

**BEDFORD PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
August 3, 2018**

A regular meeting of the Bedford Public Library Board of Trustees was held on August 3, 2018 in the Richmond Room. In attendance were Ed Moran (Chair), Tony Frederick (Treasurer), Walter Gallo (Trustee), Mary Ann Senatroy (Library Director), and Miriam Johnson (Assistant Director). The meeting was called to order at 9:01 a.m.

**Secretary's Report** – Minutes from the July 13, 2018 meeting were accepted and approved.

**Treasurer's Report** – The Treasurer's report was reviewed and accepted. The following gifts were accepted by the Trustees: Craftworker's Guild books in memory of Sharon "Kathy" Maloney - \$50.00; Bedford Italian Cultural Society - \$100.00. One CD is up for renewal on 8/14/2018 and another on 9/3/18; Mary Ann will watch for the notice from the bank.

**Motion:** Ed moved that the Trustees not renew the CDs which are up for renewal in August and September. Walter seconded. Motion passed unanimously.

**Director's Report** – See attached.

**Old Business:**

**Time and Attendance** – Mary Ann and Miriam met again with Matt and Theresa. They have calculated the hourly rates and just sent Mary Ann that information yesterday. We will have a time clock on the lower level at the base of the stairs.

**Account set up** – Ed has been in contact with Vanguard, but has decided to consider Fidelity instead.

**Motion:** Ed moved that the Trustees set up an investment account with Fidelity rather than Vanguard. Walter seconded. Motion passed unanimously.

**Carpet Project** – The RFP has not yet gone out.

**Skelly donation** – There have been no updates since the last meeting.

**New Business:**

**Automatic doors** – Automatic doors have been installed on the LL.

**Budget** – Mary Ann distributed the current budget with YTD expenditures. We have begun putting together the 2019 budget. Mary Ann would like to convert a part-time children's assistant position to full-time next year. The Trustees were in agreement, given the increase in program attendance and interest from the public.

**Motion:** Walter moved that a part-time children's assistant be made into full-time for 2019. Tony seconded. Motion passed unanimously.

**Children's Room office design and funding** – As part of the carpeting project, we wanted to reconfigure the children's office for better use of space. The design from Tucker Interiors was discussed.

**Motion:** Tony moved that the Trustees fund the office reconfiguration for \$10,000. Walter seconded. Motion passed unanimously.

**Facilities Study** – The facilities study began last year. Recently the architecture firm gave a presentation to the Town Council. Mary Ann and Miriam attended. The town manager is motivated to have the study looked at and evaluated and have decisions made about whether or not to move forward. There will be two more sessions.

The next meeting will be held on Friday, September 14, 2018 at 9:00 a.m. in the Richmond Room. The meeting adjourned at 10:20 a.m.

Respectfully submitted,  
Mary Ann Senatroy  
Library Director

Miriam Johnson  
Assistant Director