

Bedford Free Public Library
Library Trustees Minutes for Tuesday, October 13, 2020
7:00 pm • Online Meeting via Zoom

Chair Elizabeth Hacala called the meeting to order, 7:05 pm.

Present:

Abby Hafer, Rachel Field, Robin Grace, Mike Pulizzi, Dennis Ahern, Alma Hart. Alma left the meeting at 7:08 pm.

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

Other attendees: Dot Bergin.

Secretary’s report:

Rachel moved to accept minutes as amended, Mike seconded. Vote: 6-0-0 Roll call vote: Ayes: Elizabeth, Rachel, Mike, Robin, Dennis, Abby.

Director’s Report:

We now have access to Scholastic Teachables, a new database for students learning from home. Though the Friends have generously offered to pay for the database, Richard will see if it can be paid through COVID relief funds, since we probably would not have purchased except for the pandemic.

Staff members Bethany Klem and Pam Aghababian are taking an ALA sponsored course in how to assist homeschoolers and their families.

Janel has completed the financial and statistical forms for state aid and submitted them to the State. Noreen finished and sent in the annual report to the Town.

The budget is generally on target. Richard noted the annual invoice to MLN had been processed later than usual due to difficulty in getting paperwork completed at Town Hall. All has been resolved and the check has been sent to MLN.

Circulation is lower than usual, except for online resources, which are being used to a far greater extent than in the past.

Vote to accept Director’s Report. Abby moved; Rachel Field seconded. Vote: 6-0-0 Elizabeth, Rachel, Mike, Robin, Dennis, Abby.

Unfinished Business:

- “Curbside inside” will start November 2, 2020. Patrons will come in the large meeting room, enter by one door, and leave by another. An air purifier has been purchased for that room, a COVID expense. A staff member will be present, (behind a Plexiglas barrier) to answer any questions. Time slots will continue to be used. We expect this to last until warmer weather arrives in the spring.

- Potential reopening for computer and study room use depends on COVID numbers in this area. Every time we think of doing this, the area COVID number increase, though we are still trying to find a way, at some point. Though it is possible that things will go the other way, we anticipate some level of COVID shutdown may take place over the winter.
- Carpet replacement - Capital project—funds approved in 2019. Quotes are being obtained. We hope to have this completed by early winter while there are no patrons in the building, which will cause less disruption.
- Water fountains have been shut off, though the refrigerated near the circulation desk was turned back on for staff use. Rachel asked about getting touch free bottle filling stations to replace the water fountains. Richard replied that it was on the list of COVID-19 requests.

New Business:

- Retirement: Kathy Ruggeri, Head of Technical Services has decided to retire, on November 30th. Kathy has worked at the library since 1990. We are looking to make this a professional position, MLS-qualified with additional responsibilities in the area of computers and software
- COVID-19 expenses - We have been asked to estimate our COVID-related expenses for the rest of the year. The list includes including air purifiers, partition for the meeting room, laptops for staff, paper bags for curbside pickup, and new water fountains, among other requests. We hope to get reimbursed from the State.
- Rachel suggested air purifiers for the bathrooms, since aerosolized viruses can linger in the air. Elizabeth asked about filtration for the HVAC system. Different filters for HVAC system must be tested, rather than being assumed that they can be used.
- Mike asked if there was a plan in place for dealing with another leak, in case one should take place as happened in 2015. Richard was happy with Service Master which responded in 2015. We also have access to a state contract from the MBLC.

Other business:

- Friends of the Library update—their online bookstore will up and running this month.
- A book donation box is being looked into, from Better World Books. This box can be put in parking lot. We are getting many questions from patrons wanting to donate books. The arrangement can be reassessed yearly. The Friends will get a percentage of what Better World Books makes from the book donations.
- Jane Paulson—long time reference librarian, has decided to retire, in order to concentrate on her art work.
- Elizabeth would like, at our next meeting, to discuss a holiday appreciation plan for the staff.

Adjournment

The meeting was adjourned at 8:10pm. Dennis made a motion to adjourn the meeting and Rachel seconded. 6-0 Ayes: Dennis, Rachel, Abby, Mike, Robin, and Elizabeth.

Meeting minutes are respectfully submitted by Abby Hafer, substitute Secretary.