

**BEDFORD PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
July 13, 2018**

A regular meeting of the Bedford Public Library Board of Trustees was held on July 13, 2018 in the Richmond Room. In attendance were Ed Moran (Chair), Tony Frederick (Treasurer), Walter Gallo (Trustee), Mary Ann Senatro (Library Director), and Miriam Johnson (Assistant Director). The meeting was called to order at 9:00 a.m. Theresa Young, Finance Director, and Matt Mannino, Fund Accountant, from the Town of Bedford Finance office joined the meeting from 9:00 a.m. to 9:50 a.m.

Secretary's Report – Minutes from the June 8, 2018 meeting were accepted and approved. Minutes from the June 8, 2018 non-public session were accepted and approved.

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

Director's Report – See attached.

Old Business:

Account set up – Ed has sent the information in to Vanguard to open the account. He will provide an update at the next meeting.

Story Castle project – The reconfiguration is complete. Peter arranged to have new flooring installed yesterday.

Carpet Project – The RFP has not yet gone out. Mary Ann has contacted Jeff Foote. Mary Ann presented the quotation from Tucker Interiors for moving shelves, new shelves, and reconfiguring the children's desk.

Motion: Walter moved that the Trustees approve funding for the quotation from Tucker Interiors in the amount of \$15, 589. Tony seconded. Motion passed unanimously.

Skelly donation – Mary Ann still receives periodic updates; both properties have sold.

YA furniture – The Library Foundation held an event in June to dedicate the space in honor of John Wood.

New Business:

Time and Attendance presentation – Theresa presented a background of the time and attendance/payroll situation at the town, and the plan for lunches and pay rates. The change in hours will have no impact on benefits. In addition, Fair Labor Standards Act (FLSA) and exempt vs. hourly employee concepts were discussed. Theresa touched briefly on the salary ranges, and some adjustments that may be made to reflect information received from other towns as comparison. While the time clock change will not take effect until October 1, the plan is to have it run parallel with the current system in September. The pay and lunch changes will take effect with the first payroll in August.

Motion: Walter moved that the library follow the town policy on lunch and adjust the employee pay accordingly so there is no loss in pay nor any increase in the budget. Ed seconded. Motion passed unanimously.

Staff summer reading program – The Trustees have funded a weekly staff raffle for the summer in the past, and Mary Ann requested that continue this year.

Motion: Walter moved that the Trustees fund the raffle for \$105. Ed seconded. Motion passed unanimously.

NH Trustee Association – Mary Ann shared information regarding motions and minutes of meetings from the latest newsletter.

Check received for RECs – We received payment for the Renewable Energy Credits we generate from the geothermal system. It will be deposited into the library account.

The next meeting will be held on Friday, August 3, 2018 at 9:00 a.m. in the Richmond Room. The meeting adjourned at 10:39 a.m.

Respectfully submitted,
Mary Ann Senatro
Library Director

Miriam Johnson
Assistant Director