

**BEDFORD PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
August 28, 2020**

A regular meeting of the Bedford Public Library Board of Trustees was held on August 28, 2020 on Zoom. In attendance were Walter Gallo (Chair), Pam Van Arsdale (Treasurer), Jerry Hanauer (Alternate Trustee), Mary Ann Senatro (Library Director), and Miriam Johnson (Assistant Director).

Secretary's Report – Minutes from the July 24, 2020 meeting were accepted and approved.

Treasurer's Report – The Treasurer's report was reviewed and accepted.

Acceptance of Gifts – The following gifts were accepted: Derry Medical Center Charitable Foundation - \$1000.00.

Director's Report – The library has been open at a limited capacity since August 12; with 10 allowed upstairs and 6 in the children's room. People are very happy to be able to come in the building, and curbside is still steady. We have had many compliments on the plexiglass installation, and people have noted that it feels safe. GMILCS interlibrary loan is open, and both delivery services are back to their regular schedules. We are continuing online programs; the day time book group met outside in August and plan to meet in September. The children's staff is planning an outside story time. The second bookdrop, donated by the Foundation and installed by DPW, is set up and in use. It is a big help, especially on Sundays.

Old Business:

Parking Lot – The surveyors were here planning for the new lot. Mary Ann spoke with Jeff Foote, who said they are working on it but there is no time frame. It will take up most of the field. Mary Ann has requested a secondary egress, perhaps to Bell Hill Road, but it is doubtful given the slope. The parking lot is in the budget this year, but since there is no design or estimate, it is unclear if the funding is adequate. It had been in the library CIP, but is now in the DPW budget. Jeff said they are contracting to have the design drawn up. We were runner up to Concord Public Library for the Friendliest Librarians in the Hippo Press.

Skelly Update – The final payment has been received. Mary Ann submitted the signed documentation acknowledging receipt and sent it to Fidelity for deposit. The public hearing for acceptance will be at the next regular Trustee meeting. Mary Ann will post notices in the Union Leader and Bedford Bulletin since the Bedford Journal is not currently being published.

COVID-19 Update – We have several people who have traveled out of New England for various reasons and are thus required to quarantine for two weeks upon return. They are working from home. Mary Ann is coordinating return to work paperwork with HR. We anticipate that there will be other people out in a similar fashion. It is manageable at the moment, but Mary Ann is not recommending we expand hours anytime soon; we are not planning to be open on Sundays in the fall. The evening hours have been quiet; we will monitor that since school has just reopened.

Mask Policy – Mask requirements were discussed at the last meeting. While the Trustees had been prepared to require a mask, Mary Ann was hesitant as the Town does not have a mask requirement and there was concern about patrons being argumentative. After talking with staff and with the Town Manager, Mary Ann decided to change the signage to "masks are required."

Motion: Jerry moved that the Trustees support the current policy of requiring a mask. Pam seconded. Roll Call Vote: Pam-Aye, Walter-Aye, Jerry-Aye. Motion passed.

Budget 2021 – The goals and objectives, which are step 1 in the budget process, have been shared previously. Mary Ann keyed in the budget numbers for finance. There are minor changes, with an overall increase in the operating costs (minus personnel) of \$27,721 (3%). Finance puts in the personnel costs, which Mary Ann increased slightly for expected coverage needed for quarantine. Other increases include the cost of Zoom subscriptions, GMILCS dues and delivery services, books and periodicals, and audiobooks. The library materials lines have not been increased in 5 to 10 years. In addition, Furniture and fixtures was increased to include the cost of reupholstering the McAllaster room chairs, which after 23 years of use have staining. Mary Ann will send out a copy of the budget. The next step is to meet with the town manager, who then presents his recommendations, and then we present our budget to the town council.

New Business:

Thank you – Walter would like to thank Mary Ann and the staff for how they have performed during the pandemic. He noted that the transition was exceptionally well done, and that the articles in the Bulletin are very informative. Pam expressed that all the details were thoughtfully considered, and that the community appreciates the efforts of the staff to make materials accessible in a safe way.

The next regular meeting will be held on Thursday, September 24, 2020 at 9:00 a.m., location to be determined. The meeting adjourned at 11:08 a.m.

Respectfully submitted,

Mary Ann Senatro
Library Director

Miriam Johnson
Assistant Director