

Bedford Free Public Library
Library Trustees Minutes for Tuesday, December 8, 2020
7:00 PM • Online Meeting via Zoom

Chair Elizabeth Hacala called the meeting to order at 7:04 PM.

Present

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

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 November minutes were reviewed and approved with a minor correction. Rachel moved for approval, Seconded by Robin. Roll call vote: Ayes: Elizabeth, Rachel, Mike, Robin, Dennis, Abby, Abstain: Alma.

Director’s Report

Town Hall had a computer outage last week but it did not affect the Library. Bob installed a major Sierra upgrade to the III circulation system. All went well with a little help from MLN to install the receipt printers.

Jim Purvis, a longtime member of the Friends, passed away. The Friends of the Library plan to honor him in the near future. His family asked for donations to the Friends of the Library rather than flowers.

Winter Lecture Series is tentatively to begin at the end of January on Zoom. The subject will be famous real life murder mysteries.

Hoopla and Overdrive are still very popular as is the Teachables database.

The report approval was moved by Mike, seconded by Abby. Ayes: Dennis, Abby, Alma, Mike, Robin, Elizabeth. 7-0-0

Unfinished Business

- FY22 Budget Review: the budget must be submitted to the Finance Committee by January 11, 2021. Budget guideline is 3.5%. Rachel moved approval of the Budget. Dennis seconded. Approved 7:0:0. Ayes: Dennis, Abby, Alma, Mike, Robin, Elizabeth. 7-0-0
- Contact Free Curbside pickup - perhaps add another evening per week if possible.
- Museum passes: Looking to get them started in January for the large museums.
- Arlington Public Library closed until December 18th because a staff member tested positive for Covid.

- Carpeting installation planned January 11-15th, 2021. Carpeting will go under the shelves to allow for future changes to the space.
- Technical Services/Tech Librarian candidate search: two interviews this week. A couple more next week. We have some good candidates.

New Business

- Children's Room Improvements: Realigning the non-fiction stacks to improve sightlines. The top shelf, which is currently not used, will be removed. Getting mobile stacks for the picture book area. Creating new space for story time in the picture book area. Anticipated costs \$26,000, including \$2000 for new shelves in the Mezzanine.
- Town of Bedford ADA self-evaluation and transition plan: The building will be reviewed in January.

Other Business

- Town Caucus: no Town Caucus this year. Instead signatures will be required. The state may reduce the requirement from 50 to 10 because of Covid.
- Friends of Library annual meeting. 25 people on Zoom. Elizabeth and Robin attended. Friends will provide funds for gift cards for the staff in lieu of Holiday party.
- New Year's Eve: Library will be having materials pickup - 10am to 12pm.
- Next Meeting: January 12th, 2021.

Adjournment

The meeting was adjourned at 7:46 pm. Robin made a motion to adjourn the meeting and Abby seconded. Approved: 7:0:0. Ayes: Dennis, Abby, Alma, Mike, Robin, Elizabeth. 7-0-0

Meeting minutes are respectfully submitted by Alma Hart, Secretary.

Documents distributed during the meeting: Agenda; Director's Report, Proposed Budget.