Bedford Free Public Library
Library Trustees Meeting Minutes
Tuesday, September 8, 2026
6:30 PM
In-person and Zoom

In attendance: Padma Choudry, Chair; Emily Prince, Gyasi Burks-Abbott; Rachel Field (Zoom); Elizabeth Hacala (Zoom); Brandon Hall; Alison Jimerson (minutes)

Other attendees: Jaclyn Powers, Library Director; Alyssa Staples, Assistant Library Director; Terrence Parker, Select Board Liaison

Call to Order: Called to order at 6:36PM

Public Comments: None

Secretary's Report from May 26, 2026
May minutes; Secretary's Report from May 5, 2065 should be changed to May 5, 2026

Alison Jimerson moved to approve the July Director's Report; Gyasi Burks-Abbott seconded. Motion passed. Vote: 7-0-0.

Secretary's Report from July 14, 2026
Postpone until next time

Director's Report

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

- Two State reports and Town Annual report were generated;
- ARIS (Annual Report Information Statistics): Summary of Library for the year (holdings, circulation, staffing, salaries)
    - Circulation overall was down 5% (mostly physical, 9% drop in Children's)
    - BFPL was a net borrower
    - Traffic to the building was up 2%
    - Net loss of physical collection of 4,000
    - People are still coming to the building but not necessarily borrowing material.
    - Ideas discussed to increase circulation: Continue Flagship collection, which is a collection of high turnover, really popular books (new releases; they go out for a week, auto-renew for one). This was started with 24 titles, they are all gone; trying to allot from $8k to $10k for next year.
    - Collection development: Collecting and weeding were previously siloed; BFPL needs to look at what is being weeded to see what to collect; and research was done regarding collection development strategies.
- Programming is having a positive response.

- A new teen librarian was hired.
- Changing TAG to provide more structure. Discussion around JGMS after-school program; Emily Prince to provide information to JGMS so JGMS can provide it to students.
- Information around donating to the Library; discussion on donating to the corporation as opposed to receiving a check which goes into the general fund, otherwise people donate to the Friends (General Gift Fund).
- Discussion around whether there are any restrictions (legal or otherwise) to BFP: investment strategy and including an investment strategy in the Director's report
- Discussion around the timing of these reports and whether we can get this information more than once a year.
- Discussion on how to define success.

Elizabeth Hacala moved to approve the September Director's Report; Rachel Field seconded. Motion passed. Vote: 7-0-0.

Unfinished Business

Meeting Room Policy Draft:

First part: Criteria for program selection

Second part: Current Policy

Third part: Proposed Policy: Team discussed adding in "To discuss a partnership opportunity, please reach out to library administration"

Alison Jimerson moved to approve the Meeting Room Policy with the additional language above; Emily Prince seconded. Motion passed. Vote: 7-0-0.

New Business

Printing

Donations are going well

Working on a contract for new printing

Upcoming Plans

Met with facilities on the mezzanine "Work from Home" or laptop bar space; no outlets are needed, getting a quote. Would not run the entire perimeter. Art books being weeded and refiled downstairs.

Adjournment

Alison Jimerson moved to adjourn; Elizabeth Hacala seconded. Motion passed. Vote: 6-0-1. Meeting adjourned at 8:00 pm.

The next meeting will be on Tuesday, October 13, 2026 at 6:30 pm.in-person and on Zoom.