

Bedford Free Public Library
Library Trustees Minutes for Tuesday, July 8, 2014
8:00 PM - Meeting Room

The trustees gathered and reviewed and signed the bills. Howard Cohen called the meeting to order at 8:10 p.m.

Present:

Trustees: Howard Cohen, Abby Hafer, Lorrie Dunham, Rachel Field, Mike Pulizzi, and Lynne O'Connor. Richard Callaghan, Library Director, and Noreen O'Gara, Assistant Director.

The Board moved outside to review possible chairs for the chess tables. It was decided to stay with the current concrete stools.

Secretary's Report:

The Secretary's Report of June 10, 2014 was read and discussed. A motion to accept the minutes, as amended, was moved by Howard, and seconded by Lynne. It was passed unanimously by all present.

Director's Report:

The Children's summer reading program opened with performances by magician Scott Jameson and it was well attended. The use of tickets has kept the attendance at a safe level. Tickets are, of course, free. The Stories on the Lawn, Lego challenge, Library Lab, Pumpernickel puppets and Sciencetellers have all been well attended. There was a planetarium in the meeting room today for children up to fifth grade.

The Teen reading program is already up to 140 teens. The teens have posted reviews of the books they have been reading on the library website

We have begun a speed view program for DVD's, much like the speed read program for books. Speed view DVDs will be popular titles that go out for a week with no renewals or holds. Patrons will be able to get faster access to popular DVD's titles. The program begins this month.

We have moved several overcrowded sections of materials to ease browsing for patrons. Both the Chinese and foreign language sections have been moved to the end of the fiction stacks which will give the collections room to grow. This has been a huge project for the staff as shifting of large collections always involves a lot of time and effort.

Ray and his staff has been working hard, even on weekends, preparing the air-conditioning, cleaning and storing the snow blower, painting the downstairs men's room, and cleaning and painting the ramp and stairway railings. With Richard, Ray attended the American Library Association Conference in Las Vegas, gathering good information on networked printers for the public computers and other technologies. It was a well attended and worthwhile conference.

The antiquated phone system has been having some technical difficulties so we currently do not have any voice mail for staff. The Facilities Department is looking at options to replace the system.

The library closed on Friday afternoon June 13 due to a power failure in a transformer on Hartwell road. The building reopened on Saturday.

The new Art Display for July 10-September 10 is: **WHITE**: Elizabeth Slayton's paintings and Caleb Cole's photos.

The staff is trying to keep better track of services that are being used, and perhaps increased, by Hanscom AFB families, as the services at the base are being outsourced.

The Director's Report was presented and accepted; a motion was made by Abby and Howard seconded. It was unanimously approved.

Unfinished Business:

Head of Reference search: interviews will begin this week and hopefully a candidate will be chosen by the end of the month.

Outdoor improvements review: Rachel showed a projected plan for a seating area on the south side of the building, with low maintenance shrubbery planting to hide the front of parked cars. Concern for easy access to the area was discussed, and complications of snow plowing and piling in the winter. Richard will talk with DPW about it, as well as with Ray and the Garden Club. One tree needs replacing.

New Business:

Town Communications Study: The town is working with a consultant on improving town communications infrastructure including replacing the library's phone system. We are on a different phone system from the rest of the town and would like to integrate the phone system with other town departments. At the same time we need our computer networks to be separate from the town and under the Library's control. We need to make sure that this is understood.

Rachel signed the Minuteman Network Agreement which is updated every year. The agreement states the obligations of MLN and each member library.

We are exploring an opportunity for Bedford to host a Library Trustee Orientation Meeting, possibly in the fall.

Other Business:

The Board discussed the labeling trees that are on library property by the Jenk's Trail Committee. Abby moved to approve, Mike seconded, all approved.

Step Raises and Appointments: None.

Adjournment:

Rachel made a motion to adjourn the meeting and Mike seconded, it passed unanimously. The meeting was adjourned at 9:47 p.m. The next meeting is scheduled for September 9, 2014.

Meeting minutes are respectfully submitted by Lorrie Dunham, co-secretary.

Documents distributed during the meeting included: Meeting Agenda for July 8, 2014, Minutes of the June 10, 2014 meeting, Director's Report for July 8, 2014, statement of Expenditures for June, 2014, Statistical Report for June 2014, 10 in 10 Summer Reading Challenge, Appointments and Step Raises dated July 8, 2014.