

**BEDFORD PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
November 13, 2020**

A regular meeting of the Bedford Public Library Board of Trustees was held on November 13, 2020 in the McAllaster Room. In attendance were Walter Gallo (Chair), Jerry Hanauer (Alternate Trustee), Mary Ann Senatro (Library Director), and Miriam Johnson (Assistant Director). Pam Van Arsdale (Treasurer) joined via Zoom. The meeting was called to order at 9:13 a.m.

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

Treasurer's Report – The Treasurer's report was reviewed and accepted. The following gifts were accepted: Paula Blank in memory of Dena Picatagi - \$100.00.

Director's Report – See attached.

Old Business:

Budget 2020 and 2021 – The current YTD budget was distributed. The budget is 81% spent. Mary Ann and Pam met with Denise Ricciardi. The Town Council budget workshop was held on Saturday. There was some discussion about adding back funds cut from the original budget. Ultimately the Town Council suggested encumbering \$4,000 from the 2020 library program line for use for book purchases next year. The reupholstering of the chairs was also discussed. They were supportive of both items. There are two more workshops and two public hearings.

Contact-Free Pickup Hours – We offer contact-free pickup during the hours that we are closed to browsing, but that staff is in the building, namely 2-4 Monday-Thursday and 2-5 on Friday.

Book Donations – We are accepting donations, limited to two boxes at a time. They are quarantined for three days and will be processed by a volunteer during our closed hours on Mondays.

Circulation – The circulation of physical books for October is down only 14% from the previous October; ebook circulation is increasing.

Storywalk – Emily S. set up another storywalk at the Bedford Village Common. The story that was up previously will be set up at Joppa Hill Farm.

Programs – We have a number of virtual programs for children and adults scheduled through the end of the year.

LED Lighting Project – Mary Ann received an email from Peter that Eversource advised him that we need to redo our application. He is working on resubmitting it. They have held money in the facilities budget to pay for it.

Facilities – Mary Ann asked about the bench out front. Peter has to get Dig Safe out. It is too late in the season to set it up, so we will try to have it be ready for the spring. DPW is planning to do some repairs to the potholes in the parking lot. Caitlin has sketched out a shelter for book pickup that needs to be built. It is small and will nestle between the column and the building. Mary Ann will check with the person who installed the plexiglass barriers.

New Business:

Lynda.com – The Reference department has resubscribed to Lynda.com. We had dropped the service when the company began requiring a LinkedIn account. They have dropped that requirement.

Library Staffing – Leah Klocke will be leaving for a new position. We will be posting the part-time position.

Holiday Party – Mary Ann requested funding for a holiday party if we are able to have one. Pam Yes Walter Yes Jerry Yes.

COVID-19 Increases – There are more cases of COVID-19 in the community, not just in residential facilities. While some libraries are talking about pulling back to curbside only, Mary Ann thinks that we will be fine with the safety measures we have in place.

The next regular meeting will be held on Friday, December 18, 2020 at 9:00 a.m., in the McAllaster Room. The meeting adjourned at 10:08 a.m.

Respectfully submitted,
Mary Ann Senatro
Library Director

Miriam Johnson
Assistant Director