

Bedford Free Public Library
Library Trustees Minutes for Tuesday: June 14, 2016
7:30 PM - Meeting Room

The Trustees gathered and reviewed and signed the bills. Chair Rachel Field called the meeting to order at 7:40 p.m.

Present:

Trustees: Rachel Field, Chair; Robert Batt; Elizabeth Hacala; 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 May 10, 2016 was read and discussed. A motion to accept the minutes as amended was moved by Lynne and seconded by Mike. The motion was passed unanimously by all members present.

Director's Report:

Following is a summary of the Director's Report for June 14, 2016. After review, a motion to accept the report was moved by Mike and seconded by Elizabeth. The motion was passed unanimously by all members present.

Summary of the Director's Report:

The Children's Summer Reading Program (On your Mark, Get Set, Read!) kicks off on June 20th with Magic by Scott Jameson. There are two shows at 4 pm and 7 pm. Stories on the Lawn begin on Wednesday, June 22 at 10:30. Ready, Set, Dance for preschoolers is on Wednesday June 29th and Legos with a Twist for grades K-5 is on Thursday evening June 30th. Programs will have online signups. The bilingual Chinese storytime on May 20th was a big hit as over 40 kids and parents attended. There were a lot requests from parents for more of this type of programing. Bethany and Nancy have/or will be visiting Davis and Lane Schools and Hanscom AFB to promote the summer reading program.

The Teen Summer Reading program (Exercise your Mind. Read!) begins on Tuesday, June 20th. Teens can sign up online to read and then submit a book review to be entered into a raffle for weekly prizes and a grand prize at the end of the summer. Grand prizes include custom designed Converse sneakers and various gift cards (iTunes, Barnes & Noble, Michaels)!

Ray has had the custodians painting various parts of the building including the study rooms and the front steps. The new front doors have been installed so we are happy to have functioning locks! The A/C has been turned on for the season as has the irrigation system. Ray also power washed the columns, walls, and the glass roof over the main entryway. He has been working with the Garden Club on the annual plantings and pruning overgrowth.

The Library has on loan from the Minuteman Library Network an Overdrive Media Station. The Overdrive Media Station is a large touch screen computer for patrons to download e-books, e-audiobooks, and videos to their portable devices. After a patron chooses a title, a link is emailed, texted, or scanned on to their device so they can download the material. The media station is across from the reference desk and we will have it for the rest of the summer.

At the Massachusetts Library Association Annual Conference in Hyannis last month Richard met with vendors and attended programs on community outreach, using ARIS statistics, the Girls Who Code Program, and the pros and perils of innovation. Pam met with librarians from the middle and high school to discuss the library's online resources. She also had over 30 teens at the TAG end of year party that featured giant outdoor games. Rand spoke at Carleton-Willard about Overdrive, Freegal, Hoopla, Zinio, IndieFlix and the new Roku streaming player. Rand has also been appointed co-chair of the MLN Key Users group.

We have deaccessioned all the Kindles in the circulating collection. The Kindle program was very popular when we started it in early 2009 but over the last several years has not seen much circulation at all. As the Kindles have gotten a lot less expensive over time we have seen a big drop in usage.

The exhibit in the art gallery is *A Moment in Time Between Night and Day*, Photographs by Bob Avakian which runs through July 14th. The photographs emphasize the natural landscape and night photography.

The movies for June include: *Sisters* on the 2nd, *The Lady in the Van* on the 9th, *The Finest Hours* on the 16th, and *Anomalisa* on the 23th. Movies will be then taking a break until September. Book-a-Librarian for tech assistance continues on Wednesday evenings. The Genealogy Club meets on June 28th to discuss researching your Massachusetts ancestors with Sharon Christenson of the Mass Genealogical Council. The Library will be closed from Saturday, July 2 through Monday, July 4th for the Independence Day holiday.

