

**BEDFORD PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
June 4, 2019**

A regular meeting of the Bedford Public Library Board of Trustees was held on June 4, 2019 in the New Hampshire Room. In attendance were Walter Gallo (Chair), Pam Van Arsdale (Treasurer), Tony Frederick (Trustee), Mary Ann Senatro (Library Director), and Miriam Johnson (Assistant Director). The meeting was called to order at 9:00 a.m. Peter Barbuto joined the meeting from 9:00 a.m. to 9:31 a.m.

Secretary's Report – Minutes from the May 8, 2019 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 for the NE Aquarium Pass - \$650.00, Joseph and Loretta Heinz for AV equipment in the McAllaster Room - \$100.00. Mary Ann distributed the 2019 YTD budget.

Director's Report – See attached.

Old Business:

Library Walkway – The first bidder defaulted. Peter is working with the second contractor to order materials and schedule the installation. Materials are 4-6 weeks out.

Skelly donation – Pam has spoken with Ed and expects they will be meeting soon.

New Business:

Update on Library Facilities and CIP – Peter gave an overview of library facilities issues and planning. The CIP is for items of \$50,000 or more. We need to look at painting inside and out; the interior should be able to be funded from the annual budget. Some interior painting can be done this year, and exterior painting next year. Peter will look into replacing the rough carpet at the doorway, and the quiet study and NH Room carpet. There are programs available through Eversource for replacing fluorescent lights with LED. We would also like to look at placement of lights in relation to stacks. Peter suggested we need an engineer for that. If we get a plan in place in the fall, Peter thought we could make some changes next year. Other things are on a regular maintenance schedule, such as elevator, fire extinguishers, generator, etc. Mary Ann asked about the expected life of the generator. Peter suggested that at 15 years we look at CIP unless there are problems before then. Our generator is different than all the others in town, so that's been difficult to set up a central monitoring system. Discussion ensued regarding having library funds in the DPW maintenance budget rather than in the library budget. The consensus was that it works well. Since Peter oversees many buildings in town, he mentioned the importance of consistency around town, even with items such as paper products, and his ability to get contractors in quickly to share small jobs at different buildings. Peter encouraged the Trustees to alert Mary Ann of any building concerns they have so that he and Mary Ann can address them. Peter set up drip irrigation for the back garden. We are on an every other day system with Pennichuck Water. There has been no word on the septic or the parking lot. Mary Ann will touch base with Jeff tomorrow.

Staff Summer Reading Program – Mary Ann requested that the Trustees fund the SRP for staff. \$120. The Trustees agreed to fund it.

Children's Safety Policy – The draft was modified based on the discussion. Mary Ann will talk with the police department about the policy.

Motion: Pam moved that the policy be passed as presented. Tony seconded. Motion passed unanimously.

Rules of Behavior Policy – Mary Ann distributed the current policy. We will review it over the next few months and discuss updates.

Library Binders for Trustees – Mary Ann will have binders put together so that policies and minutes can be organized. Mary Ann distributed the bylaws.

NHLTA Conference – Discussion of the conference.

Number of Trustees – Pam would like to consider having more trustees and/or alternates. The first step is to determine how to begin the process.

Granite benches at the front of the building – Walter suggested we consider seeking a donation for two granite benches near the front doors.

The next meeting will be held on Tuesday, July 9, 2019 at 9:00 a.m. in the New Hampshire Room. The following meeting is tentatively scheduled for August 20 at 9:00 a.m. The meeting adjourned at 10:27 a.m.

Respectfully submitted,
Mary Ann Senatro
Library Director

Miriam Johnson
Assistant Director