

Bedford Free Public Library
Library Trustees Minutes for Tuesday, July 12, 2016
7:00PM • Conference Room

The Trustees gathered and reviewed and signed the bills. Chair Robert Batt called the meeting to order at 7:02PM.

Present

Trustees: Robert Batt, Chair; Rachel Field (arriving at 7:08); Elizabeth Hacala; Abby Hafer (arriving at 7:28); Emily Mitchell; Lynne O'Connor; and Mike Pulizzi (arriving at 7:32). Dorothy Bergin from the Bedford Citizen also attended, arriving at 7:32. Administration: Richard Callaghan, Library Director; Noreen O'Gara, Assistant Director.

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

Secretary's Report

The Secretary's Report of June 14, 2016, was read and discussed. A motion to accept the minutes as amended was moved by Lynne and seconded by Elizabeth. The motion was passed unanimously by all members present.

Director's Report

Following is a summary of the Director's Report for July 12, 2016. After review, a motion to accept the report was moved by Elizabeth and seconded by Rachel. The motion was passed unanimously by all members present.

The FY17 budget was just opened up; Richard reports that there's nothing to report or to pay yet. Richard met with Rick Reed regarding salary increases for merit-review (benefited) library positions; those are in and will be distributed starting this month. The Town will also be looking at job descriptions for these positions to make sure they're up to date; that will probably be done in the fall using an outside consultant. Richard will be working with Sarah in Town HR re: the non-merit (non-benefited) positions as well, in case those positions should also receive higher hourly pay rates, particularly in relation to other nearby towns within our network. Any increases for the latter positions would come out of the library budget, not the Town budget.

Summary of the Director's Report

The Children's Summer Reading Program (On Your Mark, Get Set, Read!) has welcomed capacity crowds at all events. Magic by Scott Jameson; Stories on the Lawn; Ready, Set, Dance; and Legos with a Twist have all been very popular. This month brings Library Lab on Mondays (11th & 25th), Legos Challenge (13th, 20th, 27th) and Stories on the Lawn (13th, 20th, 27th) on Wednesdays; Music with Sarah on the 6th; and Move & Grove (11th & 25th plus Friday the 22nd). Special presentations include Wingmasters on the 12th, Building Zone on the 16th, Museum of Science Workshop—Rockets! on the 18th, Lawn Games on the 19th, a special bilingual Chinese Storytime on the 21st, Lindsay's Puppet Pals on the 26th, and Legos with a

Twist on the 30th. Circulation for the Children's Room was at an all-time high in June, accounting for 40% of the Library's total.

Adult summer reading begins on July 5th and will run through August 26th. Patrons can fill out a form each week with the titles they have read and be entered for a weekly drawing and the grand prize at the end of the summer.

Ray has been working on the A/C systems; there are some repairs to the uninvents needed. He has a company coming in on Sunday the 10th to clean the carpets.

The exhibit in the gallery beginning July 14th is the work of the Library Art Steering Committee members, Carol Rissman, Astrid Reischwitz, and Jean Hammond. The exhibit will run into September.

Movies are on hiatus until September, as the Town concert series is on Thursday nights. Book-a-Librarian for tech assistance continues on Wednesday evenings.

Unfinished Business

- *FY16 Budget wrap-up*

The FY16 budget has been put to bed. Salaries came in almost exactly at 100%. The new printing system has worked well, saving money in the budget and pleasing patrons who use it. The library switched telephone plans, so that saved some money in FY16. The revolving fund balance is back down to \$23K, which is reasonable.

- *Strategic Plan update*

Richard sent out results of the two community focus group meetings to the Trustees, as well as a first draft of the survey our consultant Deb Hoadley sent. Richard has a few comments and suggestions already; he invites further comments and changes from the Trustees and the staff, with the hope that the survey can be finalized and sent out within a couple weeks, with a target deadline of August 12 or August 19. Most surveys will be sent electronically, but there will be a paper option for those who prefer that.

