

**Bedford Free Public Library**  
**Library Trustees Minutes for Tuesday, June 9th, 2020**  
**7:00 pm • Online Meeting via Zoom**

Chair Elizabeth Hacala called the meeting to order at 7:10 PM.

Trustees: Chair Elizabeth Hacala, Robin Grace Silbert, Abby Hafer, Rachel Field, Mike Pulizzi, Dennis Ahern. Other attendees: Dot Bergin, Emily Mitchell.

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:**

Move to approve; M. Pulizzi, seconded by R. Field; approved unanimously, 6-0-0

**Directors Report:**

Online programs are continuing, including the summer reading program, for children and adults.

- Bethany and Pam have applied for a grant from MBLC, for distance learning technology.
- Best Bees has reestablished the hive on the roof.
- The book delivery bins which had been at the library since March are finally getting pickup by Optima. We expect deliveries to resume in July or August.

**Budget:**

FY2020 is on track. The protocol for town salaries (when we closed) was that the town wanted to pay benefited employees their full salaries. The town also offered part-time people their regular salaries for the remainder of FY2020.

Staff who can’t do work remotely are being encouraged to do more online training during this time; attend webinars, and otherwise upgrade their skills.

Emily asked about how bills are being handled. The answer is that Elizabeth reviews the bills, and signs and sends back the cover sheets, all electronically.

The report approval was moved was made by: A. Hafer and seconded by M. Pulizzi.  
Approved unanimously, 6-0-0

**Unfinished Business:**

**Library reopening:**

Library department heads met in person on June 1st to discuss resumption of (non-digital) services. The library is slowly working towards having 25% of staff in building. The library is organizing for contactless pickup service. This includes contacting people who have holds on books and arranging pick up of the materials.

Staff safety measures will include both how the furniture is arranged, and how scheduling is done. When we again have patrons in the building, there will be one exit, and one entrance. We also have ordered Plexiglas shields for the service desks.

The library is looking at curbside pickup software, so that patrons can make appointments. Initial curbside pickup hours will be 10:00 a.m.-12:00 noon, and 2:00 p.m.-4:00 p.m., Monday through Friday. There will be half hour windows for appointments, and items for patrons will be placed on an outside table, in stapled bags, with the patron's names on the bags, along with the last four digits of the library card numbers. They plan to start this on Wednesday, June 24th.

Rachel pointed out that those hours do not help working people, who may not be available to use the library during the day. Richard replied that as more people return to work, the library will start to have evening hours.

The materials pickup will have a slow roll out, so that the staff has a chance to get used to the new procedures. There must also be enough staff in the building, so evening hours are waiting a bit. The A/B scheduling does put a limit on the number of staff available.

We will be getting a self-checkout app, so patrons can check items out using their phones, at such time as they can come back into building.

Elizabeth says that Richard is submitting for money for reimbursement for COVID-related expenses to the town who are tracking these expenditures.

#### Other building-related projects:

Wireless project: the cabling is complete and software will be installed on Thursday, June 11. We expect the new system will be up and running the following week.

#### Building improvements:

- Regarding water fountains, the library is working on what is feasible, including checking with the Facilities Department on costs.
- Painting is being done, as is extensive cleaning.

#### New Business:

Town Meeting will take place on July 11 (Saturday morning), 9:00 a.m. on the football field. Emily commented that the town is asking people to show up early, to allow for seating while maintaining social distancing.

Regarding finances, Emily says that the town's deficit is \$2,276,000, with a revenue reduction of about \$1.9 M.

Concerns were discussed about the need to eventually replace the library's HVAC system, which is twenty years old. How will the next few years' re-arranged budgets affect our ability to

replace this elderly HVAC system? Questions included wondering how long the old HVAC might remain working, and if it can be fixed if it breaks.

The lower use of the building during the COVID-19 pandemic does not appear to be affecting utility expenses to a great degree. Perhaps we will see greater reductions in these expenses during the summer.

**Other business:**

Friends of the Library update: Richard says that the Friends were approached by the company Bay State books, about putting a bin out for donated materials, with proceeds to be split between the company and the Friends of the Library. The Friends do not foresee a book sale in the near future, so they may be interested. Robin commented that since the Friends may lose an entire cycle of books sales, that this may be a good idea, as a means of raising revenue for the Friends.

There were no new appointments.

Elizabeth said that the Trustees may need to have an August meeting. As a result, the Trustees should come to July meeting with an idea of their August availability.

Next Trustees' meeting: Tues July 14, 2020

Move to adjourn: R Grace; seconded by R. Field. Passed unanimously.

Submitted by Abby Hafer.