

**BEDFORD PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
May 22, 2020**

A regular meeting of the Bedford Public Library Board of Trustees was held on May 22, 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 10:11 a.m. Peter Barbuto, Facilities Manager, and Jeff Foote, Public Works Director, joined the meeting until 10:25 a.m.

**Secretary's Report** – Minutes from the April 13, 2020 meeting were accepted and approved as corrected. A discussion ensued about having a recording secretary based on review of the NHLTA manual by Bob. The discussion was tabled so that Pam could research it and report back to the board.

**Treasurer's Report** – The Treasurer's report was reviewed and accepted. There has been no update on the Skelly bequest. Mary Ann distributed the YTD budget. There may be some lines which will be overspent due to COVID expenses, such as plexi-glass screens; these expenses may qualify for federal reimbursement later. Bob asked about the facilities budget for the library. It is tracked separately in the town accounting software, and YTD includes things such as the fire alarm testing and the HVAC service; this is where the painting contract was budgeted for 2020. Mary Ann will send the summary information of this portion of the budget to the Trustees.

**Acceptance of Gifts** – No gifts were received in April.

**Director's Report** – See attached.

**Old Business:**

**Painting Contract** – Jeff and Peter were present to answer questions about the painting contract. Jeff explained that the bid had not been awarded, pending discussion at this meeting. Bob asked about the roof on the emergency exit. Peter explained that the painting was already scheduled for 2020 and they would take care of it first, then planned to treat the repair of this area of the building as a separate issue with a separate bid. There will be a clerk of the works on site to oversee the painting job. The building will be sprayed and back brushed. Mary Ann thanked Jeff and Peter, as well as Denise, for the work involved in getting the bids and the follow up involved.

**Motion:** Pam moved that the bid for painting be accepted. Walter seconded. Roll Call Vote: Pam-Aye, Walter-Aye, Bob-No. The motion passed and the bid was approved.

**Pandemic Policy** – Mary Ann emailed out a draft Pandemic Policy. The Trustees will review the document and discuss it at the next meeting.

**COVID-19 Update** – We began offering curbside services on May 11, after being closed for the month of April. We have filmed a PSA with BCTV about it, and have worked with them on additional videos which are available on the new library YouTube channel. We are following universal guidelines per the governor's order and are screening employees at the start of each shift. Staff is wearing masks when within six feet of each other. We have been procuring cleaning supplies as best we can with the assistance of Kirk Fountaine from DPW. The state library is obtaining hand sanitizer from a local distillery and will be distributing it to NH libraries. The NHSL Reopening Task Force released their report yesterday. Libraries are proceeding very slowly. We will be working on the next steps so there is a plan in place.

**New Business:**

**Flowers for Raised Beds** – In past years the Trustees have funded the purchase of some flowers for the cutting garden. The staff has requested funding for this year.

**Motion:** Pam moved the Trustees fund the garden for up to \$125. Walter seconded. Roll Call

Vote: Pam-Aye, Walter-Aye, Bob-Aye. Motion passed.

**Library Foundation** – Mary Ann reported that the Foundation agreed to fund a second drive-up book drop at their May meeting.

Walter reminded the Trustees that any questions can be directed to Mary Ann or brought up at a full board meeting for clarification.

The next regular meeting will be held on Friday, June 26, 2020 at 10:00 a.m., location to be determined. The meeting adjourned at 11:11 a.m.

Respectfully submitted,

Mary Ann Senatro  
Library Director

Miriam Johnson  
Assistant Director