

**Bedford Free Public Library**  
**Library Trustees Minutes for Tuesday May 10th, 2022**  
**7:00 PM • Online Meeting via Zoom**

Chair Mike Pulizzi called the meeting to order at 7:04.

**Present**

Trustees: Mike Pulizzi, Elizabeth Hacala, Abby Hafer, Fahad Alden, Robin Grace Silbert (7:20), Rachel Field

Other attendees: Emily Mitchell, Selectboard liaison; Dot Bergin Bedford Citizen.

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

**Secretary’s Report**

The amended April minutes were approved: Moved by Rachel, seconded by Abby. Ayes: Abby, Fahad, Elizabeth, Rachel, Mike: Vote 5-0-0.

**Director’s Report**

- The library is not the only town department that loans out equipment. The COA lends out wheelchairs and walkers for example. We will be working to let patrons know that these items can be found at the COA and the Health Department.
- Best Bees has restocked the beehive though later than expected due to transportation issues.
- As the library is now closed on Sundays for the season, the custodians will be working on projects such as cleaning and buffing the floors.
- Foot traffic has increased over the winter, so we hope that trend continues.
- Richard, Noreen, and Pam will be attending the Massachusetts Library Association conference in Hyannis on May 23<sup>rd</sup> and 24<sup>th</sup>.

Abby moved to approve the report, seconded by Elizabeth. Ayes: Elizabeth, Abby, Robin, Rachel, Mike, Fahad: Vote 6-0-0.

**Unfinished Business**

- Covid 19 status update: The Library is still giving out tests including at curbside for those patrons who do not wish to come in the building. There was a complaint to the town manager about the mandatory masks policy at the book sale. Specifically did the Trustees have the power to make mask use mandatory at the sale? Richard spoke with Town Manager and replied to the patron citing the town bylaws that give the Trustees responsibility for the building. Both Robin and Richard heard no complaints from anyone else about mask use.
- HVAC project: The design group from Northeast Engineering has been at the library regularly preparing the specs for the project. Rachel had asked about the entry way vestibule and advocated for not having any blowing air that would send dust and germs into the building. The engineers said that type of system would not be appropriate for the entryway. The use of radiant heat over the circulation desk was another possibility. Richard will get more information on radiant heat.

- Plan for the Performance Review of the Director: Trustees will make contributions individually and submit it to the Chair. The Board will discuss it at the June meeting.

### **New Business**

- Materials Selection Policy review: at the Public Library Association conference in Portland both Richard and Noreen attended programs about book banning incidents around the country. The board reviewed and discussed the current materials selection policy.  
Elizabeth moved to reaffirm the materials selection policy seconded by Rachel. Ayes: Elizabeth, Abby, Robin, Rachel, Mike, Fahad: Vote 6-0-0.

### **Other Business**

Holiday Closing schedule: July 2<sup>nd</sup> and December 31<sup>st</sup> were added to the holiday closing schedule.

- Robin moved to approve the holiday closing schedule seconded by Elizabeth. Ayes: Elizabeth, Abby, Robin, Rachel, Mike, Fahad: Vote 6-0-0.

The meeting was adjourned at 7:50. Rachel made a motion to adjourn the meeting and Fahad seconded. Approved - Ayes: Fahad, Rachel, Elizabeth, Robin, Abby, Mike: 6-0-0.

*Meeting minutes are respectfully submitted by Fahad Alden.*

*Documents distributed during the meeting: Agenda, Director's Report, April minutes, April 2022 Expenditures, April 2022 Statistics and FY23 holiday closing schedule.*