

Bedford Free Public Library
Library Trustees Minutes for Tuesday, October 10th, 2017
7:00 PM • Meeting Room

The Trustees gathered and reviewed and signed the bills.

Present

Trustees: Bob Batt; Rachel Field; Elizabeth Hacala; Abby Hafer; Emily Mitchell; Robin Grace Silbert were present. Mike Pulizzi was absent.

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

Guests: Dot Bergin, *The Bedford Citizen*: Erica Liu, Bedford Finance Committee liaison

The Chair asked if there were any public comments. Erica was introduced to the trustees. The Chair called the meeting to order at 7:08pm.

Secretary’s Report

September minutes were revised to reflect Bob Batt’s presence at September meeting. Rachel moved to approve the minutes. Elizabeth seconded.

Director’s Report

The Trustees reviewed the Director’s Report.

Bob Batt and Richard Callaghan attended the Fiscal Planning & Coordinating Committee meeting. Talk focused on school renovation and construction.

Richard commented on The Friends’ very successful fall book sale and wishes to thank the Friends and library staff for their hard work. Emily added that thanks were due to Beverly Matthews for her graciousness in helping store the signs for the One Book, One Bedford program.

Richard noted that library budget is on track for the year.

Emily moved to accept the director’s report. Abby seconded. The report was approved unanimously.

Unfinished Business

Bowie Knife: Richard recapped the history of the knife for our visitor, Erica. The library is mulling over options as to what can be done with the knife while awaiting an appraisal from Christie’s Auction House.

Space Planning Update: The search for ways to incorporate additional meeting and study space continues. Rand is weeding through reference materials, culling those that are online and others that don’t/rarely circulate to make room for dedicated meeting space. Bob asked how many this space will seat. Richard believes up to 16 which will meet the demand for medium-size space.

Security Review: Library is working with Bedford Police on any staff/patron security issues that could arise. The library has 34,000 sq ft. and just 4 people on staff in the evening and on weekends. Richard has also spoken with the police department about ALICE training as well as a

general staff training. Ray is working with a lock company to put a keypad on the backdoor for staff use. This will alleviate having to leave a door unlocked before opening. Newer libraries have more sophisticated systems but it is more difficult for older buildings that require retrofitting.

Bedford Flag update: The flag has not been appraised since 1997/98 according to Sharon McDonald, town historian. It is currently insured for \$65,000. Richard thought this was a bit low so Skinner Auctions have performed a new appraisal. We are awaiting the final report.

New Business

Nickerson Donation:

Mr. Raymond Nickerson has donated \$3,000 for a collection of classic audiobooks. Mr. Nickerson also sponsors the Daniel Nickerson Fund, dedicated to the library's special needs collection. He is a frequent patron and a generous supporter of the library.

LSTA (Library Services and Technology Act) provides federal funding from the Institute of Museum and Library Services under the Grants to States program. The grants are overseen by the Board of Library Commissioners. The last time Bedford applied for a grant (Chinese collection) was in 2005. Richard noted that that the documentation and time required for writing these grants are quite burdensome so we need to carefully review the types and amounts of grants available.

Other Business

Step Raises and Appointment

There were no step raises or appointments this month.

One Book, One Bedford: Emily updated the board on One Book, One Bedford. The schedule has been completed. Dan Breen will be the kick-off speaker. Scheduled are five book discussions, a walking tour, and the showing of *Selma*. SNCC organizer Robert Moses and NPR commentator Reverend Irene Monroe are scheduled to speak in November.

The next Trustees' meeting will be held on Tuesday, November 14th, 2017.

Adjournment

Elizabeth motioned and Emily seconded. The motion was carried unanimously. The meeting was adjourned at 8:25 pm.

Meeting minutes are respectfully submitted by Robin Grace, co-secretary.

Documents distributed during the meeting: Agenda; Director's Report dated October 10, 2017; Secretary's Report September 12, 2017; Statement of Expenditures for September 2017; the monthly Statistical Report for September 2017.