

**BEDFORD PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
May 21, 2021**

A regular meeting of the Bedford Public Library Board of Trustees was held on May 21, 2021 in the McAllaster Room, with the option for the public to join in person or via Zoom. 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 9:30 a.m.

**Secretary's Report** – Minutes from the April 16, 2021 meeting were accepted and approved.

**Treasurer's Report** – The Treasurer's report was reviewed and accepted.

**Acceptance of gifts** – The following gifts were accepted: Dr. Joanne Johnson for a freezer and popsicles for Popsicle Thursdays and ice cream truck for the end of the Summer Reading Program – \$600.00

**Director's Report** – See attached.

**Old Business:**

**LED Lighting Project** – The project is underway and should be done in the next week and a half.

**Reopening Plan** – Moving towards opening more hours, eliminating quarantine, and providing individual seating after the LED lighting project has been completed. Discussion of mask requirement.

**Motion:** Pam moved that the current mask mandate be kept in place; Jerry seconded; the motion passed unanimously. This will be revisited at the next meeting.

**ARPA Funding Through NH State Library** – We are applying for a grant (facilitated through the NH State Library). Caitlin is working with NHSL to determine if our top priority, the cost of three SenSource people counter/capacity sensors (one at each entrance and one above the children's room door), meets the grant requirements.

**Bench** – Pam received a call about the bench this morning. The Digsafe flags are in place, and Miriam is working with Peter to have the site prepped. Delivery is at least three weeks out.

**NHLTA Conference** – Discussion of programs at the virtual conference.

**New Business:**

**Staffing – Part-time Reference Librarian and Summer Library Pages** – The hiring of Patricia Kline-Millard and Laura Paryl were brought forth for approval. Jerry made a motion, Walter seconded; the new hires were approved.

**Space Planner for Staff Work Area** – A proposal from Stibler Associates for space planning in the Tech Services area was distributed. There are 6 staff workstations, incoming book orders, incoming donations, and outgoing and incoming materials deliveries from other libraries that all take place in 900 square feet. The Trustees will walk through the area after the meeting and Miriam will request that Genella McDonald come to present the proposal to the Board at the next Trustee meeting.

**Potential Donation – Tallman Pictures** – The Trustees were interested in accepting the gift of Jean Tallman paintings that were offered by John Crafts.

**Staff Summer Reading Program** – Miriam requested \$105.00 for gift cards for the weekly raffle for the staff summer reading program.

**Motion:** Jerry moved that the Trustees fund the Staff SRP for \$105.00; Pam seconded; the motion passed unanimously.

**PayPal account** – Due to the death of our local book re-seller, we are exploring options for online selling of donated books. Some book buying vendors will only disburse payment via PayPal, so it would provide more options if the Trustees had an account. Jerry will set it up.

**Garden Statuary** – Miriam requested \$450 to update the statuary which was originally donated in memory of Margaret Frizell. They have all broken over time so we would like to replace them.

**Motion:** Jerry moved that the Trustees fund up to \$450 for replacement statuary; Walter seconded; the motion passed unanimously.

**Shrubbery** – The shrubbery in front of the children’s room bowed window has become overgrown and encroaches on the sidewalk; DPW can remove the shrubbery and we will replace it with perennials.

The next meeting will be held on Friday, June 11, 2021 at 10:00 in the McAllaster Room. The meeting adjourned at 10:39 a.m.

Respectfully submitted,

Miriam Johnson  
Library Director

Caitlin Loving  
Assistant Director