

Bedford Free Public Library
Library Trustees Minutes for Tuesday, January 10, 2017
8:00PM • Meeting Room

The Trustees gathered and reviewed and signed the bills. Chair Robert Batt was absent due to illness. Trustees Emily Mitchell, Rachel Field, and Abby Hafer were late due to Town Caucus. Michael Pulizzi, as vice chair of the Trustees, called the meeting to order at 8:38 PM.

Present

Trustees: Michael Pulizzi, Elizabeth Hacala; Emily Mitchell (arriving at 8:35); Lynne O'Connor; Rachel Field (arriving at 8:46); and Abby Hafer (arriving at 8:48).
Administration: Richard Callaghan, Library Director; Noreen O'Gara, Assistant Director.

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

Secretary's Report

The Trustees reviewed the Secretary's Report for November 2016, since a quorum of trustees who had been at the November meeting was not present at the December meeting to approve the November minutes. A motion to approve the November report was made by Rachel and seconded by Lynne. The motion passed unanimously.

A quorum of trustees present at the December meeting was not present to approve the December minutes, so the approval of those minutes was postponed to the February meeting.

Director's Report

The Director's Report was moved by Emily, second by Elizabeth, and passed unanimously.

- Richard reported on a recent donation to the Nickerson Fund. The fund supports collection development on issues of autism and other intellectual disabilities.
- Programming is getting back up to speed in January, including a Hex Bug workshop in the Children's Room. Chinese New Year celebrations for the Year of Rooster are coming soon. Justin Locke, musician with the Boston Pops and author of *Real Men Don't Rehearse*, will give a presentation on January 29.
- The art wall currently features BHS graduate Shelby Wang, a student at Mass College of Art and Design.
- The FY17 budget is on target. Supplies are under budget, mostly due to the use of public printing funds for this line item. Elizabeth asked about the Health line item; Noreen and Richard confirmed that this covers physicals only for employees who receive health insurance from the town.
- The monthly statistical report indicates circulation is up 3% over this time last year.

Unfinished Business

- FY18 Budget Approval
Richard noted that the Salaries line item includes an additional \$26,691 for another 20 hours for a Children's Librarian. This is the only deviation from the

FinComm guidelines. The Trustees discussed possible flexibility in the number and disposition of hours, balancing staffing needs with financial implications of benefit eligibility.

The Trustees discussed briefly the impact of increased Town population on library budgets. Bedford population has exceeded 14,000 in recent years, with notable increases in the school-age population. The library serves those children, which necessitates the additional children's librarian hours.

The Trustees commended Richard for putting together a budget that responds to current library needs while keeping within the bounds of the FinComm guidelines.

Richard will attend the FinComm meeting on January 19 at 7:30pm to review the library budget requests. Richard encouraged trustees to attend the meeting in support of the library's FY18 budget.

Lynne asked Richard if the Library Corporation needed to prepare anything in advance of the FinComm meeting. Richard has a report of Corporation spending over the past ten years, should FinComm have questions about how these monies are used for operating expenses.

Lynne also suggested including a copy of the new Strategic Plan for FinComm, to support the assumptions and needs underlying the budget request. Rachel noted that space issues factored heavily in responses to the survey, which may have implications for future capital needs.

Michael pointed out that Hanscom has not had a library for several years, so many people from the base have been using BFPL, which impacts our circulation and programming.

Lynne moved and Rachel seconded approval of the draft FY18 budget.

- **Children's Librarian Search**

Richard reported that we had two strong final candidates for the position to replace Nancy. On Bethany's recommendation, Richard and Noreen hired Elaine Garnache. She has been working as a children's librarian in Lexington most recently, but has lots of experience within the Minuteman Network. Elaine begins January 23.

- **Classification & Compensation Study**

Richard reported that job descriptions and surveys have been submitted to the town consultant. Interviews are currently taking place this week. All town departments that are non-union are participating in the study, which amounts to around 95 employees representing 70 different positions.

New Business

- **Trustee Vacancy**

Lynne O'Connor has decided not to run for another term. She spoke warmly of her time on the board, and the rest of the trustees thanked her for her long and excellent service.

Abby Hafer nominated Rachel Field for reelection at tonight's Town Caucus. No further candidates were nominated at Town Caucus. Interested candidates have until 5:00pm on January 13 to obtain nomination papers from the Town Clerk, and must return fifty signatures from registered voters as well as campaign finance forms by January 17 to be listed on the ballot for the March 11 election.

Richard noted that, should a candidate not emerge for the open position, the board does have the power to appoint a trustee.

Other Business

- Finance Committee: Thursday January 19, 7:30 pm
See above. Richard encourages trustees to attend in support of the budget.
- Step Raises and Appointments
There are no step raises and appointments at this time.

Adjournment

Emily made a motion to adjourn the meeting and Rachel seconded; it passed unanimously. The meeting was adjourned at 9:22 PM. The next meeting is scheduled for Tuesday, February 14, 2017, at 7:00 PM.

Meeting minutes are respectfully submitted by Emily Mitchell, co-secretary.

Documents distributed during the meeting: Agenda; Director's Report dated January 2017; Secretary's Report November 15, 2016; Statement of Expenditures for December 2016; the monthly Statistical Report for December 2016.