

**BEDFORD PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
November 17, 2023**

A regular meeting of the Bedford Public Library Board of Trustees was held on November 17, 2023 in the Richmond Room. In attendance were Pam Van Arsdale (Chair), Jerry Hanauer (Treasurer), Catherine Rombeau (Alternate Trustee serving as a Full Trustee), Kevin Brown (Alternate Trustee), Miriam Johnson (Director), and Caitlin Loving (Assistant Director). The meeting was called to order at 9:06 a.m.

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

**Secretary's Report** – Minutes from the October 23, 2023 regular meeting were accepted and approved.

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

**Acceptance of Gifts** – Miscellaneous donations - \$83.00; Sally D'Aquila - \$25.00; gifts in memory of Colleen Brockway (for Friends) - \$605.00.

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

**Director's Report** – See attached.

**Old Business:**

**Budget 2024** – Miriam and Caitlin attended the final budget workshop at the Town Council meeting on November 15.

**New Business:**

**Circulation Policy** – Brief review of the proposed circulation policy. Miriam will send it to the attorney for review.

**Library of Things Policy** – Brief review of the proposed Library of Things policy. Miriam will send it to the attorney for review.

Jerry left the meeting at 9:40; Pam asked Kevin to serve as a Full Trustee in Jerry's absence.

**Staff Holiday Party** – Miriam asked for \$750.00 to fund the staff holiday party in January.

**Motion:** Kevin made a motion to approve spending up to \$750.00 for the staff holiday party, Catherine seconded. The motion passed unanimously.

**Staff Office Furniture** – Miriam gave an overview of the estimates for furniture in the reference office, and asked for up to \$3,000.00 for the furniture beyond what is in the budget.

**Motion:** Catherine made a motion for the Trustees to spend up to \$3,000.00 on the office furniture; Pam seconded. The motion passed unanimously.

The next meeting will be held on Friday, December 8, 2023 in the Richmond Room. The meeting adjourned at 9:52 a.m.

Respectfully submitted,

Miriam Johnson  
Library Director

Caitlin Loving  
Assistant Director