

**BEDFORD PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
November 14, 2022**

A regular meeting of the Bedford Public Library Board of Trustees was held on November 14, 2022 in the McAllaster Room. In attendance were Pam Van Arsdale (Chair), Jerry Hanauer (Treasurer), Lee Joyce (Alternate Trustee), Miriam Johnson (Director), and Emily Weiss (Head of Reference Services). The meeting was called to order at 9:03 a.m. Pam asked Lee to act in a full capacity as a voting Trustee due to the absence of Walter Gallo.

**Secretary's Report** – Approval of the minutes from the October 14 meeting was tabled until the December meeting.

**Treasurer's Report** – The Treasurer's report was reviewed and accepted. Pam and Jerry will be following up with Fidelity about signatory authority and account activity.

**Acceptance of gifts** – The following gifts were accepted: Marilyn Frederick for Teen Crafts - \$10.00; Bedford Garden Club for magazine subscriptions - \$48.52.

Motion: Jerry made a motion to accept the gifts; Lee seconded. The motion passed unanimously.

**Director's Report** – See attached. Miriam and Emily Sennott attended the October 25 Town Council meeting. Emily will attend a future Trustee meeting to share her presentation on children's services.

**Old Business:**

**Parking Lot** – Miriam provided an update on the parking lot project. The guardrail should be installed this week.

Signs will be installed as well. Miriam asked the Trustees for feedback on signs that will designate certain spots for particular usage. The Trustees agreed that the two non-handicapped spots on the upper level should be marked as "15 minute parking". They also agreed that four spots closest to the upper level entrance should be marked as "Reserved for persons with limited mobility". They further agreed that spots near the Children's Room entrance should be marked "Reserved for patrons with small children from 9:00 AM to 12:00 PM".

The remaining sidewalk was paved on Friday. Miriam is waiting for a quote from the landscaper for the paver replacement. A new pathway on the upper level island will connect the cross walk with the current walkway using the pavers. There are funds available in the property repairs and maintenance line for the front and back entrance repairs.

Pam stated that we need to talk to the town about the crosswalk from Town Hall. It can be difficult to cross, especially at busy times. Miriam did bring it up at the Town Department Head meetings. We will determine how best to bring it to the Highway Safety Committee.

**Budget 2022 and 2023** – We will be overspent in a number of lines in 2022, but those funds can be made up elsewhere. For example, conferences and training is overspent because we sent 9 people to the NELA conference in Manchester. The periodicals budget is over by \$200, but that

money can be covered by the book line item. Caitlin, Pam, and Miriam attended the town budget workshop on Saturday, November 5. The next step in the process is the December 14 meeting when the Council finalizes the budget for public hearings. Those will be held on January 11 and 25, 2023, with budgetary town meeting taking place on March 15, 2023.

**Trustee By-laws** – Catherine submitted some comments for discussion. As she was unable to attend today’s meeting, the By-laws will be discussed next month.

**New Business:**

**Revised policies-** Materials Selection Policy will be updated again based on what we have learned through recent workshops. Program and display policies are being drafted and will be available for discussion at the December meeting.

The next meeting will be held on Friday, December 9, 2022 at 9:00 AM in the McAllaster Room.

The meeting adjourned at 9:28 a.m.

Respectfully submitted,

Miriam Johnson  
Library Director

Emily Weiss  
Head of Reference Services