Bedford Free Public Library
Library Trustees Meeting Minutes
Tuesday, July 14, 2026
6:30 PM
In-person and Zoom

In attendance: Padma Choudry (Zoom), Chair; Rachel Field; Elizabeth Hacala; Brandon Hall; Alison Jimerson (minutes)

Other attendees: Jaclyn Powers, Library Director; Alyssa Staples, Assistant Library Director; Anna Sabella (attendee)

Call to Order: Called to order at 6:43PM

Public Comments: None

Secretary's Report from May 26, 2026
Agreed to postpone until next meeting.

Director's Report

Jaclyn Powers highlighted key items from the June Director's Report including:

- Confirmation of the reserve fund transfer at the end of the year and absorption of $35,000 in retirement payouts, which was moved to fund computer updates
- This line item is split into professional services (software) and hardware
- New computers are up and running
- New software for printing (remote and in-person)
- Desire to replace printer. Currently printer is only black and white, replacement printer will hopefully also print in color
- Started new library hours in July, including staff and custodial hours

Elizabeth Hacala moved to approve the July Director's Report; Rachel Field seconded. Motion passed. Vote: 4-0-0.

Unfinished Business

Mac Computers for Public Use: It was discussed that the Mac computers would not be available at the library at this time. There may be future discussion on this topic.

New Business

Meeting Room Policy: It was discussed to modify the current Meeting Room policies and procedures, including:

- Using the room housing reference (after moving reference material) and room across from reference as bookable spaces for 6 (or more) people and allowing them to be booked online;
- Modifying the current study rooms (currently 2 and 6 person rooms) to be for 2 people and 4 people;
- Continuing current practice where the first floor large meeting room is unavailable for online booking (due to programming and custodial capacity), but making it available for Library-sponsored/Library-partnership events with e-mail sign-up;
- Reviewing and modifying current room policies as necessary, including the policy and/or procedures around Library sponsorship; and
- Jaclyn Powers will type up the proposal for further review.

Printing Donations

The Library now has one system for printing (in-person or online) and the system requires either (1) charging for all types of printing or (2) not charging at all. It was noted that printing costs are about $8,000 per year. Discussion to add a suggested donation box with signage and the donated funds would be deposited to the revolving fund.

Upcoming Plans

Creation of laptop bar: Line item created in next year's budget to create this space and move current items (art books) housed in the space intended for the laptop bar. It was noted that the art books are beginning to deteriorate in their current space due to sunlight exposure. There is the potential for Trustees to conduct a walk-through to review these upcoming plans.

Items not reasonably anticipated

Digital Trustees Brochure: Jaclyn Powers noted that she will be sharing a digital trustees brochure.

Events outside of the Library: Padma Choudry discussed potential Library partnership for events outside of the Library to combine book reading and "field trip" type events for the community.

Adjournment

Elizabeth Hacala moved to adjourn; Alison Jimerson seconded. Motion passed. Vote: 5-0-0. Meeting adjourned at 8:00 pm.

The next meeting will be on Tuesday, September 8, 2026 at 6:30 pm.in-person and on Zoom.