

**Bedford Free Public Library**  
**Library Trustees Minutes for Tuesday, April 10, 2018**  
**7:00PM • Meeting Room**

The Trustees reviewed and signed bills. Secretary Elizabeth Hacala called the meeting to order at 7:06 PM.

**Present**

Trustees: Rachel Field, Elizabeth Hacala, Emily Mitchell, Robin Grace Silbert; Michael Pulizzi, Dennis Ahern, Absent: Abby Hafer

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.

The committee welcomed new Trustee Dennis Ahearn.

**Secretary’s Report**

Elizabeth clarified the February minutes to note that the flag was given to the library not held by the library.

Rachel moved the amended report and Mike seconded. The report passed 4-0-1.

**Director’s Report**

The Trustees reviewed the Director’s written report. In addition to the written report, the Trustees discussed:

- The Bowie knife will be auctioned on the 27<sup>th</sup>. It can be monitored on line. The knife is in auction lot 17.
- Sharon McDonald did flag tours on Pole Capping day.
- Kindergarten visits go on this week.
- The bees are back with a new queen.
- The LSTA grant has been submitted, we are waiting to hear back.

The Director’s Report was moved by Mike, seconded by Emily and approved unanimously.

**Unfinished Business**

- Health & Safety - Winchester Library incident

Richard has talked to Chief of Police Bongiorno since the unfortunate stabbing in Winchester. The staff had some concerns after that event. The Chief added some extra patrols through the library to help make staff and patrons feel more comfortable. The staff entrance door has been changed and it has a keypad for staff only usage prior to 9am. That change was planned prior to the Winchester event.

Noreen shared that the author who wrote the library security book they have been looking at will be presenting at the Massachusetts Library Association conference.

There was a brief discussion about potential additional security cameras. Emily shared a concern about patron privacy. Noreen said that would be handled through policies around reviewing the footage and reminded the Trustees this is a public building.

The town is working on safety guidelines for town buildings. The library has its own security procedures.

- Reference Room - naming discussion

There was a discussion about what to name the “reference” room. There will be a plaque saying that the furnishings etc. were given in memory of Pat Watson. Mike suggested we might want to call it the “Pat Watson Reference Room.” No decision was made.

### **New Business**

- Annual Town Meeting – review

Everything related to the library passed.

Our capital item to fix the retaining wall on high school side of the building was approved also.

- Front steps: repair/replace

Ray has been repairing the front steps on an annual basis due to wear and tear from the winter weather. It has reached the point that a more permanent solution is needed. Richard has been talking with the various town departments involved. Although it is not an emergency at present it will probably need to be addressed in the next year.

- Plan for the performance review of the Director (Due June 1)

Emily got a form from the town for Richard’s review.

There are 11 elements for the review. They would be divided among the Trustees that were here for the past year.

The form is due back June 1.

Emily will distribute the questions to everyone and compile the review.

- Library Trustees Annual Board Reorganization

o Election of chair and secretary to assume office July 1

o Emily was nominated as the Chair and Elizabeth as Vice- Chair

Mike moved, Rachel 2<sup>nd</sup>, passed unanimously

o Dennis was nominated as the Secretary, Elizabeth moved, Rachel 2<sup>nd</sup> and he was approved unanimously.

o Election of three Trustees to the Library Corporation

Slate of officers: Mike, Elizabeth, Rachel

Emily moved the slate, Robin seconded, passed unanimously.

**Other Business**

- Rand Hall – will be participating in a Korean immersion program in July.
- Friends of the Library Spring book sale - April 6th to 8th

Next Meeting: Tuesday, May 8th, 2018

**Adjournment**

Dennis made a motion to adjourn the meeting and Rachel seconded; it passed unanimously. The meeting was adjourned at 8:10pm.

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

*Documents distributed during the meeting: Agenda; Director's Report dated March 2018 and April 2018; Secretary's Report February 13, 2018; Statement of Expenditures for February 2018 and March 2018; the monthly Statistical Report for February 2018 and March 2018*