

**BEDFORD PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
September 14, 2018**

A regular meeting of the Bedford Public Library Board of Trustees was held on September 14, 2018 in the NH 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 9:10 a.m. Grace Larochelle joined the meeting from 9:10 to 9:20 a.m.

**Secretary's Report** – Minutes from the August 3, 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: Bedford Women's Club Memorial book in memory of Betty Gardner - \$25.00. The CD came through as a deposit into the checking account.

**Director's Report** – See attached.

**Old Business:**

**Time and Attendance** – There have been no updates. We have not seen the program and the clocks have not been installed. We have started new manual timesheets to get used to the new system.

**Account set up** – Ed will file the paperwork with Fidelity next week. Fidelity has a number of no-cost funds.

**Carpet Project** – The RFP went out last week. The pre-bid walk-through is next week.

**Skelly donation** – Ed recapped the letter that was sent to the court. Walter will check with Jay Hodes, and Ed will call the court to follow up.

**Budget** – The 2019 budget has been keyed in and the numbers are locked. Mary Ann added a request into the Miscellaneous Equipment line for upgrades for the McAllaster Room.

**New Business:**

**New Staff** – Mary Ann introduced our new Head of Children's Services, Grace Larochelle.

**Town of Bedford Master Plan** – The kick off was last night. They met with town department heads yesterday. There will be more events during the week of November 1<sup>st</sup>. There is also a web site where people can submit comments.

**Quiet Study** – We will be drafting a new policy to address the increased demand in a fair and equitable manner.

**Staff training day** – Monday, October 8<sup>th</sup> we will be closed to the public for training.

**Donation** – Walter asked about Kevin D'Amour's donations. Discussion ensued regarding what might be named as a memorial for his father.

**Hopkinton Library** – Walter suggested offering support in solidarity.

**Children's Castle Story time Carpet** – Carla has identified a carpet to purchase for story times. TD Bank would like to donate \$500 toward the cost. We are requesting up to \$300 to cover the balance.

**Motion:** Walter moved that the Trustees fund up to \$300 for the balance of the carpet cost. Tony seconded. Motion passed unanimously.

**TD Bank Affinity Program** – Joanne would like to come in and talk with the Trustees about it.

**Laptop for Children's Staff** – Walter suggested we explore this further and obtain a solid cost estimate.

The next meeting will be held on Friday, October 12, 2018 at 9:00 a.m. in the Richmond Room. The meeting adjourned at 11:25 a.m.

Respectfully submitted,  
Mary Ann Senatroy  
Library Director

Miriam Johnson  
Assistant Director