

Bedford Free Public Library
Library Trustees Minutes for Tuesday, January 12, 2021
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 arrived at 7:10. Other attendees: Dot Bergin, Emily Mitchell and Erica Liu. Bedford TV recorded the meeting.

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 December minutes were reviewed and approved with a minor correction. Mike moved for approval, Seconded by Abby. Roll call vote - Ayes: Elizabeth, Rachel, Mike, Robin, Alma, Abby. 6:0:0

Director’s Report

Bedford is participating in the Beanstack’s *Books like Us* challenge, for the 4th year. Patrons are asked to read ten books in January.

Children’s room has a new program for preschoolers, ABC Alphabets. Zoom story times continue as does Sarah Gardner’s virtual family music concerts. Nearly all of the 60 DIY craft kits are picked up each session.

Technical Services/Technical Librarian, Heidi Downing started work on the 11th.

Statistics were presented on how people are accessing the Library website.

Jess Dymant has completed her internship for her MLIS degree.

Bob has updated the software on the Visiplex system so all the clocks are synchronized. He has also been working with facilities to replace the timer for the outside lights.

This year AARP tax preparers will be completing the tax returns offsite and submitting them electronically. We have been making appointments for patrons who can only submit paper documents to drop them off to use our scanning services. We have also been instructing patrons how to submit them online. It will be pushed back a month this year.

Budget is on track for the first part of the year.

TAG has two virtual programs for teens this month: snowflake clings and candy sushi. The craft supplies are available contact free in the meeting room. Home school book club resumes this month with online discussions of *I survived the Great Molasses Flood* and

The House on the Cerulean Sea. The COA book discussion resumes with *The Essex Serpent*.

The report approval was moved by Alma, seconded by Rachel. Ayes: Rachel, Abby, Alma, Mike, Robin, Elizabeth. Dennis abstained. 6-0-1

Unfinished Business

- FY22 Budget Review: Budget submitted to Finance Committee by January 11, 2021. It was under the budget guideline of 3.5%. Rachel moved approval of the Budget. Dennis seconded. Approved Ayes: Rachel, Abby, Alma, Mike, Robin, Elizabeth, Dennis 7:0:0.
- Contact Free Curbside pickup - looking to add another evening per week. We are getting Lexington patrons because Lexington and Cambridge closed all public buildings. We have extended the curbside pickups by a half hour each day. Robin praised the system and other members agreed. Staff working very hard on a labor intensive project.
- Museum passes: Most of the museums are still closed.
- Carpeting installation started on schedule, January 11-15, 2021. All the books have been removed from the upper and lower shelves to accommodate the carpet laying.
- Fines: Throughout Minuteman Network, no one is currently charging fines. Board consensus is that we should wait until after the pandemic to make any decisions.

New Business

- Newspaper digitization: We are working with Advantage Preservation to digitize the Bedford Minuteman on a scheduled basis. The first 10 reels of microfilm from 1957 to 1966 have been sent out for digitization which will take until late spring.

Other Business

- Finance Committee: Thursday January 14th, 7:00pm
- Town Caucus: Town Caucus will not be held this year. Instead signatures will be required. The state has reduced the requirement from 50 to 10 because of Covid. Dennis and Mike are running for reelection.
- Next Meeting: Tuesday February 9th, 2021.

Adjournment

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

Meeting minutes are respectfully submitted by Alma Hart, Secretary.

Documents distributed during the meeting: Agenda; Director's Report, expenditures and statistics.