

**Bedford Free Public Library
Library Trustees Minutes
Tuesday December 12th, 2023
7:00 PM
Hybrid meeting: Meeting Room & Online**

Review and Signing of Bills

In attendance:

Trustees: Padma Choudry, Michael Pulizzi, Renae Nichols, Elizabeth Hacala, Abby Hafer, Rachel Field (joined late)

Other attendees: Dot Bergin, The Bedford Citizen; Emily Mitchell, Select Board (joined late)

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

- Mike moves to make Elizabeth the temporary chair for tonight’s meeting.
- Padma seconds
- Aye: Elizabeth, Padma, Mike, Abby, Renae
- Vote: 5-0-0

Call to Order

Elizabeth Hacala called the meeting to order at 7:09pm

Public Comments:

None

Secretary’s Report

- Rachel moves to accept the Secretary’s Report
- Ayes: Padma, Rachel, Abby, Renae, Mike, Elizabeth
- Vote: 6-0-0

Director’s Report

- Interviews have taken place for the administrative assistant position
- We have extended an offer to Marie Kelley, an applicant with MUNIS experience
 - Expected to start January 4th
- Noreen has been working with the adult ESL classes
 - working to translate library information into nine different languages spoken in town
- both elevators have been updated and are operational
- Operating budget 2024 is on track
- Statistical report aims to get all of statistics wanted by the state first
- Question asked if we can see foot traffic by day -
 - Yes, but the state doesn’t ask for that

Padma moves to accept the Director’s Report

Mike seconds

Ayes: Mike, Renae, Abby, Elizabeth, Rachel, Padma

Vote: 6-0-0

Unfinished Business

- HVAC Project update
 - o Abby was getting in touch with Chair of the Select Board to ask for updates from facilities
 - Abby sent an email to Bopha Malone, Chair of the Select Board and followed up in person
 - The head of Facilities doesn't report to Bopha, but the Town Manager does
 - Bopha will bring this up with the Town Manager at their weekly meeting on Thursday
 - Bopha was supportive of the plan to have a brief meeting for updates
 - Abby will follow up with Bopha after Thursday

- FY25 Budget (vote)
 - o The budget is within the 3.5 percent increase guideline by the Finance Committee
 - o Richard is meeting with the Finance Committee
 - meeting on Thursday, likely around 7:20-7:30pm (hybrid meeting)
 - o Questions
 - Is \$250 enough for staff physicals for new hires
 - yes
 - Are potential costs for One Book, One Bedford included
 - those typically are covered by the Friends group
 - Is increased security needed for the Bedford Flag, given political groups who have adopted the flag
 - doesn't seem necessary at this point
 - there will be a security camera on the door to the flag
 - o Extra funds to increase Wi-Fi bandwidth to accommodate patron devices
 - o Rachel moves to accept the budget
 - Padma seconds
 - Ayes: Padma, Rachel, Abby, Renae, Mike, Elizabeth
 - Vote: 6-0-0

- Appointment of temporary chair/vice chair
 - o Doesn't make sense to do if we have zoom meetings over the next three months

New Business

- Multi-cultural event discussion
 - o This topic was raised by Fahad and will be discuss at the next meeting with Fahad present
 - o Padma reports that JGMS had a cultural day before Thanksgiving

- Padma reports that South Asian Association of Bedford has officially formed and may be good to get involved
- One Book, One Bedford
 - The last version as coordinated by The Bedford Citizen and the library
 - It's a lot of work, and participation decreased over the years
 - maybe when we went from fiction to nonfiction
 - Companion books for younger readers
 - ***The Bill of Obligations*** is a book getting some interest
 - Is there an option to put a poll to gauge interest in books?
 - The Citizen does polls
 - The library can also poll
 - With the HVAC project, adequate meeting space may not be available, and we may not have the staff bandwidth needed
 - The strategic plan is also a big undertaking
 - A community event of this size needs community partners
 - physical space, financial resources, and staff are needed
 - Perhaps we could get a community partner to secure a grant to be able to hire a coordinator
- Public Health Concerns: COVID/Flu/RSV discussion
 - Rachel shared information from an epidemiology newsletter
 - a surge has begun and is expected to continue
 - Rachel shared about information from the Pandemic Mitigation Collaborative (professor from Tulane)
 - high probability that many more will become infected
 - Rachel suggests very basic measures:
 - Hand sanitizer at circulation, reference, and children's desks, and in all restrooms
 - Masks available at circulation, reference, and children's
 - Disinfecting wipes available at each computer station and at the printers
 - New, more prominent signage on each of our eight doors. (8.5 x 11 signage, printed on heavy paper or light cardstock)
 - Signs to include: Covid, Flu, & RSV are on the rise! Please protect yourself, library staff, children, and our entire community. Masks, wipes, and sanitizer available throughout the library!
 - Mike moved to accept the Public Health Measures recommended by Rachel and sign for the doors
 - Padma seconds
 - Ayes: Mike, Rachel, Padma, Renae, Abby, Elizabeth
 - Vote: 6-0-0

Other Business

- Town Caucus: Tuesday, January 9th 7 pm

- Fahad and Mike up for reelection
 - Mike will not run again (19 years of service!)
- Typically we move the library trustee meeting to the Tuesday after the caucus
 - This would move the meeting to January 16th (will be on Zoom)
- Winter Trustee meetings
 - Will we meet via Zoom January, February, and March.
 - Rachel moves to move library trustee meetings to Zoom for January, February, and March
 - Padma seconds
 - Ayes: Abby, Mike, Rachel, Padma, Renae, Elizabeth
 - Vote: 6-0-0
- Appointments:
 - Marie Kelley will be the new administrative assistant

Next Meeting: Tuesday, January 16th, 2023 (via Zoom)

Adjournment

- Renae motions to adjourn the meeting at 8:18pm
- Mike seconds
- Ayes: Abby, Padma, Rachel, Mike, Renae, Elizabeth
- Vote: 6-0-0