

**Bedford Free Public Library
Library Trustees Minutes
Tuesday July 8, 2025, 7:00 PM
Remote Zoom Meeting**

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

Other attendees: Jaclyn Powers, Library Director, Alyssa Staples, Assistant Director, and Marie Kelley, Administrator Assistant, Terrence Parker, Select Board Member (joined late), and Dot Bergin, Editor of the Bedford Citizen

Call to Order: Padma Choudry called the meeting to order at 7:02 pm.

Public Comments: None

Secretary's Report

- Where it indicates minuteman libraries it should be spelled out to read Minuteman Library Network Libraries. Also, at the very end of the report, change the wording to: The Library Corporation will meet at 6:30pm and the Board of Trustees will meet at 7:00pm. Add the verbiage vote to adjourn the meeting.

Rachel moved to accept the minutes with the minor changes that were discussed. Gyasi seconded the motion.

Vote: 5-0-0

Director's Report

- Welcome Alyssa! Alyssa started this week on July 7th.
- The MBLC Executive Director attended the Minuteman Library Network annual meeting. There is a summary on the MBLC Program Status sheet that explains how the state cuts will affect the library. There will be cuts to audiobooks and e-books. The state is picking up the cost of the platform fees and the content will be reduced. The cost for the content will be charged to the networks and the individual libraries.
- About \$18,000 -\$19,000 is paid into the Minuteman Library Network for Overdrive content. There will then be between \$30,000-\$35,000 from our own materials budget to put toward Overdrive.

- Rand ran a report from the Gale Admin Page to see how the state cuts would affect the Gale Databases. Jackie believes that it will be very minimal to patrons. The databases they are cutting had between 3 and 4 users per month. The databases the library are keeping had the highest usage. Overall, the usage is about 30 sessions a month.
- Jackie will change the format of the Statistical Report in July.
- The automatic door near the circulation desk is not working properly. The door has been fixed a number of times and has gone past its useful life. Jackie emailed Ron about this and also brought it to Matt's attention. Jackie would like to get it fixed asap. Gyasi said he would reach out to the Chair of the Disability Commission and mention the issue with the doors in hopes there might be a grant available to us to help pay for the repair cost.

Statistical Report

- Marie and Jackie will do the ARIS report. Jackie needs to understand how materials are counted in the library. We will create a cheat sheet so that moving forward we will know where all the numbers come from. September's report will include statistics from the ARIS report.
- The expenditure report does not provide a complete picture of where the budget stands. This is because there are still outstanding FY25 invoices. Also, the last payroll is not accounted for in the report. As Jackie predicted the budget will be somewhere between \$35,000 and \$40,000 over for salaries.

Elizabeth moved to accept the Director's Report. Emily seconded the motion.

Vote 5-0-0

Unfinished Business

-HVAC Project Update:

- There isn't much of an update to the project. To Jackie's knowledge, ENE is installing the temperature controls and finishing the electrical work. Jackie has a meeting tomorrow and she will find out what the status of where the project stands.
- Padma asked what the holdup was for book donations. Jackie stated that the HVAC equipment is still in the boiler room and has displaced library items to the hallway. Jackie has confirmed everything will be out of the hallway by July 31st and we will start collecting books on August 1st.

New Business

-Proposed Changes to the Town Charter and Bylaws

- A meeting to discuss the proposed changes to the Town Charter and Bylaws will be on Thursday, July 17th at 2:30. Jackie provided Matt with the relevant people's email addresses so that he can send out Zoom link invitations. Padma and Elizabeth will attend the meeting, and Emily will be a backup.
- Elizabeth shared the letter she had written in 2019 with Padma, Emily and Jackie to make sure they had the history of what happened the last time. The letter explains Elizabeth's deep concerns about this initiative.
- The Board is in an agreement that they do not support the proposed changes.

Rachel moved that we approve Elizabeth's statement and that it represents the stance of the Board of Trustees. Emily seconded the motion.

Vote
5-0-0

-Town Hall four-day work week:

- Town Hall is starting a two-month trial of a four-day work week. It does not include the Council on Aging and the Recreation Department. Town Hall is making this available to retain and offer a work-life balance to employees. A four-day work week can be available to the library if Jackie is able to make it happen. Jackie is exploring and talking with the staff about this potential new schedule change. This would start in the fall.
- Jackie will report to the Board the feedback on how the trial period is going with the Town Hall staff.

-Adding Timing to Agenda Items:

- Padma stated that last year and this year some of the Board meetings have gone pretty late and adding timing to the agenda would help keep the discussions moving along more efficiently. Padma stated that more standard items usually run a duration of 5 or 10 minutes.
- Jackie will send to the Board an email asking for agenda items with suggested timings before she emails the agenda.

Other Business

- The next meeting is September 9th at 7:00pm. In October we will hold a meet and greet, where we will invite people to meet the new Director and Assistant Director before the October monthly meeting.

The meeting was adjourned at 8:22pm. Elizabeth made a motion to adjourn the meeting. Rachel seconded the motion.

Vote
5-0-0