

**Bedford Free Public Library
Library Trustees Minutes
Tuesday June 13th, 2023
7:00 PM**

**Hybrid meeting: Reference Room & online
Join the Zoom Meeting:**

Webinar link: <https://zoom.us/j/82805797031>

(No password required)

Telephone 1-929-205-6099

Meeting ID: 828 0579 7031

Review and Signing of Bills

Call to Order

Fahad Alden called the meeting to order at 7:15pm

Public Comments

None

Present

Trustees: Padma Choudry, Fahad Alden, Michael Pulizzi, Renae Nichols, Elizabeth Hacala, Rachel Field

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

Not Present: Abby Hafer

Secretary’s Report

- Rachel Field was sworn in as a trustee today.
- We may need to re-vote anything voted on in April and May

Director’s Report

- Previous to Covid, Richard would bring bills to be signed by trustees in the meeting.
 - Bills used to be signed every two weeks, but now they are signed weekly.
 - Richard has been signing the bills solo, and there hasn’t been an issue.
 - If we want to go back to trustees signing bills, Richard will bring them to the meetings and trustees may be called to come and sign bills during weeks when no meeting is scheduled.
 - Richard will go back to bringing bills to the meeting. It’s good for transparency.
- Nicole attended the Bedford Pride event on Sunday, June 11.
- This Saturday the library will be part of the Bedford Cultural District event.
 - Popup Book Sale in the sidewalk
 - Puppets in the children’s room
- 5th graders visited the library to see the flag.
 - Classes came without any real notice.
 - Richard spoke to the Superintendent about giving advance notice in the future.
- Service to the Bedford Flag fire suppression system completed
- Working with the COA on the Dementia Friendly Bedford campaign

- Library closed Monday, June 19th for Juneteenth
- Statistical Report
 - Spending down the budget as the fiscal year closes
 - Money designated for salaries still remains due to months without children's room fully staff
 - Circulation statistics slightly down
 - Patron foot traffic up 20% from last year
- Staff training on Friday, June 16th
- Occasional problem with student behavior, but less than over the winter
 - JGMS principal has helped
 - Police involved minimally
 - New school resource officer, Justin Brooks, has done some walkthroughs

Motion to accept the director's report: Rachel moved to approve the director's report

Second: Michael

Ayes: Rachel, Elizabeth, Renae, Padma, Michael, Fahad

Director's report approved

Unfinished Business

- HVAC Project
 - project budgeted at 2.5 million (approved by ATM in May 2021)
 - all bids (only 2 so far) over 3 million/substantially more than approved
 - supplies and labor are more expensive than when the project was budgeted
 - budgeted as a net zero project, with gas boiler as a backup
 - Facilities thinks we can get the bids within budget if we go with the gas boiler now and go for the electric boiler down the road
 - the gas boiler would be very energy efficient
 - the goal is still to get to net zero, it will just take a little longer
 - heat pumps will be used in some locations but not everywhere, not practical for the size of the whole building
 - the project is essential for a variety of reasons
 - health and safety
 - heating and cooling center for the community year round
 - new system will allow a switch from heating to cooling and vice versa more easily
 - Rachel asked how long a new gas boiler would be expected to work
 - Richard said he believes the current ones have been working for about 20 years and expects new ones to be the same or better
- Facilities Director Taissir Alani is leaving Bedford
 - Elizabeth would like Richard to extend thanks from the trustees who have enjoyed working with him over the years
 - Lexington did an HVAC project pre-Covid and is planning another one for the future
 - Richard will ask if they've gotten bids, and from who
- Security camera policy – review
 - policy comes from other libraries, not created from scratch
 - meets guidance set by the American Library Association
 - policy vote in July

New Business

- Strategic Plan - review
 - can be found on the library website
 - plan will be submitted to the Board of Library Commissioners
 - plan includes goals and objectives for the next 5 years
 - last review we hired someone to hold focus groups
 - have given surveys to community (online and printed)
 - town wide mailing about the survey to let people know where to find the digital survey and to share how to join a focus groups
 - some current goals will stay, some will get more specific
 - some goals come out of feedback from the survey
 - need to think about DVDs and CDs area
 - What to do with that space when demand for those items goes away?
 - need to think about next director (Richard won't be here at the end of this 5 year plan)
 - Rachel asked if the directors look at other library's strategic plans
 - Yes, and Noreen and Richard will share if they come across something in another library's plan that would be good for Bedford

Other Business

- Staff training: June 16th 1-5 pm
 - second in person training (first was in December)
 - library will close at 1pm
 - Friends of the Library provide lunch for staff
 - Discussion of the new Minuteman catalog coming out in September
 - Updating staff on HVAC and elevators
- Appointments:
 - None

Next Meeting: Tuesday, July 11th, 2023

Adjournment

Elizabeth motions to adjourn the meeting at 8:16pm; Padma seconds

Aye: Rachel, Elizabeth, Renae, Padma, Michael, Fahad

Meeting minutes are respectfully submitted by Padma Choudry