

**Bedford Free Public Library**  
**Library Trustees Minutes for Tuesday, May 12, 2020**  
**4:00 PM • Online Meeting via Google Meet**

Chair Elizabeth Hacala called the meeting to order at 4:03 PM.

**Present**

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

Other attendees: Noreen O’Gara, Dot Bergin, Emily Mitchell.

Administration: Richard Callaghan, Library Director.

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

**Secretary’s Report**

The March minutes were reviewed and approved. Robin moved for approval, seconded by Abby. Roll call vote: Ayes: Elizabeth, Rachel, Abby, Mike, Robin, Dennis. Alma abstained. There was no April meeting due to the COVID-19 pandemic.

**Director’s Report**

The Trustees reviewed the Director’s written report.

Other matters discussed:

- FY20 Budget is on track
- Hoopla and Overdrive are helping to successfully fill patrons’ needs for eBooks, and eAudiobooks.
- AARP tax help might offer a drop off service in June.

The report approval was moved by Alma, seconded by Robin. Ayes: Mike, Robin, Rachel, Alma, Dennis, Elizabeth. Abby abstained. Approved

**Unfinished Business**

- Wireless project: wireless access points for the internet to be increased from six to eighteen. Project should start in June.
- Building improvements:
  - Painting: Several areas of the library including bathrooms are being painted while the library is closed.
  - Water fountain upgrade: Current water fountains will be shut down for health reasons. Richard will contact the Facilities Department about contact free bottle fillers.

**New Business**

- Library reopening plan: No specific date set at this time. Possibly June for curbside services. Children’s Room will be closed, likely through August. We will need to review the limitations set for re-opening regarding the number of persons allowed in the building at one time. 25% of total staff or 11 employees at a time. Perhaps we will require patron reservations and set time limits. Facilities will place plexiglas at all public service desks in the town.

- Reviewed the current draft of the Covid-19 Reopening Statement. Motion to approve by Rachel, Abby seconded. Ayes: Rachel, Abby, Alma, Mike, Robin, Dennis, Elizabeth.
- Robin moved that the current officer slate continue and Rachel seconded. Elizabeth as Chair; Mike as Vice-chair, Alma as Secretary. Ayes: Rachel, Abby, Mike, Robin, Dennis and Elizabeth. Mike, Robin and Rachel continue as Library Corporation Reps. Moved by Abby and Dennis seconded. Ayes: Dennis, Robin, Mike, Alma, Abby, Rachel and Elizabeth.

### **Other Business**

- Library Legislative Day, Thursday May 14<sup>th</sup>.
- Next Meeting: Tuesday, June 9th, 2020.

### **Adjournment**

Mike made a motion to adjourn the meeting and Rachel seconded. Ayes: Robin, Mike, Abby, Alma, Dennis, Rachel and Elizabeth. The meeting was adjourned at 5:27 pm.

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

*Documents distributed during the meeting: Agenda; Director's Report, 2nd draft of the Covid-19 and Reopening Statement*