

Bedford Free Public Library
Library Trustees Minutes for Tuesday May 10, 2016
7:00 PM - Meeting Room

The Trustees gathered and reviewed and signed the bills. Chair Rachel Field called the meeting to order at 7:09 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.

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

Secretary's Report:

The Secretary's Report of April 12, 2016 was read and discussed. A motion to accept the minutes was moved by Lynne and seconded by Abby. The motion was passed unanimously.

Director's Report:

Following is a summary of the Director's Report for May 10, 2016. After review, a motion to accept the report was moved by Mike and seconded by Emily. The motion was passed unanimously by all members present.

Summary of the Director's Report:

April school vacation was very busy in the Children's Room. There were two showings of Curious Creatures, the Kodu Game Lab, Lego Challenge and Family Music with Sarah. The test run of the online sign-up system worked well and should be ready for summer. We had visits from multiple kindergarten classes on May 2nd and May 9th, as the kids were touring the Fire Department, Police Department and the Library. May programs include Spanish language storytime (Cuentos para Ninos) on May 24th, Move & Groove on the 20th, Family Music with Sarah on the 14th and a new bilingual storytime in Chinese on May 18th. Spring storytimes end on May 24th so Bethany and Nancy can prepare for the summer reading program.

Noreen attended the Minuteman Library Network Tech Fair on April 27th, showing off our internet mobile hotspots and Roku streaming video player to the staff of member libraries. Richard will be attending the Massachusetts Library Association annual conference in Hyannis on May 18th and 19th.

Ray installed LED lights in the Bedford History Room which will not only save energy but be better for the collection. He found a rebate from NSTAR to help fund the project. Ray prepped the A/C system so we can switch over once warmer weather arrives. He is still working with Horizon Solutions on the new HVAC controllers. They will need to do some programming once the A/C is turned on. Now that we are closed on Sundays, custodial staff will be doing a variety of jobs including painting and extra cleaning projects.

Programs for May include: *So You Think You're a Writer?* -a panel of local authors including our own Abby Hafer, talking about their journey publishing their works; *Feasting from the Cookbook* with Liz Barbour will return on May 31st discussing the *Smitten Kitchen Cookbook* by Deb Perelman. The Genealogy Club meets on Tuesday the 24th as does the COA book discussion of *We Were Liars* by E. Lockhart.

Tax help from the AARP finished on Friday, April 15th. It was another busy and successful season. Many thanks to our IRS trained volunteers, headed by Elaine Yang. Rand noted that the number of print forms patrons used was about 1000, down from 1,600 last year.

TAG in May includes Paper Flowers on the 4th, Color Changing Slime on the 11th, Make Your Own Ice Cream on the 18th and the End of Year Party on May 25th with giant games and snacks outside on the lawn.

The movies for May include; *Concussion* on the 5th, *Carol* on the 12th, *Room* on the 19th, and *The Danish Girl* on the 26th. The Library will be closed on Friday, May 6th for staff training and on Monday, May 30th for Memorial Day.

Unfinished Business:

- Town Meeting Update – continued:

The town has raised the pay scales for merit qualified staff, which may make it easier for recruiting new personnel. Similarly, through Richard's coordination with the Town Manager's Office, the Building Superintendent job classification has been moved to the next level due to the increasing complexity of the position.

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

Richard has sent all of the required forms to the Trustees working on the Director's performance review. Those members indicated they will complete and submit them before the June 1st due date.

- Strategic Plan Update and meeting schedule:

The community focus group meetings are scheduled for June 21st & 28th, with a wrap-up meeting scheduled for a date in August to review the survey results.

- Outdoor Improvements:

Richard will speak to DPW engineer Adrienne St. John about the crack in the wall next to the outside door facing the High School to consider if repairs are necessary. Rachel proposed ideas for outside facilities and showed web images of examples. She also proposed creating a small outside seating area for parents during the children's story time activity each summer.

New Business:

- Strategic Plan Focus Group Exercise:

Board members met with Deb Hoadley, of Hoadley Consulting, and participated in an S.O.A.R. (Strengths, Opportunities, Aspirations, and Results) exercise in connection with the ongoing Strategic Plan preparation.

- Girls who Code Program:

Pam Aghababian (YA Librarian) has proposed implementing a Girls Who Code program. She is requesting 15 Chromebooks be provided for the class and for space to conduct the classes. There is community interest in having such classes and other libraries have such programs. There was even an inquiry for such a program to be implemented by a Bedford High School student. A class will be offered to begin in September. An outside instructor will be sought to teach the class. We expect the class to be grant funded.

Richard sent out a proposal for updating the library web site. Responses will be due May 20, 2016. The Staff Website Committee will review the submitted proposals and select the most responsive firm.

Other Business:

- Holiday Closings FY17:

Review of Holiday Schedule as proposed. Mike moved acceptance of the Holiday Schedule as presented and Emily seconded, it was passed unanimously.

- Trustee Contact List:

Contact List was reviewed. Changes, including the addition of the two new Board members, were incorporated. Richard pointed out he no longer had a home land line, and should be contacted through his mobile phone. Several Board members also have done this.

- Step Raises and Appointments

None.

Adjournment:

Emily made a motion to adjourn the meeting and Lynne seconded, it passed unanimously. The meeting was adjourned at 9:25 p.m. The next meeting is scheduled for Tuesday, June 14, 2016.

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

Documents distributed during the meeting: Agenda dated 5/10/16, Director's Report dated 5/10/16, Secretary's Report dated 4/12/16, Statement of Expenditures for April FY2016, and the monthly Statistical Report for April FY2016.