

Bedford Free Public Library
Library Trustees Minutes for Tuesday December 13, 2016
7:00PM • Meeting Room

The Trustees gathered and reviewed and signed the bills. Chair Robert Batt called the meeting to order at 7:12 PM.

Present

Trustees: Robert Batt, Chair; Elizabeth Hacala; Rachel Field; and Abby Hafer
Administration: Richard Callaghan, Library Director; Noreen O’Gara, Assistant Director.
Dorothy Bergin from the Bedford Citizen also attended.

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

Secretary’s Report

There were no comments on the Secretary’s Report. Formal approval of the report was postponed to the January meeting due to quorum.

Director’s Report

The Trustees reviewed the Director’s written report. The report was moved by Rachel and seconded by Abby.

Programming:

- Fall programming is wrapping up in the children’s room and will resume in January.
- The new art exhibit is *Sketches from the Kitchen* featuring photos by Bedford food stylist Catrine Kelty. Along with the photographs are tableware by Sarah De Besche, Teresa Deible, and Maxine Peck. The exhibit runs through January 12.
- Adult programs this month include device buying advice with Rand on the 5th, drop in needlecraft help with Norma on the 6th, book a librarian on Wednesday evenings, and Crochet with Willow on the 19th.
- TAG will take a break over the holiday vacation week.
- Girls Who Code continues on Mondays but will also take a break until early January. The Thursday night movies will return in January.

Certification:

The Massachusetts Board of Library Commissioners has certified Bedford for FY2017 state aid grant round. The first payment will be made shortly in the amount of \$11, 167.88, with the second half coming in April of 2017 for a total of \$22,335.76.

Holiday Closing:

Per the trustee's vote last spring, the Library will be closed Dec 24th - Dec 26th for the Christmas holiday; will also close at 5 pm on New Year's Eve and be closed through January 2nd.

Unfinished Business

Budget

The Trustees reviewed the first draft of the FY18 Library Budget. It would cost approximately \$27K more to make children's position full time. If we add that we will come in closer to a 4.8% increase over last year. Most budget increases are for salaries. In addition, the Minuteman Library Network fee has gone up 3.8%, and there is an increased cost due to faster Internet as well.

We need 20 more hours for the children's librarian position to meet patron needs.

Bob clarified that the budget draft we reviewed tonight did not include that increase.

Children's circulation is now about 48% of total circulation.

The children's programs are all over booked at 2x 3x ideal capacity.

Scheduling the children's programming is already an issue.

Elizabeth pointed out we are counter cyclical, usage is up most in a difficult economy.

Rachel pointed out that the increase that hits the schools also affects the library.

The library budget will be on the agenda of the January 19 Finance Committee meeting.

Minimum Wage

Richard followed up with Amy Hamilton at Recreation. They are seeing issues getting sufficient seasonal workers. That may be due to the below minimum wages those positions offer.

Children's Librarian

Noreen has about 20 inquiries for the current Children's Librarian position.

To put it in perspective, Richard reported the part-time custodian position had only 5 applications and Noreen had only received 4 applications for the library assistant position.

New Business

- Classification & Compensation Study

- Staff was able to step up the plate and getting the town's questionnaire completed on a tight schedule.
 - Suggestions for the classification scale will be done by the Town Meeting Warrant deadline.
 - There are 95 employees town wide potentially affected by the classification review.
- LSTA (Library Services & Technology Act) Grants
 - The Trustees reviewed the FY2018 LSTA grants to review what grants have been given and the LSTA grant fact sheet.
 - Richard mentioned Community Preservation Act (CPA) now covers historical documents so their may be opportunities for projects in the future under the CPA.

Other Business

- The Friends of the Library Annual Meeting was held on December 10.
 - Richard thanked the Friends for all their hard work on behalf of the staff and trustees.
 - The holiday book sale was a huge success.
- The town caucus will be held on: Tuesday January 10.
- April meeting will need to be moved due to Passover. Proposed potential date April 4th. No decision made in this meeting.
- Rachel pointed the laser on self-checkout was pointing right at eye level a child's eye level. Richard and Noreen said the scanner is taped down to help prevent that but that patrons move it. They said they will mention it to staff to make them aware.

Adjournment

Elizabeth made a motion to adjourn the meeting and Abby seconded; it passed unanimously. The meeting was adjourned at 7:50 PM. The next meeting is scheduled for Tuesday, January 10, 2016, at 8 PM << Note time change due to town Caucus.

Meeting minutes are respectfully submitted by Elizabeth Hacala, co-secretary.

Documents distributed during the meeting: Agenda; Director's Report dated December 2016; Secretary's Report November 22, 2016; Statement of Expenditures for November 2016; the monthly Statistical Report for November 2016; FY18 Operating Budget Draft 1.