

**BEDFORD PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
November 13, 2017**

A regular meeting of the Bedford Public Library Board of Trustees was held on November 13, 2017 in the NH Room. In attendance were Walter Gallo (Trustee), Tony Frederick (Treasurer), Mary Ann Senatrow (Library Director), and Miriam Johnson (Assistant Director). The meeting was called to order at 9:13 a.m.

Secretary's Report – Minutes from the October 20, 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: Bedford Women's Club in memory of Aileen Bott - \$25; Donation by Moore family in memory of Richard Godfrey - \$18.

Director's Report – See attached.

Old Business:

2018 Budget – Mary Ann met with our liaison, Melissa Stevens, prior to the budget workshop, and attended the Saturday workshop on November 4th. There were minimal changes to our budget, primarily computer subscriptions and audiobooks. There had been an error in the calculated budget, so a correction was requested and approved. It appears that the library parking lot is off the 2018 list, but may be in the 2019 budget.

Library Sanitary Line Replacement – Mary Ann met with Rick Sawyer, Jeff Foote, and Peter Barbuto. After receiving the quotes from Meridian Construction, which were in the \$200,000 range, other alternatives were investigated, including pipe bursting and Perma-liner, inserting a line through the existing pipe. Pipe bursting is not an option due to the bellies. The Perma-liner would be a temporary (several year) fix, with an anticipated cost of \$30,000. There will be a meeting this week. At the moment there is some funding available.

Carpeting – Miriam and Mary Ann met with the designer, Meghan Collins, to discuss carpeting options. Selections have been made for the gallery, meeting rooms, and children's room.

Facilities Master Plan – There have been no updates to the library plan. We are not at the top of the list, so the time frame is unclear.

Computer Installation – The Trustees had approved the purchase and installation of 10 computers. Five have been installed thus far, with the other five in process. The cost of set up was a little higher than expected, as we upgraded to Windows 10. Other software needed to be updated to work with the new version of Windows.

Motion: Walter moved that the Trustees approved the payment to Second Source for the computer set up. Tony seconded. Motion passed unanimously.

New Business:

Staff holiday party – It was requested that the Trustees fund the food for the staff party on December 1st.

Motion: Walter moved that the Trustees purchase the food for the staff holiday party. Tony seconded. Motion passed unanimously.

Bedford Library Foundation Member – The Foundation has nominated a new member, Amy Jenkins.

Motion: Walter moved that the Trustees approve the appointment of Amy Jenkins to the Bedford Library Foundation. Tony seconded. Motion passed unanimously.

Young Adult Furniture – At the last Foundation meeting, Young Adult furniture was discussed. The Foundation will vote at the December meeting.

Meeting Room Use – Holding TED talks at the library was discussed with a resident last week. Discussion ensued regarding use of the rooms and hosting of speakers. It was decided that we would try it as a library sponsored event.

The next meeting will be held on Friday, December 8, 2017 at 9:00 a.m. in the Richmond Room. The meeting adjourned at 10:08 a.m.

Respectfully submitted,
Mary Ann Senatrow
Library Director

Miriam Johnson
Assistant Director