

BEDFORD PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
April 13, 2020

A regular meeting of the Bedford Public Library Board of Trustees was held a virtual meeting on April 13, 2020 on Zoom. In attendance were Walter Gallo (Chair), Pam Van Arsdale (Treasurer), Bob Brooks (Trustee), Jerry Hanauer (Alternate Trustee), Mary Ann Senatroy (Library Director), and Miriam Johnson (Assistant Director). The meeting was called to order at 9:02 a.m.

Election of Officers – At the first board meeting following the town elections, officers are elected.

Motion: Pam moved that Walter continue as Chair and that she continue as Treasurer. Motion passed unanimously.

Chairman's Remarks – Walter welcomed Bob to the board. He thanked Mary Ann and the staff for the work they have done to adapt to the current situation. Walter reminded the board that Article 7 of the bylaws states that "Trustees should be open-minded and forward-looking, seeking all opportunities to best serve the interests of the library in its service to the community." He expects civility in interactions. The trustees have been accomplishing good work and the town is happy with what has been done.

Alternate to the Library Board of Trustees – Mary Ann reviewed the process for appointing an alternate trustee. The other town board appointments are usually done on May 1, so we will align with that schedule. Mary Ann will write up a staff report for the Town Manager to bring to the Town Council. It may be delayed to the first in-person meeting of the council.

Motion: Pam moved that Jerry Hanauer continue as Alternate Trustee. Motion passed, with Bob abstaining.

Secretary's Report – Minutes from the February 28, 2020 meeting were accepted and approved. Since Bob was not a member of the board, or present at the last meeting, he abstained.

Treasurer's Report – The Treasurer's report was reviewed and accepted. A check was received from the Trustees of the Trust Fund for accumulated interest. Going forward, they will send a check annually. There has been no update on the Skelly bequest.

Acceptance of Gifts – No gifts were received in March.

Director's Report – See attached.

Old Business:

Facilities Update – The painting bid closes on April 14 at 10 a.m. Representatives from the Energy Commission have been in the touch about monitoring the electric use in the building. They will be installing a device here as a test case, and plan to monitor use in all town buildings eventually. An Eversource representative came in several weeks ago to look at the building and will be writing up a proposal, including rebates, for switching to LED lights. Mary Ann mentioned that we may need to add some lights in areas of the stacks where it is difficult to see. The landscapers have begun spring clean-up. Bob had some questions about the painting bid. A special meeting will be scheduled to discuss library maintenance.

New Shelving Units – The new shelves have been delayed several weeks.

New Business:

COVID-19 Update – Walter brought up the idea of a Standing Committee for Special Projects. He would like to open it up to community members. Bob and Pam would like more time to think about how

that would work. Mary Ann advised the trustees that there is a task force of librarians organized through the NH State Library who will be setting guidelines and best practices for re-opening libraries. She is also working with other directors within GMILCS to determine how to handle returned items and when to open up requests.

Pandemic Policy – Walter encouraged everyone to read the latest NHLTA publication regarding a pandemic policy. Mary Ann also suggested we consider a Continuity of Operations Plan (COOP), which is a broader plan within the community, and covers various scenarios, such as flooding.

Bedford Rotary Club Donations – Jerry is on the Rotary Donations Committee and asked if the library would be seeking a donation from Rotary for the Summer Reading Program. Mary Ann assured the trustees that there would be a program this summer, at least partly virtual, and will submit a donation form to Jerry.

Expanding the Number of Trustees – A discussion about meetings centered on the difficulty of meeting with other trustees one-on-one, and the inability to have subcommittees due to the size of the board and the Right to Know Law requirements. The trustees are interested in discussing the expansion of the board to five members. It will take some time to get this accomplished, so planning will begin at the next meeting.

A special meeting to discuss library facilities management will be held on Monday, April 20 at 9:00 a.m. via Zoom. The next regular meeting will be held on Friday, May 22, 2020 at 10:00 a.m., location to be determined. The meeting adjourned at 10:21 a.m.

Respectfully submitted,

Mary Ann Senatro
Library Director

Miriam Johnson
Assistant Director