

Bedford Free Public Library
Library Trustees Minutes for Tuesday, December 11, 2018
7:00PM • Trustees Room

Chair Mitchell called the meeting to order at 7:03 PM.

Present

Trustees: Emily Mitchell, Chair, Rachel Field, Robin Grace Silber, Michael Pulizzi , Abby Hafer, Dennis Ahern. Absent Elizabeth Hacala

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

Public: Dot Bergin - Bedford Citizen

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

Secretary’s Report

November minutes corrected to note that Robin, Rachel and Abby were absent last month. Number of jars of honey from the bee hive was 4 not 2. Due to a lack of a quorum of members who attended the November meeting, approval of the minutes was postponed to January.

Director’s Report

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

- New public scanner has many new features and is also faster. Thanks to the Friends of the Library for purchasing the new scanner.
- Budget is on track.
- Circulation is still down in November. Same results for other Libraries in MLN.

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

Unfinished Business

- Study rooms project. Working with the local vendor has proven to be difficult so KI is taking over the project directly to help get installation schedule back on track.
- FY20 Budget review. We will be meeting with Finance Committee on Thursday, January 17th at 7:30. The budget guideline from the Finance Committee is a 2.5% increase which may not be adequate for the needs of the Library. We would have to cut almost \$7000 from non-salary budget to meet the Finance Committee guidelines. A draft budget with 3.5% increase used for comparison. A 3.5% increase (also shown) would be more in line with needs of the Library. Budget will be voted at January meeting.

New Business

- Board vacancy: Emily will not be running for re-election. Town Caucus is on Tuesday, January 8 at 7:00 p.m. at Town Hall.

- January Board meeting - change of date to Monday, January 7 so as not to conflict with Town Caucus. Rachel moved. Abby seconded

Other Business

- Friends of the Library Annual Meeting was December 8 – election of officers and then a very successful book sale.
- Town Caucus: Tuesday January 8th, 7 pm: Town Hall
- Appointments none

Potential candidate for trustee Gyasi Burks-Abbott was introduced.

Abby made a motion to adjourn the meeting and Rachel seconded; it passed unanimously. The meeting was adjourned at 7:48 pm.

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

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