

Bedford Free Public Library
Library Trustees Minutes for Tuesday, May 9, 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; Robin Grace Silbert; and Abby Hafer. Rachel Field arrived at 7:20pm.

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

Guest: Dot Bergin, *The Bedford Citizen*

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

Meeting called to order at 7:10 pm.

Secretary’s Report

March minutes were moved by Mike, with one typographical correction, and seconded by Emily. The minutes were approved, with Abby abstaining. The Trustees did not meet in April.

Director’s Report

The Trustees reviewed the Director’s Report.

We have a new public copier, in the alcove of the teen room. The old copiers had outlived their natural life.

Parking continues to be an issue, though it has improved since March. The Bedford Police Department continues to monitor the parking lot in the mornings and issue tickets.

Representative Seth Moulton’s office is sponsoring a voter registration drive at the library on June 10. Moulton’s staff will be onsite to help people fill out forms and submit them to the Town Clerk’s office.

The bees are arriving on May 16. The hives are ready, off the south-facing wall of the mezzanine. Abby suggested it would be great to have a “bee cam” in place.

This Saturday from 11:00 am to 4:00 pm, Town Historian Sharon McDonald is hosting a Flag Stories and Showing.

The Friends of the Library book sale over Pole Capping weekend was very successful.

Mystery writer Sherry Harris presented on May 8, speaking to a crowd of nearly thirty, including many from Hanscom. Many of her books feature Bedford settings (often renamed).

Staff training occurred on Friday, May 5. The staff heard a presentation about privacy issues and intellectual freedom from Krista McLeod, director of the Methuen Public Library. Rachel asked if this information could be shared; Noreen noted that it’s posted on the trustee section of the BFPL website.

Rachel asked if ALA or MLA had made a public statement regarding net neutrality. Noreen, Richard, and Elizabeth noted it is part of the typical lobbying efforts of both groups.

Richard noted that Ray has completed the LED lighting project. Noreen met with the VA librarian, Sarah Carnes, to discuss coordinating services with them.

The Trustees reviewed the budget. We are on pace through April. Richard suspects we will be slightly above the budget for materials, but under for supplies. FY17 ends June 30.

The Trustees reviewed the statistical report. March was busy, one of the busiest months in the year. Janel included website visits at the bottom of the report; we continue to show increases in website visits. The Children's Room has been very busy.

Abby moved and Elizabeth seconded approval of the Director's Report. The report was approved unanimously.

Unfinished Business

- FY18 Annual Town Meeting Update

Town Meeting went smoothly. The Library's request for increased funds for the children's librarian was improved. Elaine is able to increase her hours to fulltime, starting July 1.

New Business

- Plan for Performance Review of Director

Richard sent Bob a copy of his review from last year, along with the new form for this year, with his input already added. The form includes a summary and eleven sub-items to be filled in; in the past, the Board has divvied up the items. Bob recommended a similar process this year. The five returning trustees will each take two items, with Bob handling one and the summary. Bob will email out the assignments. The target date is June 1, but Richard notes that we can submit after our next meeting on June 13. Richard also noted that this year is the last using this particular form; the Town will develop a different form next year.

- Library cell phone use review

Richard reported that a patron had complained about the way the library handles cell-phone use in the building. Richard shared an email from this patron and his response. The patron was concerned about an incident where she had pulled a library chair into the vestibule in order to take a call, and the reference librarian had confronted her to return the chair. The patron suggested installing benches in each entry vestibule to provide an indoor space for patrons to take cell-phone calls. Richard told the patron he would look into the feasibility of installing benches, and reported that most public comments about cell-phone use are in favor of more restrictions, not fewer.

Richard reviewed the current library policy (ca. 2013) with the trustees. Short, quiet conversations are generally acceptable, but conversations that are loud or otherwise disruptive to other patrons should be taken outside. Installing a bench in the vestibule of the main building might be possible, but could be ADA-noncompliant and is not a great use of that space. Cell phones may be used on the lower floor near the Circulation Desk; the only quiet zones are the computer area and the upper mezzanine. Richard recommended making no changes to the current policy.

- **Library Trustees Annual Board Reorganization**
 - **Election of chair and secretary to assume office July 1**
Bob is eligible to serve as chair for another year and agreed to do so. Emily agreed to serve as vice chair. Elizabeth and Robin agreed to serve as co-secretaries (see comments below). Elizabeth moved, Rachel seconded; the slate was approved unanimously.
 - **Election of three Trustees to the Library Corporation**
Mike and Rachel are currently the Corporation trustees; Elizabeth agreed to serve as the third. Abby moved and Bob seconded; the slate was approved unanimously.
 - **Meeting minutes**
Richard suggested that the role of secretary rotate among trustees month to month. Elizabeth noted that that having two people trade off worked well last year, and recommended following this practice again this year. Rachel feels the secretary role should be limited to six months, so no trustee is responsible for taking minutes year after year.
 - **Discuss starting date of Board Chair**
Richard noted that the Board chair typically did not assume the position until July 1, the beginning of the next fiscal year. Other boards in town reorganize and new positions begin immediately after the town election. For the Trustees, the April meeting may be a more appropriate time. No action was taken. The Trustees agreed to revisit the issue at their next meeting.

Other Business

- **Minuteman Library Network agreement**
Richard presented the annual renewal of BFPL's agreement with MLN; Bob signed on behalf of the Trustees.
- **Holiday Closings FY18**
Richard shared the proposed FY18 closings. Veterans' Day is on a Saturday, which means the federal observance is Friday, November 10. The library will therefore be closed on Friday and Saturday, November 10 and 11. This means two two-day closings in November, including Thanksgiving. Rachel moved and Elizabeth seconded approval of the calendar; the trustees approved unanimously.
- **Trustee Contact List**
Richard shared the current trustee list and asked for any corrections. The trustees agreed to include their cell phones; Elizabeth suggested we note which number is primary. Richard will update and send out the list again.
- **Step Raises and Appointments**
No step raises or appointments this month.

Rachel brought up the revolving fund in the Town budget, which Meredith McCulloch had raised as a concern. (The first \$17,000 of all the fines we raise goes to the Town; all fines beyond that go to the Library.) Noreen felt that the existence of the line item was a vestigial issue, to avoid the appearance of the Library raising or imposing fines to create more revenue. Richard noted that fine collection has been dropping; Noreen pointed out

that digital collections incur no fine. Rachel suggested we invite Meredith to the next Trustees' meeting to discuss the issue.

Emily gave a quick update on plans for the One Book, One Bedford program. Dates and programs are lining up.

The next Trustees' meeting will be held on Tuesday, June 13.

Adjournment

Mike made a motion to adjourn, second by Elizabeth. The motion was carried unanimously. The meeting was adjourned at 8:25pm.

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

Documents distributed during the meeting: Agenda; Director's Report dated May 9, 2017; Secretary's Report March 21, 2017; Statement of Expenditures for March 2017; Statement of Expenditures for April 2017; the monthly Statistical Report for March 2017; the monthly Statistical Report for April 2017; Holiday Closing Schedule Fiscal Year 2018; Trustee Contact List.