

**Bedford Free Public Library**  
**Library Trustees Minutes for Tuesday April 11th, 2023**  
**7:00 PM • Online Meeting via Zoom**

Chair Mike Pulizzi called the meeting to order at 7:03 PM.

**Present**

Trustees: Elizabeth Hacala, Fahad Alden, Mike Pulizzi, Abby Hafer, Renae Nichols. Padma Choudry attended the meeting from 7:30-7:50.

Other attendees: Dot Bergin, Bedford Citizen; Emily Mitchell, Select Board

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

**Public Comment**

None.

**Secretary’s Report**

The February minutes: to be voted on at the next meeting of the board. March minutes: meeting cancelled due to weather and illness.

**Director’s Report**

- Elevator repair/upgrade: control panels have been installed - though the control panel is not communicating to the fire alarm panel, so it will not pass inspection. This could be a problem with the working elevator in the addition as well. The fire alarm panel is 25 years old and apparently not compatible with the control panel upgrade. Facilities is looking for a software patch as this could affect elevators in other town buildings as well.
- There was some concern about declining (6%) circulation numbers. Richard and Noreen commented that are our numbers are similar to surrounding area libraries. Some electronic services (non-Overdrive) are not counted in circulation but are getting heavy use. Foot traffic remains high.
- Budget: On target for FY23.

Elizabeth moved to accept the Director’s Report, seconded by Abby. Ayes: Michael, Abby, Renae, Elizabeth: Vote 4-0-0.

**Unfinished Business**

- HVAC Project: Several contractors have visited the library for tours of the building. The town has listed the project in the appropriate construction journals.
- Annual Town Meeting: The meeting was completed in one evening and the library budget passed without difficulty.
- Behavior Policy: We reviewed the hate speech policy suggested by Town Counsel. Hate speech is cover under the behavior policy and that is what most libraries in our area have done.
- Social Media: Richard and Noreen shared a report on social media activity.

- Author/visits/programs: Recent adult online collaborative programs have been quite successful. Multiple libraries reduce costs and increase attendance. The board discussed having authors in person while the challenge is scheduling with the HVAC project making it difficult to know if the meeting room would be available to use. We can see if we can arrange an event for the fall.

### **New Business**

- Library Trustees Annual Board Reorganization
  - Election of chair and secretary  
Abby Hafer nominated as chair, Renae moved, Elizabeth seconded Ayes: Michael, Abby, Renae, Elizabeth: Vote 4-0-0.  
Renae nominated as secretary, Elizabeth moved, Abby seconded Ayes: Michael, Abby, Renae, Elizabeth: Vote 4-0-0.  
Fahad nominated as vice-chair, Renae moved, Abby seconded. Ayes: Michael, Abby, Renae, Elizabeth: Vote 4-0-0. (Padma had to leave the meeting prior to the votes)
- Election of three Trustees to the Corporation Board: delayed until the May meeting.
- Plan for the performance review of the director (due April 24<sup>th</sup>): Abby will send out portions of the review to each board member. Richard will email the forms. Renae will not need to participate as she was not on the board during the review period.
- Library Legislative Day: Noreen attended the meeting last month. Noreen reviewed the proposed legislation on controlling e-book costs for libraries.

### **Other Business**

- Virtual meeting regulations/public comment update: online meetings have been extended until March 2025. Public comments do not need to be confined to just items on the agenda. We will discuss and vote on it at the May meeting.
- Appointments: Abigail Walzer - children's librarian. Abigail started on March 30<sup>th</sup> and comes to Bedford from Haverhill. We look forward to having a full staff!
- Zamir Merchant: page. Zamir recently graduated from ULowell and is a former volunteer.

Next meeting will be Tuesday, May 9th at 7PM via Zoom.

The meeting was adjourned at 8:17. Renae made a motion to adjourn the meeting, Fahad seconded. Ayes: Michael, Fahad, Abby, Renae, Elizabeth: Vote 5-0-0.

**Meeting minutes are respectfully submitted by Elizabeth Hacala.**

*Documents distributed during the meeting: Agenda, Director's Report, Minutes from February meeting, March 2023 Expenditures, March 2023 Statistics, social media statistics, Behavior Policy and ALA hate speech/hate crime information.*