

**Bedford Free Public Library**  
**Library Trustees Minutes for Tuesday July 11th, 2023**  
**7:00 PM - Hybrid meeting: Reference Room & Online**

*Review and Signing of Bills*

Call to Order

Mike Pulizzi called the meeting to order at 7:09pm

**Present**

Trustees: Michael Pulizzi, Renae Nichols, Elizabeth Hacala, Rachel Field, Abby Hafer

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

Not Present: Padma Choudry, Fahad Alden

**Public Comments:**

Karen Willson, 6 Bandera Drive - learned the bids for replacing the HVAC exceeded the funding and now the board is faced with two difficult decisions; She advocated that we not deviate from the original plan of installing electric boilers and meeting the net zero goal.

**Secretary’s Report**

- April minutes amended
- Elizabeth motions to accept the director’s report from April; Abby seconds
  - Aye: Renae, Mike, Abby, Elizabeth; 4-0
- Renae motions Abby Hafer as Chair; Elizabeth seconds
  - Aye: Renae, Mike, Abby, Elizabeth; 4-0
- Elizabeth moves Renae as secretary; Abby seconds
  - Aye: Renae, Mike, Abby, Elizabeth; 4-0
- Renae motions Fahad as Vice Chair; Abby seconds
  - Aye: Aye: Renae, Mike, Abby, Elizabeth; 4-0
- Elizabeth moves to accept the April minutes, except approval of February meeting minutes; Abby seconds
  - Aye: Renae, Mike, Abby, Elizabeth; 4-0; Abstain: Rachel
- May minutes - amend
  - postponed due to insufficient trustees present from the May meeting
- Elizabeth moves to accept the June 13 minutes; Rachel seconds
  - Aye: Renae, Mike, Abby, Elizabeth, Rachel; 5-0
- Rachel moves to accept the amended June 28th minutes; Elizabeth seconds
  - Aye: Renae, Mike, Rachel, Elizabeth; 4-0
  - Abstain: Abby

**Director’s Report**

- DPW asked to use the library parking lot for staging for paving project nearby
  - supplies have arrived and parking spaces are blocked off for materials
- Wi-Fi outage for over a week in June
  - the error was with Comcast and they eventually restored the Wi-Fi

- Comcast will be asked to issue a credit for the outage days
- Corporation approved funding for increasing diversity collection, especially Native American history of Indigenous people of this area; also approved funding for replacing outside benches
- circulation down 5% compared to last year - though circulation improved in the spring
- Overdrive, foot traffic, and notary services are up

Renae moves to accept the Director's Report; Abby seconds  
 Aye: Renae, Abby, Elizabeth, Rachel, Mike; 5-0

### **Unfinished Business**

- FY23 budget wrap-up
  - Funds left in salaries line item due to lack of staff in the children's room for 6 months
  - most line items pretty close to budgeted amounts
- HVAC Project update
  - Richard met with Colleen and Amy about ways to move forward
  - Colleen and Amy will meet with Ron Scaltreto (acting head of Facilities Department) and engineers to see what options may be possible.
  - agreed that closing the library for 6 months isn't ideal
  - Colleen and Amy will deliver options to the select board and would like feedback from the library trustees about options
  - Point raised that the town needs to give us a date for the project
    - HVAC updates have been brought up monthly for the last two years
    - trustees have been patient, but it's time to get started
    - it's unfair that progress has been so slow
  - Question asked if Richard asked if partial day openings would be possible instead of full day or week closures- yes
  - Noreen has talked with the Massachusetts Board of Library Commissioners (MBLC)
    - If we had to close for 6 months, we'd have to have another site or we could lose our certification
    - The space could be relatively small, but there are certain things we'd have to offer
    - Point raised that the town needs to know about this
  - Emily Mitchell has informed the Select Board of the Library Trustees' concerns and the Select Board wants to work for a better solution
  - Point raised that while people want to move to Net Zero, more energy efficient boilers will move us closer to our goal
  - Emily Mitchell explains: Capital expenditures start in the summer; department heads give presentations in the fall; Capital Expenditure Committee presents to Select Board in December
  - Question asked if there is any wiggle room for more money- Emily Mitchell is unsure
    - asking for additional funds will delay the project

- additions funds must be approved at Town Meeting
  - Noreen will send updates as she hears more from MBLC
    - Waltham HVAC has failed and they have no A/C - others are learning from their experience
- Security camera policy - vote
  - policy based on other libraries' policies
  - also based heavily on ALA policy
  - important notes: cameras not spying on patrons' reading/checkout behavior; public will not have access to camera recordings; automatically erased after 30 days
  - library may use footage to request help from the police
  - if police request footage, the director can comply or deny
  - if police provide a warrant for footage, recordings will be provided
  - point raised to notify the trustees if law enforcement are requesting video recordings
  - Elizabeth moves to accept the security camera policy
  - Rachel seconds
  - Aye: Renae, Abby, Elizabeth, Rachel, Mike; 5-0

### **New Business**

- Trustee minutes preservation/digitization project
  - trustees minutes back to 1888 digitized in June
  - purpose to preserve and safeguard the minutes
  - not online yet, but is a possibility
- Election of three Trustees to the Library Corporation
  - Abby moves to elect Rachel and Fahad to the Library Corporation
  - Elizabeth seconds
  - Aye: Renae, Abby, Elizabeth, Rachel, Mike; 5-0
- Point raised about scheduling an August meeting
  - many trustees not available the second Tuesday
  - August meeting may be needed to discuss HVAC options

### **Other Business**

- Appointments: None
- Upcoming webinar from the State about public records
  - Richard will send an email
- Point raised if we have a plan in place for a worst case scenario with the current HVAC
  - there is an emergency response plan
  - alarms for leaking water in HVAC room
  - history collection
  - Bedford Flag has its own alarm system, in a case and no HVAC changes to existing room.

- Point raised about whether the flag should be removed from the building during construction.

Next Meeting: Tuesday, September 12th, 2023

Adjournment

Elizabeth motions to adjourn the meeting at 8:37pm; Rachel seconds

Aye: Renae, Abby, Rachel, Elizabeth, Mike; 5-0