

Bedford Free Public Library
Library Trustees Minutes for Tuesday, November 13, 2018
6:00PM • Trustees Room

The Trustees reviewed and signed bills. Emily Mitchell, Chair called the meeting to order at 6:08PM.

Present

Trustees: Emily Mitchell, Chair, Elizabeth Hacala, Dennis Ahern, Michael Pulizzi

Absent: Abby Hafer, Robin Grace Silbert, Rachel Field.

Administration: Richard Callaghan, Library Director; Noreen O’Gara, Assistant Director.

Secretary’s Report

Elizabeth moved the minutes as amended and Michael 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:

- After closing the hive we got 4 jars of honey from the bees.
- Windows in 1968 building being puttied and painted but will need to be finished in the spring.
- FY19 Budget is on track.
- Overall Library usage is down slightly. Similar results from other libraries in the network.

The report was moved by Elizabeth, seconded by Michael and approved unanimously.

Unfinished Business

- Study rooms project. Furniture has been ordered -working on final configuration.
- LSTA Grant update. Bethany has ordered materials and scheduled programs.

New Business

- FY20 budget preparation. Planning on a 2 ½ percent increase though we have not received a guideline from the Finance Committee. Minuteman will be about \$1,500 more. We may have to go to the Finance Committee for an increase over the 2 ½ percent. Planning on presenting a draft budget for December Trustee meeting. We are meeting with the Finance Committee on January 17th.
- HVAC Study & Design project - \$60,000 (Capital) for study to determine what should be done to improve the HVAC. Four companies have been qualified to bid on design and/or work. After the results of the study are complete, a funding proposal for the project will be submitted to the Capital Committee next

summer. We are hoping existing HVAC will last until it needs to be replaced as the system is nearly 20 years old.

- Wireless system upgrade project – Current system is 7 years old. Town Communications project has funds that can be used to upgrade Library system. There will a private network for staff connected to the town system. Patrons will have their own network similar to the current system.

Other Business

- Holiday hours: Wednesday, November 21 closing at 5:00 p.m. Closed on Thursday, November 22 & Friday, November 23.
- Friends of the Library Annual Meeting & Book Sale: December 8th & 9th
- Appointments

Next Meeting: Tuesday, December 11th, 2018

Adjournment

Elizabeth made a motion to adjourn the meeting and Michael seconded; it passed unanimously. The meeting was adjourned at 6:45 pm.

Meeting minutes are respectfully submitted by Dennis J. Ahern, secretary.

Documents distributed during the meeting: Agenda; Director's Report, Statement of Expenditures for October 2018; the monthly Statistical Report for October 2018