

**Bedford Free Public Library**  
**Library Trustees Minutes for Tuesday, January 14, 2020**  
**7:00 PM • Reference Room**

The Trustees reviewed and signed bills. Chair Elizabeth Hacala called the meeting to order at 7:02 PM.

**Present**

Trustees: Chair Elizabeth Hacala, Robin Grace Silbert; Alma Hart, Abby Hafer, Rachel Field, Mike Pulizzi, Dennis Ahern. Other attendees: Erica Liu, Finance Committee, Dot Bergin, Bedford Citizen.

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

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

**Secretary’s Report**

The December minutes will be reviewed at the February meeting.

**Director’s Report**

The Trustees reviewed the Director’s written report.

Other matters discussed: trauma kits from the Health Department installed, statistics from the public scanner, letter from Bedford VA Clinical Librarian thanking the Library for donating our expired magazines and praising the staff for their extraordinary efforts and organization.

The report was moved by Mike, seconded by Robin, and approved unanimously.

Comments from the public: Dot Bergin asked for some specific information on the updates for the HVAC system.

**Unfinished Business**

- FY21 budget: submitted to Town and the Finance Committee. Vote to approve the budget moved by Rachel and seconded by Robin. Unanimous approval.
- Charter & Bylaw Review: Town reply to Board proposal to change the language of *Article 12.3 Purpose, Town Bylaws*, from “administer” to “oversee.” The Town Legal Counsel is reviewing the suggestion. We will notify the town that we voted to retain the original language and rescind our suggested change. Moved by Abby and seconded by Rachel. Elizabeth will reach out to the Charter and Bylaws Committee.
- Board will continue the discussion about changing the *13.4.4 Authorized Revolving Funds, Town Bylaws*. It requires more time for serious discussion. Mike made the motion and Robin seconded.

**New Business**

- Lighting Improvements: We will be getting new LED hanging fixtures with bulbs that would be easier to change and last longer than the current ones. It will be paid out of Library funds which will expedite the process.

**Other Business**

- Finance Committee Meeting: Thursday January 16, 7:00 pm
- Next Meeting: February 11, 2020.

**Adjournment**

Robin made a motion to adjourn the meeting and Abby seconded; it passed unanimously. The meeting was adjourned at 8:17 pm.

*Meeting minutes are respectfully submitted by Alma Hart, Secretary.*

*Documents distributed during the meeting: Agenda; Director's Report, Statement of Expenditures for December 2019; the monthly Statistical Report for December 2019.*