

**BEDFORD PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES  
September 15, 2017**

A regular meeting of the Bedford Public Library Board of Trustees was held on September 15, 2017 in the Richmond Room. In attendance were Ed Moran (Chair), Walter Gallo (Trustee), Mary Ann Senatroy (Library Director), and Miriam Johnson (Assistant Director). The meeting was called to order at 9:10 a.m. Tony Frederick (Treasurer) joined the meeting at 9:55 a.m.

**Secretary's Report** – Minutes from the June 8, 2017 meeting were accepted and approved.

**Treasurer's Report** – The Treasurer's report was reviewed and accepted. The following gifts were accepted by the Trustees: Louise Forenze in memory of Dick Letizia - \$50, Bedford Garden Club in memory of Grace Newell - \$25

**Director's Report** – See attached.

**Summer Reading Programs** – We had a very busy summer, with 955 children participating in the program; 191 adults and 70 teens also participated.

**Public PC replacements** – The town will be updating staff computers to Windows 10 in 2018. The public computers will need to be replaced so that Windows 10 can be deployed for the public. In consultation with Nate Gagne, we obtained pricing for refurbished desktops and laptops through Techsoup.

**Motion:** Walter moved that the Trustees approved up to \$2,000 to purchase 5 laptops and 5 desktops. Tony seconded. Motion passed unanimously.

**Old Business:**

**Library Sanitary Line Replacement** – There has not been an overflow, but we are still working on the solution. DPW flushes the pipes on the weekdays; the library staff flush on weekends. There are two design options. The RFP did not elicit any bids. The initial time frame did not work in our favor, and the insurance requirements were strict. Peter Barbuto is setting up a meeting to discuss rewriting the proposal. The time frame will be more open so as not to limit the number of bidders. This project will involve removing some of the carpeting; once this project is scheduled, we will need to replace the carpet. Mary Ann has contacted Meghan Collins, who assisted with the design for the upper level carpet replacement.

**Motion:** Ed moved that the Trustees approve the carpet consultation services, including contractor follow up, per the proposal dated August 24. Walter seconded. Motion passed unanimously.

**Facilities Master Plan** – Mary Ann summarized the process so far, and distributed reports from the architects, including the initial site visit and program analysis. The library is further ahead than the other departments, since we had building plans available. The architects have submitted plans for a library expansion. The parking lot configuration is a part of this. This is a long-term, town-wide plan.

**New Business:**

**2018 Budget** – Mary Ann has submitted the preliminary budget. Changes were presented. One area that is increasing is the audiobook line. They are wildly popular, and we offer them in many forms. Trainings and conferences will be increased as the biennial PLA conference will be in Philadelphia next year.

**Organizational Chart** – Mary Ann distributed a copy of the organization chart.

**Material Selection Policy** – Mary Ann distributed the current policy. It will be reviewed at a future meeting.

**Staff Development Day, Monday October, 9** – The library will be closed for staff development day.

The next meeting will be held on Friday, October 20, 2017 at 9:00 a.m. in the Richmond Room. The meeting adjourned at 10:45 a.m.

Respectfully submitted,  
Mary Ann Senatroy  
Library Director

Miriam Johnson  
Assistant Director