

**Bedford Free Public Library
Library Trustees Minutes
Tuesday April 9, 2024, 7:00 PM
Zoom meeting: Meeting Online**

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

Other attendees: Richard Callaghan, Director; Noreen O’Gara, Assistant Director, and Marie Kelley, Administrative Assistant

Call to Order:

Abby calls the meeting to order at 7:07 pm.

Public Comments:

None

Secretary’s Report

None. Padma moves to accept the minutes and Renae second the minutes.

Director’s Report

The library had a successful spring book sale over the weekend and a very successful ellipse viewing gathering on Monday. The library gave away 1,400 pairs of ellipse glasses in the last week. Saturday was very busy; patrons were coming in for the book sale and to get glasses. Sunday was another busy day. The staff was given out glasses all day long. We were able to encourage people who didn’t have library cards to get one as well as update their cards. Monday all day long patrons were coming in to get glasses. The library gave away 250 glasses in 1 hour. Mike Rosenberg from the Bedford Citizen attended the ellipse viewing party.

March madness reading made it to the final 4 libraries in the state. Almost 500,000 minutes read over the month. Tax help is finishing up and that has been a busy program.

The FY 24 budget expenditures as of today, we are about three quarters away through the year as well as salaries are three quarters of the way through. Books and supplies funds are getting low. Computer hardware and software funds are almost gone. We increased the budget amount last year because we had replaced a printer as well as replaced some computers in January. In state travel funds will go down to zero after the staff attends the MA Library Association Conference.

In the statical report we are only down by half percent over last year. The months December, January, February, and March did well compared to the year before. It was kind of slow in the front part of the year and now it's rebounding.

Rachel moves to accept the director's report, Elizabeth second the motion. Everyone votes to accept the director's report.

Unfinished Business

- HVAC Project update

Originally HVAC project contract was going to be approved at the select board meeting on April 8, however they did not have enough members, so it was delayed and will be voted on April 16.

Ron told Richard that the lowest bid they received went to New England Builders and Contractors. The sum of the bid is 3.185 million dollars. New England Builders have worked on 2 other successful projects in the town. The first was the addition to the Lane School in 2017 and the second was the recent police station addition renovation project. This company has been very good about delivering quality work for the town. After the contract is signed, they will have a kickoff meeting and set schedules. Next month Ron will know a lot more about all the schedules and when they will meet with the contractors. They will talk about how this process of the project will work and the day-to-day operations. Emily Michell said the agenda for the project will be at next Tuesday's select board meeting. If the board of trustees would like to attend, they can join the Zoom meeting. Ron will be at our meeting next month to give us an update on the schedules. Richard, Noreen, and a few library staff are looking at what needs to be moved and put in storage. Facilities will also be involved in the move and schedules. We are still trying to figure out if we can have curb side service if we need to close the library for a short period of time. Currently, it's not certain if this is going to happen. It's going to be a balance act to get the work done and serving the public.

The Strategic Plan

This week Richard has been talking with two different consultants and reviewing their proposals. We should have this all done and put into the state by December 1st.

At the town meeting everything that was discussed last month was approved and we are getting new front stairs. Funds for new front stairs were approved and will not start till after July 1st. We will have more details about style and what and the kind of work that will take place as we get closer to the date. Installing granite is a possibility and we can discuss this with the vendor and facilities.

Our budget passed and reclassification for staff passed, which overall is good for the staff in terms of the salary lines. This is better for us in terms of keeping staff.

New Business

Reorganizing the board. Abby suggested we nominate Rachel as Chair but is open to discussion. Rachel said she is willing to serve as Chair of the Trustees for the upcoming year. Elizabeth moves the nomination of Rachel Field as Chair of Bedford Free Public Library Trustees; Padma is second the move.

Elections and nominations for the Vice Chair. It was suggested Padma be nominated for Vice Chair. Renea moves Padma Choudry as the Vice Chair for the Trustees. Racheal moves second. Padma is unanimously elected as Vice Chair of Trustees.

Election of three Trustees to the Library Corporation. Padma will be reelected. Padma, Renea, and Elizabeth will serve on the Library Corporation Board. Rachel nominates Padma, Renea, and Elizabeth to serve on the Library Corporation Board. Elizabeth seconds the motion and Renea accepts this nomination.

Other Business

On May 6th there will be a staff training session and it's the same day as the MA Library Association Conference in Framingham. As part of the training, the staff will be going to the Conference. Since the staff will be at the Conference, the library will be closed that day.

Rachel asked Richard to send her a one-page document on what he is focusing on this year, who is going to participate, and who's going to Framingham.

Padma moves that the library is closed on May 6 for staff training, Renea seconds this decision. The motion has passed unanimously.

Next Meeting: Tuesday, May 14, 2024, will be hybrid. Rachel moves that the May meeting be a hybrid meeting and Elizabeth seconds the move. All in favor of this decision.

-Appointments:

The library has a new children's librarian, Rachel Hertzberg. Rachel is a current employee and will be finishing her degree at Simons next month. She will be graduating with double master's in library science and children's literature. She starts on May 29.

Padma stated that Mitali Perkins, children's author is coming to Bedford on May 28, and she is working with the school libraries. She will be doing a public event on the evening of May 28. The Parent Diversity Council is putting this together and Padma is working together with them to do a parent child book club with Richshaw Girl.

Next meeting is Tuesday May 14 a hybrid meeting at 7:00 pm.

Motion to adjourn, Elizabeth moves, Rachel seconds the move.

All agree to adjourn.