

Bedford Free Public Library
Library Trustees Minutes for Monday, Jan 8, 2018
7:00PM • Meeting Room

Chair Robert Batt called the meeting to order at 7:05 PM.

Present

Trustees: Robert Batt, Chair, Rachel Field, Elizabeth Hacala, Emily Mitchell, Abby Hafer; Michael Pulizzi (joined at 7:26) Absent: Robin Grace Silbert.

Administration: Richard Callaghan, Library Director; Noreen O’Gara, Assistant Director.
Guests: Dennis Ahern potential Library Trustee Candidate.

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

Secretary’s Report

Rachel moved the minutes, with a minor grammatical correction, and Emily seconded. The minutes passed unanimously.

Director’s Report

The Trustees reviewed the Director’s written report.

In addition to the written report, the Trustees discussed:

- Facilities Department fixed all the boilers before the holidays.
- Ray has been in every weekend to make sure the heat is up in the buildings and there were no frozen pipes or other issues.
- We have increased the number of internet Hot Spots to seven.
- Rachel asked if it would be possible to manually override the timer for the lights since the timer is developing issues. Ray is exploring options for the timers.

The report was moved by Emily and seconded by Elizabeth. It was approved unanimously.

Unfinished Business

- **Bowie Knife update**

The Bowie knife is at Skinners in Marlborough. Richard will check on the date for the auction.

- **FY19 Budget Review**

The Trustees reviewed the budget.

Mike brought up that library staffing may need to change due to safety issues, and that we need to plan proactively for that.

Abbie asked if the Library was used as a warming station. Noreen said we are not an official warming station since the library does not have a generator backup. She also mentioned that there has not been a big uptick in visitors during the cold spell.

Any Trustee who is able to attend the Finance Committee meeting on the 18th at 7:30 pm is welcome. Richard will send his report to the Finance Committee to the Trustees as well.

Mike made a motion to accept Operating Budget FY19 Draft #3. Rachel seconded, the Trustees approved the budget unanimously.

New Business

- Review of Capital Projects

Windows & painting - Some of the storm windows for the original building have been installed with the rest due in the spring. The painting of the outside trim has to be completed before the rest of the windows can be installed.

Entry way heater – not started yet

HVAC repairs and plan – not started yet

Oil Tank and Furnace Removal - Completed

Abbie asked how long we expect the current gas boilers to keep working. They were installed when the building addition was built (1998-2000). Abbie said that in the past there was exploration on the Energy Taskforce of co-generation (power generation that produces the heat as a side effect) and encouraged that as a topic to explore in the HVAC study.

Other Business

- Town Caucus Tuesday, January 9th at 7pm.

Adjournment

Elizabeth made a motion to adjourn the meeting and Abby seconded; it passed unanimously. The meeting was adjourned at 8:05pm.

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

Documents distributed during the meeting: Agenda; Director's Report dated January 2017; Secretary's Report December 22, 2017; Statement of Expenditures for December 2017; the monthly Statistical Report for December 2017; FY19 Operating Budget Draft; Bedford Public Library Capital Requests FY2017-2022.