

**BEDFORD PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
May 5, 2023**

A regular meeting of the Bedford Public Library Board of Trustees was held on May 5, 2023 in the McAllaster Room. In attendance were Pam Van Arsdale (Chair), Jerry Hanauer (Treasurer), Lee Joyce (Trustee), Catherine Rombeau (Alternate Trustee), Kevin Brown (Alternate Trustee), Emily Weiss (Head of Reference Services filling in for Caitlin Loving), Miriam Johnson (Director). The meeting was called to order at 9:03 a.m.

Pam welcomed the new members: Trustee Lee Joyce and Alternate Kevin Brown.

Election of Officers

Motion: Pam made a motion to nominate Jerry as Treasurer. Lee seconded. The motion passed unanimously.

Motion: Jerry made a motion to nominate Pam as Chair. Lee seconded. The motion passed unanimously.

Secretary's Report – Minutes from the March 17, 2023 meeting of Library Board of Trustees were accepted and approved.

Treasurer's Report- The Treasurer's report was reviewed and accepted. Kevin asked about the PayPal situation with Powell's Books and Miriam explained that it was resolved. Miriam shared the town budget YTD and Jerry asked about the heating oil line item. When do we use heating oil? Miriam explained that it is only used if backup is needed for the geothermal system and that last year this line item was used to cover another building expense.

Acceptance of Gifts- Miscellaneous - \$56.00

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

Director's Report- See attached. Miriam showed the website which was updated by our web designer Evan Barta of EPBRI with assistance from Miriam, Patricia Kline-Millard, Emily Sennott, and Emily Weiss.

Old Business:

Follow up discussion to Trustee policy workshop of January 28, 2023 Library Program Policy, Library Display Policy, Material Selection Policy, Bulletin Board Policy, Gallery Exhibit Policy and associated Request Form, Request Form for Reconsideration of Program, Exhibit, or Display, Request Form for Review and Reconsideration of Library Policy

Motion: Jerry made a motion to accept the Library Program Policy; Library Display Policy; Material Selection Policy and Reconsideration Form; Gallery Exhibit Request Form; Request for Reconsideration of Program, Exhibit, or Display policy and form; Request for Reconsideration of Library Policies Form. Lee seconded. The motion passed unanimously.

Motion: Lee made a motion to remove "Postings may not be used for commercial purposes or commercial promotion of a business or merchant." from the policy and to accept the Bulletin Board and Information Table Policy as amended. Pam seconded. The motion passed unanimously.

Motion: Jerry made a motion to accept the Ann De Nicola Gallery Exhibit policy as amended. Lee seconded. The motion passed unanimously.

Trustee By-laws

Brief review of Catherine's comments on the Bylaws based on her research into other libraries' bylaws. Miriam reminded board members to show "All Markup" to review changes in the Word document that she will send. The board will review the document and discuss at the next meeting.

Landscaping Plan and Parking lot update

Miriam provided an update on the landscaping plan and parking lot resurfacing. The top coat will be applied the week of May 15 and is weather dependent. The library will have to close on that day. Rain has delayed the pavers. We will notify the community and have ½ day staff training in the building that day and be able to open at night.

Landscaping

We are still waiting for irrigation to be reconnected on the island. The shrubs and trees are expected to be planted May 9 to May 11. The railing on lower level will be installed by the end of May. Tent installation is scheduled for June 12. We plan to continually keep up with invasives so that trees are not negatively impacted.

Pam opened a public comment period on this agenda item.

Elaine Tefft expressed her concerns about the funding, timeline, and implementation of the landscaping plan. Miriam explained that the town's supplier, Cameron's from Farmington, will be doing the work. Plants have been ordered. Archie will be there when plants are delivered. There will be trees planted against the fence to screen the parking lot from neighbors. Miriam showed and explained the landscaping plan. Jerry explained that it is funded from a combination of funds.

The public comment period was closed.

New Business:

Fence on Bedford Village Common boundary side

Covered in the landscaping update.

Staffing updates

Miriam provided staffing updates. Giselle Payan began as part time circulation clerk and is currently training. She replaced Dena Monaco. We were not able to find an applicant with enough experience with children's programs to fill Kerri's position in the children's room. Paige Colby who previously worked as a Summer Reading Intern will work in the Children's Room from June to August. The position will be re-advertised in late July. Anne Murphy will retire as Head of Technical Services on August 1. She has been the Head of Technical Services since 2007. The part-time reference librarian has decided to leave the position to attend school. She is currently on medical leave. Miriam is taking a library wide look at full-time staff members' current roles and how we could reorganize before filling the Head of Technical Services vacancy.

Draft report from library consultant on space considerations

Brief discussion of report by Library Design Consultant Lauren Stara. The consultant will send a final draft of the report and suggestions for next steps.

Staff Summer Reading Program

Miriam explained that the Trustees have sponsored the program in the past. She requested \$140 to sponsor this program.

Motion: Lee made a motion to expend the \$140. Pam seconded. The motion passed unanimously.

Other business

Miriam will circulate a contact list to all the Trustees. Miriam reminded those present that substantive discussion of library business cannot take place over email or text.

Miriam and Pam will provide a new Trustee orientation to Kevin.

Library of Things Loan Agreement

Miriam explained the new Library of Things. She showed the loan agreement to the Board. Catherine mentioned that publicity will be important. Miriam mentioned that someone has already put a request on the GoPro.

The next meetings will be held on Friday, May 19, 2023 at 9:00 a.m.; Friday, June 9, 2023 at 9:00 a.m.; and Friday, July 14, 2023 at 9:00 a.m. in the Richmond Room. The meeting adjourned at 10:40 a.m.

Respectfully submitted,

Miriam Johnson
Library Director

Emily Weiss
Head of Reference Services