

**Bedford Public Library**  
**Board of Trustees**  
**Minutes of the December 8, 2015 Meeting**

*Review and signing of the bills*

**Present:** Rachel Field, Chair, Bob Batt, Howard Cohen, Lorrie Dunham, Mike Pulizzi, Richard Callaghan, Director, Noreen O'Gara, Assistant Director, and Dot Bergin from the Bedford Citizen, and guest Elizabeth Hacala.

**Call to Order:** Rachel called the meeting to order at 7:41 PM

**Secretary's Report:** The minutes of the November 10, 2015 meeting were read and discussed. Howard made a motion to accept the minutes as presented/corrected. The motion was seconded by Lorrie, and all approved.

**Director's Report:** Ray installed a new digital listening station in the picture book section of the Children's Room. Headphones for the iPad with digital audiobooks are attached to the wall. He worked with a local locksmith along with the Facilities Department to repair the Mudge Way front door. The doors will be replaced as soon as possible. Facilities repaired the main bathroom roof air vent, and Bedford Mechanical reviewed the HVAC system. Ray upgrading the Sierra software at the circulation desk, replaced Janel's computer, worked on the Cassie reservation software system and added memory to the public internet computers. Richard thanked the Trustees for their action in getting the front door problems resolved.

The Community Art Wall near the Children's Department is displaying photos from last spring's Bedford Multi-Cultural Festival event sponsored by the Bedford Embraces Diversity Committee, and "Faces of Bedford" from Bedford Day in September.

The Children's Room fall story times end on December 10th, and will resume in January. The popular Investigation Station and Building Zone programs will continue, and the Lego challenge is scheduled for December 28.

TAG programs include Holiday Arts & Crafts, Coding without Computers, board games and a screening of *Elf*. There are no Thursday films nights or COA book discussion in December. Both will resume in January. Rand is offering "Device Buying Advice for reluctant tech shoppers" on December 7. Tech help continues Wednesday evenings.

The travel books were moved to the fiction stacks next to the languages on the second floor. The rest of the non-fiction starting from the 000 section will now all be on the same side of the stacks on the right.

Richard attended the Minuteman Library Network's (MLN) membership meeting in November, and met with representatives of Innovative Interfaces Inc. (III), which operates our circulation, acquisition and catalog systems in the network. MLN hopes Innovative will address our problems with slowness and glitches in the system.

Richard also reported on the evacuation training program at the high school, and his concerns about how this might impact the library. He contacted the police department about this and met with Officer Jeff Wardwell about the issue. The police department will work with the library on any upcoming training because of our close proximity to the school.

*Bob made a motion to accept the Director's report, Mike seconded, and all approved.*

### **Unfinished Business**

- FY17 Budget Review: The FY17 budget is about a 2.5% increase over FY16, much as it was last year. Rachel noted the change in the cost of staff physicals and membership fees. We will meet with the Finance Committee on Thursday, January 21st. Richard will send us a copy of the budget after the guidelines are received from the Finance Committee.

- Trust and Special Revenue Accounts: The Bedford Library Corporation oversees most of the Trust fund accounts. There are also several non-corporation accounts or special revenue accounts. The Finance Committee is reviewing special revenue and trust fund accounts closely this year. The library has always been very careful with the use of these funds.

### **New Business**

- Fiscal Planning Coordinating Committee Meeting: Richard attended the meeting on December 7. The proposed FY17 budget plan for the town was reviewed. The next meeting will be on February 8<sup>th</sup>.

### **Other Business**

- Friday, December 11, 12-2 pm, Holiday Luncheon for Staff.
- Saturday, December 12, 10 am - Friends of the Library Annual Meeting. All trustees are encouraged to attend.
- Library Holiday Schedule: closing at 2 pm on Christmas Eve, and at 5pm on New Year's Eve.
- Town Caucus: Tuesday January 12, 7 pm.
- There are no Step Raises and Appointments.

**Next Meeting:** Tuesday, January 12, 2016, 8 pm (please note change of time).

### **Adjournment**

*A motion was made by Lorrie to adjourn the meeting. It was seconded by Mike and all approved. The meeting was adjourned at 8:52 pm.*

*Materials circulated at the meeting included the November 10, 2015 Minutes, the Director's Report, the Operating Budget FY17 Draft 1, the current Budget and Statistical Reports.*

Respectfully Submitted,  
Lorrie Dunham, Co-Recording Secretary