

**BEDFORD PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
November 9, 2018**

A regular meeting of the Bedford Public Library Board of Trustees was held on November 9, 2018 in the Richmond Room. In attendance were Ed Moran (Chair), Tony Frederick (Treasurer), Mary Ann Senatro (Library Director), and Miriam Johnson (Assistant Director). The meeting was called to order at 9:07 a.m.

**Secretary's Report** – Minutes from the October 12, 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: Judith Maclellan children's books - \$150.00.

**Director's Report** – See attached.

**Old Business:**

**Carpet Replacement Lower Level** – Mary Ann met with Peter and two people from Goedecke on Wednesday. A plan was laid out. They have already been in touch with the manufacturer of the carpet. We are planning the logistics now. The staff will be moving the books utilizing rental carts, with an expected cost of \$5,000.

**Motion:** Ed moved that the Trustees fund the rental of the book carts to move the materials from the children's room for the project. Tony seconded. Motion passed unanimously.

**Walkway RFP** – The bids have come in. The time for materials to be received is 8 weeks. Mary Ann has not yet spoken to Jeff or Rick, but the money will most likely be encumbered and the project completed in the spring. The job does include adding a railing where the two sidewalks meet. There was an option to use different materials, but the trustees want to go with pavers.

**Skelly donation** – No updates have been received.

**Fidelity account** – Ed opened an account.

**Motion:** Ed moved that the trustees deposit \$10,000 to an interest bearing account at Fidelity that has guaranteed principal. Tony seconded. Motion passed unanimously.

**New Business:**

**Septic Backup** – There was a septic back up in October, and the clog was again caused by wipes. We will monitor any slowness in the sinks/toilets and contact Mr. Rooter.

**After-hours assistance** – We do not have any facilities support after Kirk and Peter leave for the day. Mary Ann will be in touch with Jeff and Rick about what to do in the future. The septic backup occurred on a Sunday. Our water was shut off one evening at 5:30 due to construction on 101.

**Roof Leak** – Mary Ann has had a leak in her office during rainstorms; it doesn't leak beyond the ceiling tiles. Peter had the roofing company come to assess the situation, but it is unclear whether they have done any work yet.

**Bedford Police Department Risk Assessment** – Mary Ann emailed the assessment to the Trustees. We will be holding a staff training next week. We should begin prioritizing actions, some of which may involve costs.

**Replacement TV** – The display TV behind the circulation desk, which is 10 years old, has stopped working.

**Motion:** Tony moved that the Trustees fund up to \$550 for a new TV, and wall mount if necessary. Ed seconded. Motion passed unanimously.

**McAllaster Room cabinet** – We are unsure of the origin of the cabinet. There is no paperwork relating to the gift or any restrictions. We did ask an appraiser if there would be any value, and the answer was no.

**Motion:** Ed moved that the cabinet be disposed of. Tony seconded. Motion passed unanimously.

**Staff Holiday Party** – We would like to have the party at the library on November 30<sup>th</sup>.

**Motion:** Ed moved that the Trustees fund \$500 for the party. Tony seconded. Motion passed unanimously.

The next meeting will be held on Thursday, December 13, 2018 at 9:00 a.m. in the NH Room. The meeting adjourned at 10:25 a.m.

Respectfully submitted,  
Mary Ann Senatro  
Library Director

Miriam Johnson  
Assistant Director