**Bedford Free Public Library**

**Library Trustees Minutes**

**Tuesday July 9, 2024 7:00 PM**

**Hybrid meeting: Reference Room & Online**

**In attendance:** Elizabeth Hacala, Abby Hafer, Renae Nichols, Rachel Field, Gyasi Burk-Abbott, and Padma Choudry

**Other attendees:** Richard Callaghan, Director; Noreen O’Gara, Assistant Director, Emily Mitchell, Select Board, and Marie Kelley, Administrative Assistant

**Call to Order:**

Rachel Field called the meeting to order at 7:02

**Public Comments:** none

**Secretary’s Report**

Rachel mentioned in the May minutes that Pam and Nicole received some program ideas at the Library Conference and Julie received some sustainability ideas. Rachel would like to hear more about these ideas.

Renae moved to accept the May minutes and Abby seconded. Abby, Elizabeth, Renae, Padma, Gyasi, and Rachel. Vote: 6-0-0.

Gyasi moved to approve the June minutes; Elizabeth seconded. Abby, Elizabeth, Renae, Padma, Gyasi, and Rachel. Vote: 6-0-0.

**Director’s Report**

Due to the HVAC project, the Technical Services Department has been moved to the meeting room. Thanks to Bob and the custodial staff for making this happen. Thanks to Heidi and the Tech Services staff for their help in the move.

Summer reading has started. Thanks to Town Hall for the use of the Reed Room for the bigger programs. The first week in July in the Reed Room at Town Hall there were 96 kids and adults who attended the Animal Adventures Program. Next Monday the 15th there will be a magic show also at the Town Hall. Story Time will take place in the teen room tomorrow.

The new art exhibit went up today. It is an exhibit by the members of the Art Steering Committee. The exhibit will be up until September.

The Friends June 15th book sale was very successful.

The expenditures for FY24 had a $57,088 balance in the salaries line item because we were without a children’s librarian for nine months. The non-salary expenses were good, with less than $2000 returned to the Town.

The Statistical Report was down by 2.7% from last year. At the beginning of the year circulation was down but rebounded in the spring. Digital Resources (Overdrive, Hoopla) continued their heavy use.

Rachel mentioned that stats could potentially go down due to the disruption of the HVAC project. Richard stated that it could depend on whether the library would have to close. Richard doesn’t think that this will be the case at the present time. Richard will confirm this information tomorrow at the HVAC meeting.

Elizabeth moved to accept the Director’s Report and Padma seconded. Vote to approve: Rachel, Padma, Renae, Gyasi, Abby, and Rachel. Vote: 6-0-0.

**Unfinished Business**

HVAC update: Richard met with HVAC contractors, and Facilities Director Ron Scaltreto at the end of June. They will also be meeting tomorrow and every two weeks. They replaced a lot of the piping and this week they are installing concrete pads for the heat pumps & mini splits.

The A/C compressors will not be coming in till November or December. The plan was to install them in September but now will probably be over the winter or early spring. This will not matter because the library will not need the A/C until late spring. An update will be sent out by the end of the week.

**The Strategic Plan**

Richard received another quote from Maura Deedy and it’s higher than Deb Hoadley’s plan. Richard will evaluate both plans based on cost and location. Richard will decide on a consultant over the summer.

**New Business**

Naloxone Boxes: These are boxes that contain the naloxone for overdoses. Richard received an email from Jackie Barmashi, the town nurse asking if we would install a naloxone box in the library. After a brief discussion the Trustees voted to approve the installation of one box. The specifics about location will be discussed in the fall due to uncertainties from the impact of HVAC project on access space in the building. The Trustees move to agree to have the kit provided at a suitable time once the HVAC project is done and will revisit at the September meeting. Noreen told the Trustees if there are any questions about this topic to send them to Richard.

Abby moved to approve the installation of the Naloxone box and Elizabeth seconded the motion. Abby, Elizabeth, Renae, Padma, Gyasi, and Rachel. Vote: 6-0-0.

**Other Business**

Richard sent information to the Trustees about the United for Libraries Virtual Conference on July 30th. The conference is paid for by the state. Tuesday July 30th is the Trustee Board member day.

Next meeting is Tuesday September 10, 2024, a hybrid meeting at 7:00 pm.

Rachel suggested the Trustees provide the library staff ice cream during the summer once a week on different days. Rachel offered to pick up the ice cream.

Renae moved to adjourn, and Padma seconded. Abby, Padma, Renea, Gyasi, Rachel, and Elizabeth, Vote: 6-0-0.