

**BEDFORD PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
December 8, 2017**

A regular meeting of the Bedford Public Library Board of Trustees was held on December 8, 2017 in the Richmond Room. In attendance were Ed Moran (Chair), Walter Gallo (Trustee), Tony Frederick (Treasurer), Mary Ann Senatrot (Library Director), and Miriam Johnson (Assistant Director). The meeting was called to order at 9:05 a.m. Jeff Jenkins, contract clerk of the works for Bedford, joined the meeting from 9:45 a.m. – 9:50 a.m.

Secretary's Report – Minutes from the November 13, 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: Maclellan gift books - \$65; Bedford Garden Club magazines - \$53.98.

Director's Report – See attached.

Old Business:

2017 Budget – There will be some money left in wages, primarily due to staff turnover this year.

Library Sanitary Line Replacement – Mary Ann met with Jeff Foote, Rick Sawyer, Keith Godbout, owner of Mr. Rooter, Jeff Jenkins, who will be the project manager, Peter Barbuto and Kirk Fountaine last month. The project has been scaled back and will involve digging five 3'x'3' holes to address the worst bellies in the pipes. The pipes will then be lined. No work will be done in the bathrooms. They will be flushing out the scale in the pipes with very hot, steaming water today and then will camera them again to make sure the flushing worked. On December 18th work will begin on the pipes. This option should work for a number of years as a temporary fix. We will be clearing out different areas where the work will take place to provide access to the floor.

Carpet Project – Miriam and Mary Ann met with the designer, Meghan Collins, to finalize carpeting selections for the gallery, meeting rooms, and children's room. She will be writing up the specifications so that a RFP can be issued in the spring. We will have to remove everything from the children's room at that time. Ideas on refreshing the children's room were discussed.

New Business:

Staffing during closure – There will be no water or bathrooms in the building. We will use the facilities at Town Hall, as well as a port-a-potty in the upper lot. There will be no public in the building, except for material and museum pass pickup in the upper lobby for limited hours. Staff will also be working on special projects on the upper level.

Monogrammed shirts for staff – The Friends had purchased monogrammed short sleeved shirts for the staff this summer. Mary Ann requested that the Trustees purchase long sleeved shirts for the winter.

Motion: Walter moved that the Trustees approved \$420 to purchase long sleeved shirts for the staff from the same vendor the Friends of the Library used, since the set up cost has already been incurred. Tony seconded. Motion passed unanimously.

The next meeting will be held on Friday, January 12, 2018 at 9:00 a.m. in the Richmond Room. The meeting adjourned at 10:10 a.m.

Respectfully submitted,
Mary Ann Senatrot
Library Director

Miriam Johnson
Assistant Director