

**BEDFORD PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
June 26, 2020**

A regular meeting of the Bedford Public Library Board of Trustees was held on June 26, 2020 on Zoom. In attendance were Walter Gallo (Chair), Pam Van Arsdale (Treasurer), Bob Brooks (Trustee), Jerry Hanauer (Alternate Trustee), Mary Ann Senatroy (Library Director), and Miriam Johnson (Assistant Director).

Secretary's Report – Minutes from the May 22, 2020 meeting were accepted and approved.

Treasurer's Report – The Treasurer's report was reviewed and accepted. Pam reported that there had been a phone call regarding the Skelly donation; a counteroffer was made, and we are waiting to hear if it was accepted. Mary Ann distributed the YTD budget. There is nothing out of the ordinary on any lines. Mary Ann and Bob will talk next week about which expenses are included in each line.

Acceptance of Gifts – No gifts were received in May.

Director's Report – Mary Ann will send out a director's report. Contact-free pickup is going well, and we have added Wednesday evening hours. Other GMILCS libraries are also offering pickup locations and open requests will be starting in several weeks. Most of the staff is in the building now. The Summer Reading Program is underway, and the Foundation received a donation from Rotary to support the SRP. The Young Adult shelving units have arrived. Mary Ann expressed her thanks to the staff for the work they've continued to do during COVID-19.

Old Business:

Painting Contract – The prep work will begin next week, and painting will commence after July 4th.

Staff Summer Reading – Mary Ann requested funding for the staff Summer Reading Program.

Motion: Pam moved that the Trustees fund the staff raffles for a total of \$160. Bob seconded.

Roll Call Vote: Pam-Aye, Walter-Aye, Bob-Aye. The motion passed.

Pandemic Policy – Mary Ann emailed out a draft Pandemic Policy. The Trustees reviewed the document and discussed it. Bob recommended that the phrase "or designee" be changed to "Assistant Director."

Motion: Pam moved that the policy be approved with the suggested changes. Bob seconded.

Roll Call Vote: Pam-Aye, Walter-Aye, Bob-Aye. The motion passed.

Secretary – The Trustees discussed the position of Secretary. It is not in the by-laws, and per Sturgis, years-long practices are considered rules. At this time the Director and Assistant Director will continue as recorders of the minutes.

New Business:

COVID-19 Update – A draft reopening plan had been sent out earlier, which really focused on Phase 1. Mary Ann is working with the staff on Phase 2A, where the building is reopened with a reduced schedule and a limited number of the public in, by appointment only, for browsing materials and computer use; no seating will be available except at computers. The first hour will be for at-risk patrons. The important item to get to this stage is having plexi-glass barriers at the service desks. Mary Ann is working on the purchase order to get them ordered, and the delivery time is estimated at 4-6 weeks. We will also need signs and stanchions. Many of these guidelines are in the governor's document specific to

libraries. Details are still being worked out regarding water fountain and restrooms. The library will continue to offer all programs virtually. There will be increased cleaning during the day. Mary Ann will determine maximum occupancy based on the library layout and the feedback she received from the fire chief. Some public areas have had to be taken over for staff to allow for safe distancing and quarantining of returned materials. A discussion took place regarding masks. Mask-wearing will be strongly encouraged via signage. Mary Ann will send a copy of the updated plan to the trustees.

NHLTA – The renewal memberships will be mailed in with payment next week.

Mulch for the library garden maintained by the Bedford Garden Club – Due to an overexuberant crew of landscapers, much of the mulch put around the plants last summer was blown away during the fall clean up. Mary Ann requested that the Trustees replenish the mulch for the lower garden.

Motion: Pam moved the Trustees fund the mulch to beautify the garden, not to exceed \$200.

Bob seconded. Roll Call Vote: Pam-Aye, Walter-Aye, Bob-Aye. Motion passed.

LED Lighting – Peter brought in a consultant, EMC, who works with Eversource for light replacement. It is part of a town-wide effort for all buildings. We have had multiple instances where the fixtures have melted and caused a burning smell. The fire department was called on several occasions. Since the packet that was provided was unclear on how the financing is structured, Mary Ann will ask Peter for more details. The Trustees are in favor of replacing existing lights with LED, but would like clarification of the cost and payback structure.

The next regular meeting will be held on Friday, July 24, 2020 at 10:00 a.m., location to be determined. The meeting adjourned at 11:31 a.m.

Respectfully submitted,

Mary Ann Senatro
Library Director

Miriam Johnson
Assistant Director