

**BEDFORD PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
September 17, 2021**

A regular meeting of the Bedford Public Library Board of Trustees was held on September 17, 2021 in the McAllaster Room. In attendance were Pam Van Arsdale (Chair), Walter Gallo (Trustee), Jerry Hanauer (Treasurer), Catherine Rombeau (Alternate Trustee), Miriam Johnson (Director), and Caitlin Loving (Assistant Director). The meeting was called to order at 9:01 a.m.

Secretary's Report – Minutes from the August 20, 2021 meeting were accepted and approved.

Treasurer's Report – The Treasurer's report was reviewed and accepted. The following gifts were accepted: \$1,000 from Marvin Meinz; \$75.00 from Priscilla Chamberlain for memorial books in memory of Charlie Zink.

Motion: Walter made a motion to accept the gifts. Jerry seconded. Motion passed unanimously.

Director's Report – See attached.

Old Business:

Fine Free – Discussion of going fine free, fine free for children's items only, the staff time involved with collecting fines, and the alternative of putting out conscience jars. The decision was made to put out conscience jars at both circulation desks for the next two months as a trial. This will be revisited at the December meeting.

Reopening Plan – The Library is fully open and has resumed normal hours. Brief discussion of masks; most other libraries are not requiring masks. The decision to strongly encourage patrons to wear masks still stands.

Staff Holiday Party – Miriam presented historical prices for the holiday party spending, and asked for a slight increase this year as food prices may increase.

Motion: Pam made a motion to allow staff to spend up to \$750 on the holiday party. Walter seconded. Motion passed unanimously.

New Business:

Monadnock Water service – Discussion of discontinuing Monadnock Water service as the library already has Pennichuck water. It was recommended to add a water bottle filling station, accessible to both staff and the public, to the gallery on the lower level.

Motion: Jerry made a motion to approve installing a water bottle filling station in the gallery, and once it is operational, discontinuing Monadnock Water service. Pam seconded. Motion passed unanimously.

Notary Public Policy – Brief review and discussion of the draft Notary Public Services policy.

Motion: Pam made a motion to accept the draft Notary Public Services policy. Walter seconded. Motion passed unanimously.

Donation honoring Bedford Village Morning School – Brief discussion of accepting the donation of funds from families who attended the now-closed Bedford Village Morning School for a small statue to be placed on library grounds. The Library doesn't have enough space to accommodate additional requests of this nature, and with consideration given to the parking lot and landscape changes, adding external memorials may hinder reconfiguration possibilities.

Motion: Jerry made a motion to not accept the donation from the families of the Bedford Village Morning School due to space constraints and potential landscape changes. Pam seconded. Motion passed unanimously.

The next meeting will be held on Friday, October 22, 2021 at 9:00 in the McAllaster Room. The meeting adjourned at 10:23 a.m.

Respectfully submitted,

Miriam Johnson
Library Director

Caitlin Loving
Assistant Director