

Bedford Free Public Library
Library Trustees Minutes for Tuesday, March 21, 2017
7:00 PM • Conference Room

The Trustees gathered and reviewed and signed the bills.

Present

Trustees: Robert Batt; Michael Pulizzi; Elizabeth Hacala; Emily Mitchell; Robin Grace Silbert; and Rachel Field. Absent: Abby Hafer.

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

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

Meeting called to order at 7:05 pm.

Secretary’s Report

December minutes were moved by Rachel and seconded by Elizabeth. The minutes were approved unanimously.

Emily moved the February minutes with minor typographical corrections; Rachel seconded. They were approved unanimously.

Director’s Report

The Trustees reviewed the Director’s Report.

Richard mentioned the IRS does not send as many paper forms to libraries as they used to. He pointed out they can print forms of the IRS website if people need forms.

All library programming has been well attended.

Expenses are on pace with the budget. Spending is lower in supplies due to the income from printing.

Elizabeth asked when we got the Minuteman expense for next year. Richard said the number in the budget is from MLN for next year.

The Director’s report was moved by Emily, seconded by Robin, and passed unanimously.

Unfinished Business

- FY18 Budget

The library budget is ready for Annual Town Meeting.

- FY18 Capital projects

Last year we received funding to update the windows and paint the outside trim on the front of the building. The Facilities Department now has a painter on staff. He has done some work at the library already and he will be back to work on the exterior painting when the weather is warmer.

We have three items in the capital budget that will be voted on at Town Meeting through the facilities budget:

1. HVAC study and design,
2. Removal of the above ground oil tank and old boiler which are no longer used. The fire department has urged the removal of the tank.
3. Replacement of the library entrance heaters.

New Business

- **Annual Town Meeting - Monday, March 27, 7:30 pm - 31 articles**

Richard encouraged everyone who can to go to Town Meeting. The big changes in the library budget are the increase of the children's librarian position to full time and the town wide increases in salaries due to the salary bylaw changes.

Bob pointed out the expansion of the children's librarian position will come up under both the library budget and salary bylaw.

Rachel recommended Bob have the materials prepared for Finance Committee on hand should he have to address any questions at Town Meeting. Richard said he would send the document to Bob.

- **Website statistics**

Richard distributed statistics for visitsⁱ to the library website for October 2016 – March 2017. Average visits are up since the roll-out of the new website.

Robin asked for clarification on what constitutes a visit. Emily and Noreen explained it was counting people arriving on a site and their interactions with the website.

Noreen has been tracking the MLN mobile app and Noreen said Bedford seems to have heavy usage.

- **Parking issues**

Right after February vacation there was a problem with student cars in the library parking spaces. The police sent over an officer to enforce the parking rules. The problem seems to have mostly been resolved by the enforcement activities.

Richard clarified the lot is the town's and they have to handle the parking issues there.

Other Business

- **Friends Spring book sale – Friday, April 7 thru Sunday, April 9**

Richard reminded the Trustees of the book sale and preview sale on Thursday night. That weekend is also Pole Capping weekend and Sharon will be doing Flag tours from 11:00 – 100.

- Rachel brought up the multi-cultural celebration planned for May.

She had thought of a library display with a global map for people to add stickers for their favorite book or some other theme. Richard and Noreen said something like that could be set up by the art wall, especially if it is a flat installation.

- **One Book One Bedford.**

The program will take place in October. More details will be forthcoming soon.

There might be a graphic novel workshop as part of the program.

The Bedford Citizen is contacting Rep. Seth Moulton's office in hopes of engaging Rep. John Lewis's participation as a result of the Super Bowl bet between the two of them.

The budget for the program is: \$3k from the Friends and a \$400 cultural council. There is also a pending request to corporation which will be taken up at the next meeting.

The library has 10 copies of the *March* trilogy already and they have robust circulation.

The Bedford Citizen board needs to finalize the schedule so they can start reserving rooms. There is currently some meeting room availability during weekends in October.

Emily departed the meeting at 7:50.

- **Architect**

Rachel had spoken with Kevin Latady who lives in town. He is an architect who previously specialized in libraries. He is happy to walk thorough the space pro bono to help us think about possible changes in space usage.

The next Trustees' meeting will be held on Tuesday May 9th unless a pressing agenda item comes to light between now and April 4th.

Adjournment

Rachel made a motion to adjourn, seconded by Mike. The motion was carried unanimously. The meeting was adjourned at 8:04pm.

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

Documents distributed during the meeting: Agenda; Director's Report dated March 14, 2017; Secretary's Report February 14 2017; Statement of Expenditures for February 2017; the monthly Statistical Report for February 2017; Bedford Public Library Website Visits October-March 2017.

ⁱ **Visits**

TERM: Visits/Sessions Type: Count Universe: Aggregate, Segmented Definition/Calculation: A visit is an interaction, by an individual, with a web site consisting of one or more requests for an analyst-definable unit of content (i.e. "page view"). If an individual has not taken another action (typically additional page views) on the site within a specified time period, the visit session will terminate. Comments: Different tool providers use different methodologies to track sessions. Ask your tool provider how this metric is computed. A typical time-out period for a visit is 30 minutes, but this time period is configurable in many web analytics applications. A visit typically consists of one or more page views (see page view definition). However, in the case of sites where interaction consists solely of file downloads, streaming media, Flash, or other non-HTML content, a request for this content may or may not be defined as a "page" in a specific web analytics program but could still be viewed as a valid request as part of a visit. The key is that a visitor interaction with the site is represented. Visits can be added together over time, but not over page views or over groups of content, because one visit can include multiple pages.