

**Bedford Free Public Library
Library Trustees Minutes
Tuesday June 10, 2025, 7:00 PM
Hybrid Meeting**

In attendance: Elizabeth Hacala, Renae Nichols, Rachel Field, Emily Prince, and Gyasi Burks-Abbott, and Padma Choudry

Other attendees: Jaclyn Powers, Library Director, Noreen O’Gara, Assistant Director, and Marie Kelley, Administrator Assistant

Call to Order: Padma Choudry called the meeting to order at 7:14pm.

Public Comments: None

Secretary’s Report

Under New Business, Library Trustees Annual Board Reorganization needs to be amended to, Gyasi nominated Padma as Chair and Emily seconded. Rachel nominated Emily as Vice Chair and Elizabeth seconded. Emily will take on the role of Vice Chair.

Renae moved to accept the minutes with the changes that were just discussed. Rachel seconded.

Vote: 5-0-1

Director’s Report

- This year there is a short fall in salaries. Jackie spoke with the Finance Director and Town Manager about this and there is money available to cover salaries through the end of the year.
- Rachel questioned Jackie about how serious the short fall in salaries is. Jackie said we are short by \$42,000. Part of the reason for the short fall was Richard’s vacation and sick time buyout. Also, there was a lot of extra custodial time related to the HVAC project. Last, we switched systems from KVS to Munis. Moving forward it will be much easier for Jackie to forecast using Munis.
- Jackie attended the MLA annual conference. The MBLC has cut \$3.6 million from its budget due to federal IMLS cuts.

They cut the Boston Globe archives, access to ProQuest, and most of Gale's databases. Many sessions at the conference was about advocacy and how to promote your services.

- Maureen Amyot, MBLC Executive Director, is coming to next week's annual Minuteman members meeting.

Statistical Report

- Jackie reviewed other minuteman libraries with similar populations and looked at libraries in the neighboring towns.
- Bedford's circulation was down 4% over last May. Among other libraries with a population between 13,000 to 15,000, Medway was down 12%, Holliston was down 5%, Medfield was down 2%, and Wayland had no change. Of those other 4 libraries, Bedford had the highest per capita circulation, which was 1.28 and closest to Bedford is Wayland of 1.08. The others were 1.72 and .63.
- Jackie also looked at neighboring communities such as Concord and Lexington. Concord was down 2% and Lexington was down 11%.
- This analysis only dealt with physical circulation and not digital circulation.
- Jackie will make some changes to next month's statistical report and the board will decide if they like the revised version.
- Starting in the fall, Jackie would like to go through the existing policies to make sure everyone has reviewed them.
- Jackie would like to have a corporation meeting. It would be a half an hour meeting prior to the July 8th monthly trustees meeting. This will take place on a quarterly basis, and the new Finance Director may be invited to attend the meeting. It will be a discussion on how we want to manage the corporation going forward.
- Alyssa Staples is the new Assistant Director. Jackie has worked with Alyssa in Wakefield. She will be starting July 7th. Noreen's last day is June 30th.
- Jackie will let the Board know the earliest date for when the Friends book donations will resume.

Rena moved to accept the Director's Report and Emily seconded.

Vote 6-0-0

Unfinished Business

-HVAC Project Update:

- There is a meeting tomorrow morning and there might be more meetings in the near future. We are getting to the near end of the project.
- New England Builders are vacating study room 1 and the mini storage is leaving tomorrow. Noreen stated that she is seeing tools, equipment, and storage units leaving the library.

-Strategic Plan update:

- Jackie signed the contract with Barbara. Jackie and Alyssa will have their first meeting with Barbara on August 4th. This will involve setting a timeline for what will be achieved each month. The goal is to keep each activity spaced out, particularly ones that involve community participation.
- In the next month Jackie will be working on an activity that will identify the information she wants to know from patrons.
- The board will have a portion of an exercise to do and also have a say on what they want to know from patrons. These activities will be launched in late September or early October.
- Padma suggested that Bedford Citizen would be a good place to put the survey. Noreen stated that we could mail the surveys to every Bedford resident and also put the survey on the website.

New Business

Other Business

-Appointments:

- There was a competitive group of candidates for the Assistant Library Director position. Jackie hired Alyssa because Jackie has worked with Alyssa in the past and knows she can be successful with her. Alyssa has a diverse background. She is very tech savvy and has been Head of Reference and Technical Services. Her current position is Technology Manager at the Chelmsford Library.
- Recently Alyssa has been working on Chelmsford Library's Strategic Plan and has done a lot of projects Jackie is interested in bringing to the Bedford Library. Alyssa has some

ideas on how we could have an internal server system, which will help with communication. This will allow everyone to have access to the same information from the same place.

Letter Regarding Executive Order #14238

- The Board drafted a letter to State Representatives and revisions were discussed and edited.

Next meeting: July 8th at 6:30 will be the Corporation Meeting, Remote and at 7:00 we will have the Board Meeting Remote

Rachel moved that we authorize us having the July 8th meeting as remote only if we can. Renae seconded the motion.

Vote:
6-0-0