

**Bedford Free Public Library**  
**Library Trustees Minutes for Tuesday September 13, 2022**  
**7:00 PM • Online Meeting via Zoom**

Chair Mike Pulizzi called the meeting to order at 7:05.

**Present**

Trustees: Mike Pulizzi, Robin Grace Silbert, Fahad Alden, Rachel Field, Abby Hafer

Other attendees: None.

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

Not in Attendance: Elizabeth Hacala, Padma Choudry.

**Public Comment**

None.

**Secretary’s Report**

The Board will vote on the June and July minutes during the October meeting, as there were not enough members present to vote for approval of the minutes.

**Director’s Report**

- Letter from intern Kate Likhite thanking us for opportunity to work at the library for the summer. Rachel asked about future interns. Noreen has already been in contact with Middlebury College, though it depends on students interested in a library career.
- Pavement replacement in front of the main entrance and parking lot is complete.
- Summer Reading a success - thanks to the hard work by Elaine and everyone in children’s room despite being down a staff member due to Bethany’s departure.
- VA group to see Bedford Flag (20) -return to pre-Covid rituals.
- FY budget on target. Statistics a little behind FY22.
- Fahad asked about the status of the small study room - Richard replied that we are still looking for space for the supplies currently there before we can make it available to the public.

Rachel moved to accept the Director’s Report, seconded by Abby. Ayes: Rachel, Robin, Fahad, Abby, Michael: Vote 5-0-0.

**Unfinished Business**

- HVAC Project: We are waiting on the final bid documents to be completed. Progress has been slow but it is a large project and it is important to get everything right.
- Library Security Review: Richard noted that the Board discussed building security in 2018 after the incident in Winchester. When COVID hit the project was put aside but we want to look at it again. The project would have security cameras at each entrance but not on any service desk. It was noted several area libraries (Lexington, Concord already have cameras). Richard will get some information from various vendors and report back to the board.

**New Business**

- Friends of the Library Fall Book Sale - mask use request. The Friends are requesting that they be able to ask patrons to wear masks in the book sale areas at the fall book sale. The

Friends noted that they were worried they would not be able to get enough volunteers if masks were not mandatory. The Board understands their concerns and emphasized that the availability of masks at the entry to the book sale areas would be important. If patrons have easy access to masks then it would make the event go smoother. Richard noted they did not have any problems at the spring book sale with the same rule.

Robin moved to allow the Friends of the Library to require masks in the book sale areas of the library from Thursday 9/15 through Sunday 9/18, seconded by Abby. Ayes: Rachel, Robin, Fahad, Abby, Michael: Vote 5-0-0.

### **Other Business**

- Staff Training: On Friday September 30<sup>th</sup> from 1-5 pm the library will be closed for staff training. The training will consist of a safety review and then staff members breaking their various departments for more specific review of procedures and policy.
- Appointments: Elaine Garnache, who has worked full time in the Children's Room, is retiring on September 28<sup>th</sup> after a long career in Bedford and a number of other MLN libraries.

Next meeting will be on Tuesday, October 11<sup>th</sup> at 7PM via Zoom.

The meeting was adjourned at 7:41. Abby made a motion to adjourn the meeting, Fahad seconded. Approved - Ayes: Rachel, Robin, Fahad, Abby, Michael: Vote 5-0-0.

*Meeting minutes are respectfully submitted by Richard Callaghan.*

*Documents distributed during the meeting: Agenda, Director's Report, June and July minutes, July-August 2022 Expenditures, July and August 2022 Statistics.*