Richard felt the focus groups were good: he would have liked a few more people, but those who were able to attend were enthusiastic. A few last-minute no-shows were able to submit written comments instead. Noreen commented on the diversity of the group, in terms of demographics, first languages, employment status, etc. The wrap-up meeting for this group will be August 30.

Richard expects that the survey results will be ready to review at the September meeting, with a full draft of the strategic plan ready by the October meeting. Since we are not applying for grants with fall deadlines this year, the previous plan deadline of October 1 is less critical.

- *Website redesign update*

Richard and Noreen had an initial meeting with Stirling, reviewing design options from other libraries and offering general comments on the look and feel that BFPL wants.

Stirling will deliver a prototype for comments, probably in September. Lynne asked how beta testing is likely to work; Noreen confirmed that Stirling will seek UX feedback from many sources.

Rachel asked about the difference between the website and the app. Noreen clarified that Stirling will build the mobile site first, to reflect the majority patron experience, and then expand it for desktop/laptop use. There is also an MLN-wide library app that will replace the current BFPL app developed through Boopsie. Users of the MLN app will be able to access the catalog and Overdrive, with a common look and feel for every member library. The BFPL mobile site will have more Bedford-specific information. Rachel suggested that the MLN app should have links to each member library's website.

- *Seed Lending Library*

Richard met with Bonnie Kelly, president of the Friends of BFPL, and Lisa DeSanto, president of the Garden Club, regarding the proposed Seed Lending Library, and expressed concerns that the Library does not have staff to handle this new endeavor. The Garden Club is meeting in October on the topic of saving seeds; Richard will meet with them to discern what needs to be done and whether the Garden Club has enough volunteers to take on the project. If they do, Richard will determine where the seed library could be housed.

Concord and Lexington both have seed lending libraries. Concord's is run by a mix of volunteers and staff; Lexington's is volunteer-run. The biggest challenge according to existing seed libraries is getting seeds back: harvesting seeds takes skill, and it's hard to know what seeds are and whether they've been treated properly to avoid mold, etc. Richard noted that many libraries have a seed return rate of ~5%.

- *Outdoor Improvements*

Town engineer Adrienne St. John looked at the retaining wall on the south side of the library. She's not worried about most of the cracks, since Ray could resurface those, but she is concerned about a crack running down to the foundation of the old building. That crack should be repaired, to avoid any future failure in the foundation. Adrienne wants one of the crews currently working at Lane School to look at that crack and its vulnerabilities to water damage. Rachel suggested that, if Facilities determines that we need a new wall, it may be an opportunity to rethink not only the structural integrity of the wall and drain, but also aesthetic considerations to make a more attractive entrance. Richard will follow up with Adrienne.

New Business

- *FY16 Circulation*

FY16 circs were up 1,122 over FY15, despite being closed for a full week in July. Richard was very pleased by the results. Bob noted that circulations are even higher when downloads and electronic circs are taken into consideration.

Richard noted that under Resource Sharing, the "loaned" items are about stable (items we loan to other libraries), but the "borrowed" items have increased.

Other Business

- *StoryCorps*: Rachel asked the status of this. Richard reported that no one else has been trained, and until that happens, we can't offer the program. The Trustees noted that some new community-wide event or program would be appreciated, once the strategic plan is done.
- *Meeting time*: We agreed to move the meeting time to 7:00pm in September, and will reevaluate making the change permanent after that.
- *West Virginia library flooding*: Elizabeth will contact MLA to see if there are any programs in place to help support libraries in the area that were affected by the recent flooding.

Adjournment

Lynne made a motion to adjourn the meeting and Elizabeth seconded; it passed unanimously. The meeting was adjourned at 8:00PM. The next meeting is scheduled for Tuesday, September 13, 2016 at 7:00PM.

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

Documents distributed during the meeting: Agenda dated 7/12/16, Director's Report dated 7/12/16, Secretary's Report dated 6/14/16, Statement of Expenditures for June FY2016, the monthly Statistical Report for June FY2016.