We've been approved for the "Girls Who Code" program and it will be implemented in the fall. The 15 Chromebooks and a charging station have been funded by the Aghababian Charitable Trust. A facilitator for the program will be hired.

Bethany is now the chair of the Youth Services Group and Pam is chair of the Metro West Readers Advisory Round Table.

Budget Report for May is on target, a slight overage on computer software/hardware will be made up through other funds. Statistical Report – we are almost completely back to the same full circulation as last year at this time, which, when eBook circulation is considered, indicates circulation is actually higher than last year.

Unfinished Business:

- *Director's performance review:*

The Director's merit review has been submitted and Richard is meeting with the Town Administrator to complete the process next week.

- Strategic Plan update:

Next Tuesday will be the first Community Focus Group meeting with the Strategic Plan Facilitator. There is expected to be approximately 10-15 town citizens participating from a wide range of backgrounds. In addition, a survey form is being prepared and will be sent town wide which citizens can use to submit concerns about the Library or desires about what they would like to see in the Library. A discussion ensued as to what can be learned from the Strategic Plan.

- Website redesign update:

The RFP went out and proposals were received from three different firms: Stirling, Bartlett, and Clearpeak. After review the proposal from Stirling was felt to be most responsive and fit best our needs, particularly their mobile design was felt to be the most appealing, in the end it was decided they provided the most value for what we were seeking. A contract for the redesign will be negotiated.

- Outdoor Improvements:

Richard has not yet been able to meet with the DPW engineer Adrienne St. John, he hopes they will be able to schedule a meeting soon to look at the crack in the south side retaining wall close to the high school side entrance.

New Business:

- Meeting Room Policy change – vote:

The current policy is proposed to be amended so that the restriction of a maximum of four reservations per fiscal year for outside organizations be extended to all groups not just new groups. After discussion, a motion to approve the change to the policy was moved by Emily and seconded by Mike; the motion was passed unanimously by all members present.

- Jenks Trail - tree removal – vote:

The DPW is requesting that permission be granted to remove two trees that are part of the Jenks Trail in connection with a project to widen an asphalt path for use as a walking route to the High School and Middle School. After discussion, including a description by Richard of what trees were to be removed as shown on a plan he provided, a motion to approve the tree removal was moved by Lynne and seconded by Rachel, the motion was passed unanimously by all members present.

- Carpet replacement:

Richard explained that certain areas within the library needed repair or replacement of carpet squares or sections of carpeting. He feels that such repair should be funded by a capital project and he will discuss this with the Facilities Department.

- Seed Lending Library:

A topic was introduced that some local libraries have seed lending programs. Richard is exploring the idea of doing something similar in Bedford. He commented that it would have to be fully staffed by volunteers, outside of the library staff, such as the town Garden Club or Friends of the Library. It's too late to implement it this year but the idea could be discussed with other town organizations and see if there is interest in sponsoring it in the library next year.

Other Business:

- Network Agreement:

Richard had the Chair sign the renewal for the Network Agreement with the Minuteman Library Network

- Proposed Display:

Rachel suggests that a display be put up in the library concerning nonviolent conflict resolution. Richard stated that a display about LGTB concerns was already being prepared. Rachel also suggested that the library sign up for the Southern Poverty Law publication *Intelligence Report*.

Richard also mentioned in July the board meeting will be in the conference room due to programming in the regular meeting room. Rachel also suggested we have the meeting at 7:00 pm next month so that attendees who drive long distances could get home a little earlier, it was agreed to do so as a trial.

- Step Raises and Appointments:

None.

Adjournment:

Bob made a motion to adjourn the meeting and Elizabeth seconded, it passed unanimously. The meeting was adjourned at 9:18 p.m. The next meeting is scheduled for Tuesday, July 12, 2016.

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

Documents distributed during the meeting: Agenda dated 6/14/16, Director's Report dated 6/14/16, Secretary's Report dated 5/10/16, Statement of Expenditures for May FY2016, the monthly Statistical Report for May FY2016.