

**Bedford Free Public Library
Library Trustees Minutes for
Tuesday, February 11, 2020
7:00PM • Meeting Room**

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

Present

Trustees: Elizabeth Hacala, Chair, Dennis Ahern, Rachel Field, Robin Grace Silbert; Michael Pulizzi. Absent: Abby Hafer, Alma Hart.

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

Guests: Erica Liu, Bedford Finance Committee liaison; Emily Mitchell, Select Board liaison.

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

Secretary’s Report

Minutes from December 2019 and January 2020 meetings were postponed until the March 10th meeting.

Director’s Report

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

- The Friends of the Library book sale to be held April 2nd to 5th.
- The Peabody Essex museum has given the library a limited number of free admissions to its Smithsonian sponsored exhibit
- The winter lecture series – American history through song with Dr. Daniel Breen – has been well received as was the Chinese New Year program with 130 participants.
- Richard noted that there has been an ongoing problem with book delivery loans and returns. Bins have arrived on four occasions with wet books. This has caused a great deal of work for the library and has inconvenienced some patrons. Richard has discussed the problem with the president of the delivery company and hopes that the problem – whether it was with the truck transporting the books or occurred on the loading dock – has been resolved.

The report was moved by Rachel, seconded by Dennis and approved unanimously.

Unfinished Business

- Budget FYI 21 Review: Richard noted that the library budget FY20 is on track. In addition, the -FY21 library budget submitted to the Finance Committee on January 15th has been recommended for approval. Richard added that Finance Committee was pleased to see the number of trustees in attendance at that meeting.

- Town Meeting: The replacement of the current HVAC system will be on the capital plan and be up for a vote. Richard said the outcome was a particular concern as once again the system failed and there was no heat in the library Saturday morning. There won't be anything library related to the Charter & Bylaw review until the fall.
- MacMillan Boycott Discussion: As of November 1, 2019, Macmillan Publishing placed a new purchasing embargo which prohibits libraries from purchasing more than one copy of an eBook in the first eight weeks of release. As president of the Minuteman Library Network, Richard said that the embargo on eBook purchases has been a major topic of discussion. The Brookline and Dedham libraries have already enacted a boycott of eBooks – as have other major libraries across the country. The Trustees discussed the ramifications of Macmillan's action over time and the possibility of enacting a boycott. It was decided to wait for Richard's report from the next MLN meeting before taking any action.

New Business

- Open Meeting Law Review: Elizabeth, Rachel and Mike were in attendance at the open meeting law training. Elizabeth said she was pleased that our minutes generally adhere to the dictates of the open-meeting law. She highlighted some salient points including e-mail protocol and expanding minutes to reflect discussion and debate.
- Wireless Upgrade Project: The library wireless system is aging and can no longer meet the current demand. Plans are in the works to upgrade bandwidth and distribution. Routers and nodes will be doubled. Richard expects to have bids by the end of the month and hopes the project can be completed in the spring.

Other Business

- Rachel wondered if the Health Department had shared directives concerning a potential Corona Virus outbreak. She suggested having masks on hand for patrons with cold & flu symptoms. Thus far the Health Department has not seen any problem in Bedford.
- Richard will be on vacation beginning February 15th. Followed by the Public Library Association's conference in Nashville on the 27th. He will return on March 1st.
- Noreen will be away on vacation from March 6th through the 31st
- Town Election will be held on Saturday, March 14th
- Town Meeting will be held on Monday March 23 and Tuesday, March 24th.
- April 2nd is Library Legislative Day. Elizabeth, Rachel & Robin hope to attend.
- Richard said federal library funding was eliminated from the president's budget. So it will need to be restored by congress as it has for the last several years. Rachel suggested a letter to our federal representatives. By consensus of the trustees, Elizabeth will draft a letter.

There were no Appointments

The next Trustees meeting will be held on Tuesday, March 10th.

Adjournment

Mike made a motion to adjourn at 8:35 and Dennis seconded.

Meeting minutes are respectfully submitted by Robin Grace Silbert, ad hoc secretary.

Documents distributed during the meeting: Agenda; Director's Report dated February 11th, 2020; Statement of Expenditures for January 2020; the monthly Statistical Report for January 2020; Macmillan eBooks Boycott.