**Bedford Free Public Library**

**Library Trustees Minutes**

**Tuesday September 10, 2024, 7:00 PM**

**Hybrid meeting: Reference Room & Online**

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

**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 7:04

**Public Comments:** none

**Secretary’s Report**

In answering a question on sustainability, Noreen mentioned practices in the Children’s Room. Nicole and Rachel have started laminating the paper as opposed to using individual paper for the scavenger hunt. Julie has been working with DPW’s recycle coordinator to recycle plastics and electronics.

Gyasi moved to accept the minutes of the July meeting and Renae seconded the motion. Renae, Emily, Gyasi, Elizabeth, Rachel, and Abby. Vote 6-0-0

**Director’s Report**

There was a tree in the front of the building that needed to be taken down due to a split in the trunk noticed by the DPW. There was a large branch of the tree over the roof covering the front of the library. The front part of the library was closed while the tree service company took down the tree. Thanks to DPW for their quick response to the tree issue.

In the new book section of the library there is a new Nook which is a self-contained study pod for the patrons to use. The Nickerson Foundation paid for the Nook.

The Friends are not having a book sale on Bedford Day due to the HVAC project but will have a booth right next to ours. Pam and Rachel will be at Bedford Day to talk about teen and children’ services.

The operating expenditures for FY26 are on track though Richard noted that the annual Minuteman invoice was paid so that account is 97% expended.

The August Statistical Report, FY24-FY25, was down 4%. We added Overdrive to the circulation statistics, so they are up overall. Electronic Resources are very popular.

The programs for Children’s summer reading were popular despite being difficult to schedule due to the HVAC project. We thought we could use the area near the playground for story time but the playground rehab project started in July. We ended up with the story time in the teen room, which worked fine. We used the Reed Room at Town Hall for four other programs which proved popular as it has more capacity than our meeting room.

Emily moves to accept the Director’s Report and Elizabeth seconds the motion. Abby, Gyasi, Renae, Emily, Elizabeth, and Rachel. Vote 6-0-0.

**Unfinished Business**

HVAC Project Update: Richard sent the report from last Wednesday’s HVAC meeting. The report comes from the Northeast Engineering, and it explains how the project has been going. Ron Scaltreto from Facilities will attend the Trustees meeting in October. All the boilers have been installed upstairs; they just need to be connected. There has been a lot of work done in the Tech Service Room and the back hallway such as moving and installing pipes. On October 15th is the target date to turn the heat back on. As part of the project the Tech Service Room was painted, and carpet will be installed next month.

Davison, who is installing the HVAC will need to locate another storage container on the job site. It will be next to the current container on the high school side of the library.

Naloxone boxes: We are still looking for the best place to put them in the library. This might need to wait till after the HVAC project is done. Richard spoke to Jackie Barmashi, the town nurse, and she said whenever we are ready to install is fine with her.

Parking update: Richard met with the Superintendent of Schools, Town Manager, Principal of the High School, and Ron from Facilities on August 13th about on the parking difficulties last year. Heather Galante, High School Principal said she would have more conversations with the teachers and students on where they are supposed to park. They are trying to get Justin Brooks, the SRO to enforce where everyone should be parking. They also would like to change the sign outside to say Library Parking Only 9 am to 3 pm opposed saying No Parking 7:00-8:30 am.

**New Business**

Capital Planning- Richard included the review spreadsheet for capital plan. Richard received a quote from Atkinson carpet for $80,000 to replace the carpet in the Teen and Periodical Room. Richard will give the quote to Amy at Town Hall so it can be added to the plan.

Replacing the Front Steps: The same company that is coordinating the HVAC will be the same company replacing the front steps. Because it’s not in the historic district we have more choices on what we will use to replace the front steps. Richard will then tell the contractor that we would like to use granite if possible.

**Other Business**

The Strategic Plan: Over the summer Richard looked at the consultants and he decided that Deb Hoadley would be best choice. Deb lives in New Hampshire and can easily get down to Bedford. He did say however, that the Strategic plan would need to be delayed.

Richard announced to the Board he is retiring in March 2025. Richard will help with the transition before he leaves. He will make sure the budget is completed and sent to Finance. Noreen will be retiring on June 30, 2025. It was suggested that the new Director complete the strategic plan. Richard offered to help with the job description. The Board of Trustees will decide on who will be the new Director. Rachel asked Richard and Noreen to put a list of resources together that would help with the hiring process. Richard stated that at the next meeting there can be a discussion on the timeline for the hiring of the new Director. Rachel asked Richard if he would be available virtually to consult with the Board of Trustees about the hiring of the new Director after he leaves. Gyasi asked Noreen if she would be the acting Director. Noreen has offered to be the acting Director. This would be up to the Board of Trustees to decide. Elizabeth said she could ask the former Director (her mother) if she would be available to answer questions about the hiring process. Emily asked Richard if the Board could have a draft job description for the October meeting. Elizabeth will ask her mother if she is available to join the October meeting.

Appointments: none

Renea motions to adjoin the meeting Emily seconded. Abby, Elizabeth, Emily, Renea, Gyasi, and Rachel. 6-0-0.