

**BEDFORD PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
September 18, 2023**

A regular meeting of the Bedford Public Library Board of Trustees was held on September 18, 2023 in the New Hampshire Room. In attendance were Pam Van Arsdale (Chair), Jerry Hanauer (Treasurer), Catherine Rombeau (Alternate Trustee acting as Full Trustee), Kevin Brown (Alternate Trustee), Miriam Johnson (Director), and Caitlin Loving (Assistant Director). The meeting was called to order at 9:05 a.m.

Pam asked Catherine to serve as a Full Trustee in Lee Joyce's absence.

Secretary's Report – Minutes from the August 18 regular meeting were accepted and approved.

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

Acceptance of Gifts – Nancy Herper in Memory of Mary Hamrock - \$50.00; Paula Blank in Memory of John Gentile - \$50.00; Miscellaneous donations - \$41.00; Bedford Library Foundation and Friends of the Bedford Library joint donation of seating in the children's room.

Motion: Pam made a motion to accept all gifts; Catherine seconded. The motion passed unanimously.

Director's Report – See attached.

Old Business:

Policy Review –

- Behavior Policy – brief discussion of the policy after the attorney's review.
- Children's Safety Policy – brief discussion of the policy after the attorney's review.
- Meeting Room Policy, Application, and Appeal Form – brief discussion of the policy after the attorney's review.

Motion: Pam made a motion to approve all three policies; Catherine seconded. The motion passed unanimously.

New Business:

Budget 2024 – Pam and Miriam will be meeting with Town Manager Rick Sawyer to discuss the budget this week.

Staffing – We are in the process of hiring two full-time staff who will be starting on October 5th.

Staff Training Day October 9th – Update staff on the new/updated policies; a staff member from the State Library will present on customer service; back to basics discussions of policies and procedures; and a safety scavenger hunt. Miriam requested funds for lunch for the staff.

Motion: Pam made a motion to approve spending up to \$300 for lunch for Staff Training Day; Catherine seconded. The motion passed unanimously.

T-Mobile Hometown Grant – Miriam asked for permission to apply for the grant for installing a loop audio system in the McAllaster Room.

Motion: Catherine made a motion to give Miriam authority to apply for the grant; Pam seconded. The motion passed unanimously.

The next meetings will be held on Monday, October 23, 2023; Friday, November 17, 2023; and Friday, December 8, 2023 in the Richmond Room. The meeting adjourned at 9:53 a.m.

Respectfully submitted,

Miriam Johnson
Library Director

Caitlin Loving
Assistant Director