

Bedford Free Public Library
Library Trustees Minutes
Tuesday January 16th, 2024, 7:00 PM
Zoom meeting: Meeting Online

In attendance: Padma Choudry, Elizabeth Hacala, Abby Hafer, Renae Nichols, Rachel Field
Mike Pulizzi

Other attendees: Dot Bergin, *the Bedford Citizen*, Administration: Richard Callaghan, Director; Noreen O’Gara, Assistant Director, Marie Kelley, Administrative Assistant

Public Comments

The Vice-Chair asked if there were any comments. None were forthcoming.

Call to Order:

Chair Abbey Hafer called the meeting to order at 7:14pm from Zoom

Public Comments:

None

Secretary’s Report

December 12th minutes no comments or suggested amendments
Motion to accept December 12th minutes

- Rachel move and Elizabeth second
- Minutes are numerously accepted

Director’s Report

- The library will be renewing the bee contract with Best Bees for the bee hive on the roof. Richard would like to thank Phil Zuckerman and Disty Pearson, who are the underwriting for the next 3 year contract. The Zuckerman Fund has done a lot of things for the library such as helping us buy books on environmental subjects, travel, and for the last 4-5 years supported the bee hive on the roof.
- Nicole, Children’s Librarian received a local cultural grant to replace the kid’s kitchen toy in the play room.
- Lunar New Year had been in our meeting room for several years and has gotten a lot bigger and will be moved to the Lane School.
- The library is doing a little project in the 200s religion section of the library. Heidi from Tech Services will go thru the books and put them in a chronical and geographical order. The goal is to have the books be equitable to all religions in the world. Noreen stated that some books need to be replaced and other books are outdated, and no longer in the core collection.

Heidi has been working with a group of tech services people in the Minute Man Network and has attended the state and nation wide programs for this project.

- The town Archivist came to the library to help go through old personnel and financial records to make room in our file cabinets.
- The Budget Report, we are half way through January and we spent a little more in computer hardware and software in December. We bought new computers for the staff. Everything else is on target.
- Statistics, December was a busy month; print circulation was a little down, over drive circulation was up. December and January was the highest months because people get new devices during that time of year.
- Abby would like to move the over drive check outs in the other services section of the stats report to the circulation section. Noreen suggested we do this at the beginning of the next fiscal year.
- Renae asked if the high school and middle school student's behavior has improved on Wednesdays. Richard stated the behavior is better this year than last year.

Motion to accept director's report. Everyone voted in favor of the director's report.

Unfinished Business

- HVAC Project update

- Ron sent the bid document to town council for review and then the project will go out to bid.
- Padma stated that we sent a letter to the Town Manager and Select Board about getting a monthly report and having Ron appear at our monthly meetings. Abby sent the letter to Bopha Malone, Head of Select Board and she was very responsive.
- Richard will get a report from Ron each month with updates and will forward to Abby. Ron is happy to talk to the board when the bids have come in. We will need to wait the next few months until the bids have come back.
- Rachel wanted a timeline as to when the bid will go out. Richard said the bid will go out by the end of the month or it could go earlier if the Town Counsel finishes up faster.
- Richard is getting updates from Ron via email or if he sees Ron at meeting they will talk and as time goes on we will receive a more robust report when we have more information to report.
- Rachel asked Richard if he could communicate to Ron that the Trustees would like to know when he receives the bid back from the Town Attorney and when is it actually sent out. Richard will ask this question to Ron.
- Padma requested we get a layout of the bid process in a calendar fashion to avoid revisiting the information each month.

- Rachel asked Richard if Ron would be willing to attend our Zoom meetings. Richard said Ron would be willing to attend the Zoom meeting if there is something big to report.
- Richard is really interested in the schedule of the project so that he can plan accordingly around the library and the staff. The project itself is what Richard is mainly interested in after we get a bid. Noreen and Richard are talking about what is going to happen in the next 6 months.

-Multi-cultural event discussion/One Book, One Bedford

- Richard was talking to Pam, Teen Librarian and she had been in contact with the librarians at the High School and Middle School, regarding the possibility of doing a One Book, One Bedford type of program with a YA book. They are trying to get the author of the book called “Black Birds in the Sky”, The Story and Legacy of the 1921 Tulsa Race Massacre to visit. The librarians are interested in having the author come in and do a partial town One Book One Bedford. This is in the preliminary stages. This would take place in the fall and it is unsure how big of a One Book One Bedford would be.

-Trustee vacancy

Trustee Upcoming Election,

- Town Caucus last Tuesday, January 9th
- Gyasi Burks-Abbott, on the Friends Board had express interest a few years ago. He has a degree in Library and Information Science from Simmons College.
- Emily Prince, she is a frequent library user. She will need to get 50 signatures to move forward.
- Noreen recommended the candidates should attend the trustee meetings before they go to the polls.

New Business

- The Strategic Plan has a lot to do with the HVAC project in terms of meeting the ability to host focus groups. We are trying to figure out a good timeline. Richard would like to do this by the fall.
- Richard submitted an update to our strategic plan last month and it said that we are good for this year. We are re-doing our strategic plan this spring and we could hire another coordinator to coordinate the focus groups like we did in 2016. We had a few candidates in mind. For the long range time frame, we would like to get this done and approved by October/November, so that Richard can get it into the Board of Library Commissioners by December.

Other Business

-Appointments: None

Next Meeting: Tuesday, February 13th, 2024