D system providing an excellent picture; it is also compatible with the new blue ray disc player. The system can also be used with any device using Bluetooth, which means the Children's Department can use it with their iPads or iPhones for music programs. It can also be used with laptops, either wirelessly or with those with an HDMI connector. It works with the Library's microphone also. The speakers and the remote were kept as they were in good shape but everything else including the locking cabinet was replaced.

The winter lecture series on the Roosevelts concluded on Sunday, April 3rd. Professor Dan Breen was very popular as usual with great crowds at all of the programs. BCAT taped the series and it is available on their local YouTube channel.

<https://www.youtube.com/user/BedfordTVMA/search?query=breen> .

The Children's Department is very busy during school vacation week with a Lego Challenge on Tuesday April 19th, two shows of Curious Creatures on Wednesday, April 20th, a Kodu Game Lab (programming language) on Thursday the 21st, and Family Music with Sarah on Saturday the 23rd. Spanish language storytime (*Cuentos para Ninos*) continues on April 5th. Bethany has her Move & Groove class for toddlers on April 29th. On April 15th Nancy will be presenting at the NOBS (North of Boston Youth Services Librarians) regional conference on her Tech Take-Apart program.

The Library's 6th annual Peeps Diorama Contest had 30 entries, an increase of over last year. Patrons voted for their favorites and decided who received the *Peep-le's Choice Award*. Winners were announced at the awards reception on March 23th.

Programs for April include: *Cutting the Cord: An Alternative to Cable TV* (canceled due to snow, 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 be on April 5th after a delay due to a schedule conflict. *Knitting with Norma* on Thursdays concludes on April 7th but will return in the fall. The Genealogy Club meets on April 26th to discuss research tips and tricks. Tax help from the AARP will finish on Saturday, April 16th. (Tax deadline is April 19th in Massachusetts)

The new art exhibit is *Light Beings*, photography by Louis Henri Pingitore, on display until May. The Community Art Wall has *Reimagined Book Covers* from the students of Mr. Hagan's Art as Communication class at Bedford High School.

TAG in April includes Blackout Poetry on the 6th, Paper Globes on the 13th, and Team Trivia on the 27th. There is no TAG meeting on April 20th due to school vacation.

The movies for April include; *Spotlight* on the 14th and *Trumbo* on the 28th. There is no movie on April 7th because of the book sale and on the 21st due to school vacation. The COA book discussion on April 26th is *Salt, Sugar, Fat: How the Food Giants Hooked Us* by Michael Moss. The Library will be closed on Monday, April 18th for Patriots Day.

The RFP for the redesign of the Library's website went out to prospective design firms. The proposals are due in by May 20th. There was discussion of what we might want in the website.

Budget for March is on target. We are three quarters through the fiscal year and are just about at that point with the budget. Rachel mentioned that State Aid figures had come out and we will be getting about \$23,000. Statistical Report shows good circulation. We haven't quite yet caught up to the short fall due to being closed for emergency repairs for a week last year.

Unfinished Business:

- Town Meeting Update:

The Library budget passed unanimously. Capital project for the new windows also passed. The new fiber optics project that was authorized for installation throughout the town will affect the

Library at some point. We will be more connected to the town system but we will need to assure that it does not compromise the Library's security and the privacy of its patrons.

- Plan for the performance review of the Director (Due June 1)

Richard will electronically forward the review documents to the members working on it, which will be Rachel, Lynne, Abby, and Mike.

- Strategic Plan Update

The Library has contracted with consultant Deb Hoadley to assist with preparation of the Strategic Plan. She has begun working on scheduling sessions with focus groups. The community focus group will be made up of a cross section of town residents to discuss what is needed and would be useful from the Library by different demographics. A discussion ensued of how the groups will work and what follow up will be done as a result. She will also meet with the Board for a focus group session just before our May meeting at 7:00 pm. A file of articles and information on Strategic Planning was given to each member.

- Story Corps Program

The staff member who was going to run the Story Corps Program, and was trained to do so, had to resign due to a family emergency, as a result we will be putting the program on hold for the time being, hopefully it will be able to be continued in a few months if someone to run it can be found and trained.

Rachel asked about the situation concerning the Library's Bowie Knife. Richard gave a history of the issue for the new members. Richard will address what to do with it at a later time.

New Business:

- Library Trustees Annual Board Reorganization

- Election of Chair and Secretary to assume office July 1

Discussion of how Board officers were traditionally selected. Mike nominated Bob to be Chair for the coming fiscal year, FY17, Abby seconded; Bob was elected forthcoming Chair unanimously. Lynne nominated Mike to be vice-Chair for the coming fiscal year, Mike was elected forthcoming vice-Chair unanimously.

- Election of three Trustees to the Library Corporation

Discussion of how Corporation members were traditionally selected. Lynne, Mike and Rachel were elected to the Corporation Board.

Other Business:

- Friends of the Library Book Sale

The Friends Book Sale was very successful with a lot of the stored books sold. It was well attended. Thanks to the many volunteers who helped moving and selling the books.

Rachel brought up the issue that it appeared to her that the pointing on the outside wall by the side entrance facing the high school needed repair. She also proposed that a bench or chess tables might be placed there. A discussion ensued about what might be done with the outside

area facing the High School and what improvements and landscaping might be needed for that side of the building in the future.

- Step Raises and Appointments

None.

Adjournment:

Lynne made a motion to adjourn the meeting and Mike seconded, it passed unanimously. The meeting was adjourned at 8:45 p.m. The next meeting is scheduled for Tuesday, May 10, 2016.

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

Documents distributed during the meeting: Agenda dated 4/12/16, Director's Report dated 4/12/16, Secretary's Report dated 3/8/16, Statement of Expenditures for March FY2016, the monthly Statistical Report for March FY2016.