

Bedford Free Public Library
Library Trustees Minutes for Tuesday, November 14th, 2017
7:00 PM • Meeting Room

The Trustees gathered and reviewed and signed the bills.

Present

Trustees: Bob Batt; Rachel Field; Emily Mitchell; Michael Pulizzi and Robin Grace Silbert were present. Elizabeth Hacala and Abby Hafer were 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. None were forthcoming. Meeting called to order at 7:05pm.

Secretary’s Report

October minutes were approved as revised. Emily moved to approve the minutes. Rachel seconded. Mike abstained.

Director’s Report

The Trustees reviewed the Director’s Report.

The library hosted The Metro West Readers’ Advisory Group. Richard noted that the turnout was good and several staff members attended.

Richard also reported that the estate of Ed Stickney has bequeathed the library \$6,000. For many years, Ed Stickney had been an active and valued library volunteer.

Noreen remarked that Hoopla is doing very well.

The MBLC will host a policy discussion for library trustees at the Goodnow Library in Sudbury November 18th from 10:30 to 2pm.

Statistical Report: Circulation is ahead of last year by 2% thanks to the Children’s Room, a trend that hopefully will continue.

Mike moved to accept the Director’s report. Robin seconded. The report was approved unanimously.

Unfinished Business

Bowie Knife: The library has not yet heard from Christie’s Auction House but Skinner had been quite interested and might want to put the Bowie Knife on its catalogue’s cover. The trustees agreed that making our Bowie the ‘cover girl’ is appealing but might require a board decision on short notice. Rachel suggested calling an ad hoc meeting if this were the case. Mike added that we have a relationship with Skinner. Emily noted that as trustees we must employ as much due diligence as possible in deciding what to do with the knife.

Bedford Flag Update: The most recent appraisal of the Bedford flag has been completed. The flag is currently insured at its 1997/1998 appraised value of \$65,000. The policy will be changed to reflect the flag’s increased value. The insurance for the flag is covered under the town budget.

Security Review: A staff survey was done. Richard reported that the staff feels more comfortable now that security concerns are being addressed. Twice a week, evening staff has been increased from four to five. Installation of the rear-door security keypad is being overseen by Ray. The work can't be completed until it is wired into Lexington Alarm. All wiring work is handled by the Facilities Department. The estimated cost is \$1,200.

The library is in the process of setting up a coordinated police/administration walk-through. Bob Batt asked about the ALICE training status. Richard noted that the Bedford Police Department had spoken about ALICE training at a library staff annual training several years ago.

LSTA (Library Services and Technology Act) provides federal funding under the Grants to States program. The grants are overseen by the Board of Library Commissioners. Richard will send out information on the grants to department heads to see if there is anything they are interested in. Richard added that some years almost all grants are funded and other years that is not the case. Rachel suggested we consider seeking a grant for either Language services or citizenship or rethinking library spaces.

NEW BUSINESS

FY 2019 Budget: This year's FINCOM budget meeting will be held on January 18th at 7:30pm. Budget goals for FY2019 include funding for current personnel to cover the cost of living and merit increases. Richard noted that we are at the preliminary stage until budget guidelines are received.

Rachel added that we need to be proactive about adding staff or increasing staff hours. Richard said that he understood her point but needs to balance staffing with expenditures for computers, hardware, software, etc. Emily said she didn't feel as if we are in crisis or shortchanging patrons. Emily asked what additional staffing the library would want. Richard and Noreen agreed that more weekend staff was needed. The Children's room has a 2-hour period every other weekend when there is no staff member on duty. Richard will look at the numbers and see what can be done.

OTHER BUSINESS

One Book, One Bedford update: Emily was very pleased with the programming. The attendance totaled 281. The feedback from participants was very positive. More publicity for future programs was suggested. Emily said that the library had gone above and beyond in support of the program. She added that the One Book, One Bedford Committee are incredibly grateful and wished to thank the library staff for their work in making the program a success. Richard said that in any future collaborations, the library will likely designate a staff member as point person.

Library Closings: The library will be closed on Thanksgiving Day, November 23 & Friday, November 24. The library will reopen on Saturday.

Friends of the Library Annual Meeting and Book Sale: The annual Meeting will be held at 10 am, Saturday, December 2nd. The book sale will be held on December 2 and 3 from 1-4 pm.

Step Raises and Appointment

There were no step raises or appointments this month.

The next Trustees' meeting will be held on Tuesday, December 12th, 2017.

Adjournment

Emily motioned and Mike seconded. The motion was carried unanimously. The meeting was adjourned at 8:20 pm.

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

Documents distributed during the meeting: Agenda; Director's Report dated November 14, 2017; Secretary's Report October 10, 2017; Statement of Expenditures for October 2017; the monthly Statistical Report for October 2017.