

Bedford Free Public Library
Library Trustees Minutes for Tuesday, February 14, 2017
7:00 PM • Meeting Room

The Trustees gathered and reviewed and signed the bills.

Present

Trustees: Robert Batt; Michael Pulizzi; Elizabeth Hacala; Emily Mitchell; and Lynne O'Connor; Rachel Field (arriving at 7:30)

Administration: Richard Callaghan, Library Director; Noreen O'Gara, Assistant Director.

Also in attendance were Dorothy Bergin from the Bedford Citizen and Sarita Pillai, candidate for Library Trustee.

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

Meeting called to order at 7:08.

Secretary's Report

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 March meeting.

The minutes of the January minutes were approved with a minor typographical change.

Director's Report

The Trustees reviewed the Director's Report.

Richard highlighted the change of the fluorescent lights to LED's bulbs.

One of the music programs was canceled due to weather and will be rescheduled for the spring.

Lynne asked about the trends in electronic downloads. The Overdrive downloads have been very steady. The Hoopla service is a very different model and is harder to predict. The overall trend is up for Hoopla downloads.

Lynne also asked about the traffic on the new web site. Noreen said that information could be gotten easily and Richard said it could be added to the circulation report. Noreen said the library web site performed well with accessibility when reviewed as part of the town WordPress Group.

Unfinished Business

2018 Budget

- Richard thanked all the trustees who were able to attend the Finance Committee meeting on January 19th.
- Finance Committee approved the budget as presented and it will go to Town Meeting next month.
- The painting has not yet been done on the outside trim. The capital funds are there but the Facilities Department has had trouble to securing painters within the budgeted amount.
- Richard shared that Facilities Department will be including inserts in the windows to provide the insulation we need without changing out the window.

- Lynne asked about what questions the Finance Committee had about the Library Corporation. Richard explained that the Finance Committee had asked about how the funds had been used, especially some larger expenditures such as for furniture and the web site. Richard explained that due to needed projects, there was a larger expenditure of funds in some years than others.

Compensation Study

- The rankings and suggestions were released the end of last week.
- The Selectmen voted to approve the proposal on Monday.
- Categories have been renumbered, for example Director now a M16 instead of M17.
- All salaries were increased across the board. The custodian salaries were raised significantly.
- Library Assistant 1 and 2 changed from five steps to a Min/Mid/Max ranking.
- Lynne asked about the cumulative increase in costs due to the increases in the schedule. Rick Reed is going to look for more money from the town so no departments are hit especially hard by the increase.
- Mike asked how these changes help us with being competitive for staff vs surrounding towns.
- Richard said it definitely helped. The consultant compared us to about 30 towns in forming these recommendations.

New Business

Pat Watson had been a volunteer for many years before she became ill and passed away. Her husband gave a generous donation in her memory. A portion of the donation will be used to purchase a new table for the conference room and a plaque will be on the table to honor her memory.

Other Business

- Richard attended the most recent Friends meeting that went well. The book sale will be April 7-9, 2017.
- Richard reminded everyone the town election: Saturday, March 11.
- Step Raises and Appointments (discussion was tabled until next meeting)
- Elizabeth asked for the status the *March* program. The Friends already approved money and there is a pending request of the Corporation, which will be covered at their next meeting.
- Next Meeting: Tuesday, March 14, 2017
- The April meeting was moved to Tuesday April 4th at 7pm in the upstairs conference room due to Passover the following week.

Adjournment

Meeting adjourned at 7:55 by (motion Lynne, 2nd Rachel)

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

Documents distributed during the meeting: Agenda; Director's Report dated February 14, 2017; Secretary's Report January 10, 2017; Statement of Expenditures for January 2017; the monthly Statistical Report for January 2017.