

**Bedford Free Public Library**  
**Library Trustees Minutes for Tuesday May 9th, 2023**  
**7:00 PM • Online Meeting via Zoom**

*Review and Signing of Bills*

Call to Order

Vice Chair Fahad Alden called the meeting to order at 7:08pm

**Present**

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

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

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

Not Present: Abby Hafer

**Public Comments**

Padma Choudry commented about the process of completing the Director’s performance review.

**Secretary’s Report**

The April meeting Minutes were approved. Moved by Elizabeth Seconded by Michael

Ayes: Renae, Padma, Fahad, Elizabeth, Michael Vote 5-0-0

**Director’s Report**

- Second half of the annual State Aid payment has been received
- Elevator- still waiting for parts and waiting for inspection by state, can’t be approved without it communicating with the fire panel.
- Birthday party for Murphy at the end of the month, but Murphy is under the weather, went to the vet and is on antibiotics.
- Children’s Room foot traffic and programing up- 17 programs, 400 attendees
- New art exhibit, photos of cars- trying to get classic cars in the parking lot on a June Saturday, working on organizing the program.
- Book sale had good attendance over the three days.
- Patron comment from a couple weeks ago, positive feedback for Noreen.
- 2 months left in the budget, things looking on target, there will be funds in the personnel account due to not having a children’s librarian for six months, regular expenditures all set.
- Statistics about 6% behind FY22 for circulation but foot traffic has been increasing, as in the past few months.

Elizabeth moved to accept Director’s Report, seconded by Fahad. Ayes: Elizabeth, Renae, Padma, Michael, Fahad: Vote 5-0-0.

**Unfinished Business**

- HVAC Project Facilities
  - ordered an asbestos check so as not to delay future work on the project.
- Security project review
  - proposed last fall security cameras in the building
  - several vendors- testing one vendor/software cameras would be in set areas, mostly entrances, possibly any areas needing more supervision reviewing quotes from vendors

- library would control the cameras
- board would decide how long to keep footage
- board would decide who to allow to view the footage
- several area libraries already have cameras
- Noreen is looking at security camera policies; most say 30 days for retaining footage - will have a sample for next meeting
- General agreement that the cameras are a good idea and there should be a policy governing their use.
- Emily noted concerns about privacy, concerns about minors and how it can affect behavior, has concerns about cameras seeing who is picking up holds
- Padma asked if we should or if we have to put up signage to let patrons know that there are cameras
- We will review draft policy next month Elizabeth asked about the funding, Richard says probably state aid
- Election of three Trustees to the Library Corporation
  - Last month Fahad agreed to serve
  - Padma was asked if she was willing to serve
  - Next meeting likely in July
  - Elizabeth moved to accept nominate Padma, seconded by Mike. Ayes: Elizabeth, Renae, Padma, Michael, Fahad: Vote 5-0-0.
- Performance review of the Director
  - Richard's staff reviews are finished
  - Trustees send their parts to Abby, Abby sends to Richard
  - To Padma's comment- methods to do the review have varied: sometimes it's done all together, sometimes each person does a part; at one point, the chair did most, then the chair and two others, then the chair and all trustees, excluding the newest member(s)
  - discussion between trustees would require an open meeting
  - Elizabeth wonders if we should plan an extra meeting for next year for the director's performance review; adopt a second April meeting or set aside most of the May meeting to review/discuss the report as a whole
  - Mike thinks the meeting should be at the end of the process; the director could then adjust the report to address the comments/feedback
  - Padma thinks the meeting should be in the middle of the process
  - New town manager could make changes to the review process
  - Padma wonders does the board have any input around what the goals are? Richard creates the large picture goals, sometimes the board gives input
  - Padma would like to see a social media goal, try to measure what's working and not working, still wanting to see the option to add library events to personal calendar
  - Elizabeth notes, periodically we have done a 5 year strategic plan
  - Richard- the current plan was created around 2016/2017; Richard will send out a copy
  - Planning a new strategic plan can be on the agenda for next year
  - discussion about goals/SMART goals
  - hybrid programming is more work, have to look at the impact on staff
  - discussion about programming and collaboration- one book, one Bedford, PDC recent program
  - asked for a programming coordinator, but weren't able to get it in the budget- program coordinator could be part of the strategic plan

- Next agenda- review the current strategic plan

### **New Business**

- Jenks Trail art exhibit - vote
  - Bedford Cultural district proposed free little art exhibit (permanent)
  - Art in a box, art is locked in so can't be taken
  - Would display student art, what is displayed would change
  - High School art department would decide what goes in the box/library

Elizabeth moved to approve the change to the Jenk's Trail, seconded by Padma. Ayes: Elizabeth, Renae, Padma, Michael, Fahad: Vote 5-0-0.

### **Other Business**

- June meeting format
  - talked about meeting in person, could do hybrid
  - Abby cannot be in person in June
  - Must have 4 in person, including the chair or vice chair

Mike moved to change the June meeting to hybrid format, seconded by Renae. Ayes: Elizabeth, Renae, Padma, Michael, Fahad: Vote 5-0-0.

- Holiday closings FY24
  - nothing unusual
  - Veterans Day closed on Friday (observed) and Saturday

Mike moved to approve holiday calendar, seconded by Elizabeth. Ayes: Elizabeth, Renae, Padma, Michael, Fahad: Vote 5-0-0.

- Appointments:
  - no appointments

Next Meeting: Tuesday, June 13th, 2023 (in person)

### **Adjournment**

The meeting was adjourned at 8:45. Elizabeth moved to adjourn the meeting Padma seconded. Ayes: Elizabeth, Renae, Padma, Michael, Fahad: Vote 5-0-0.