

**BEDFORD PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
July 24, 2020**

A regular meeting of the Bedford Public Library Board of Trustees was held on July 24, 2020 on Zoom. In attendance were Walter Gallo (Chair), Pam Van Arsdale (Treasurer), Jerry Hanauer (Alternate Trustee), Mary Ann Senatro (Library Director), and Miriam Johnson (Assistant Director).

Secretary's Report – Minutes from the June 26, 2020 meeting were accepted and approved.

Treasurer's Report – The Treasurer's report was reviewed and accepted. We received a check for the sale of RECs from the geothermal system.

Acceptance of Gifts – The following gifts were accepted: in memory of Kristi Chagnon from Barbara and Donald Chagnon - \$42.00

Director's Report – Mary Ann will send out a director's report. There have been several ceiling leaks in the past week, but Peter has been very responsive and a technician has been in replacing cracked pipes and clearing clogs. The new book drop should arrive within a month. The mobile shelving arrived and is in use. Next month's daytime book discussion will be held at the library outside.

Old Business:

Painting Contract – The exterior painting is nearly complete. Peter will conduct a walk through with the owner of the painting company shortly. The McAllaster Room emergency exit roof was reconstructed prior to the painting job, and that area was also repainted.

Skelly Update – Mary Ann submitted the signed documentation for release of the final payment of \$12,000.

COVID-19 Update – The wall mounted hand sanitizer dispensers have been installed. Stanchions are backordered to September. The tentative installation date of the plexiglass barriers is August 6. Prior to the installation, we need to stain the wood posts which will hold the plexiglass; Jerry suggested asking Rotary to help. If the barrier installation is complete on August 7, we anticipate opening to the public on August 12, with a limited capacity of 8-10 people per floor; initial hours will be 10-2 Monday through Saturday and 4-730 on Tuesday and Wednesday. Contact-free pickup will be available at these times as well. We continue to work on the logistics of moving furniture and quarantining items in non-public areas. Discussion of face mask use ensued. The signage will say "Please wear a face mask."

LED Lighting – Mary Ann shared more information from Peter regarding the LED lighting costs. The total cost of the project is \$62,000, with the cost to the town of \$31,000. The town's share can be paid up front or can be spread over the monthly bill for a charge of \$832.88. The expected payback time is 3-4 years, depending on energy use. The loan payment will be equal to or less than the monthly energy savings. There is a 6-month waiting period due to high demand. Mary Ann will respond to Peter that he should move forward with the project.

Motion: Jerry moved that the Trustees recommend to the town that they move forward with the LED Lighting Eversource Program (Smart Start), with the understanding that the town pays for the project and will realize savings through reduced electrical costs. Walter seconded. Roll Call Vote: Pam-Aye, Walter-Aye, Jerry-Aye. Motion passed.

New Business:

Budget 2021 – Mary Ann presented information regarding building needs at the Town Council Retreat on June 27. The Council may consider a bond issue to update municipal buildings, including police, fire, library, and public works. The preliminary design completed during the 2017 Municipal Facilities Study of all town buildings would add 8,890 square feet to the library at a cost of about \$4 million, in addition to the cost of renovating the existing building. It includes expanding the children’s room back toward the McAllaster Room and reconfiguring and widening the staircase and additional meeting rooms. The operating budget season has begun and the Finance Department has released the timeline. Goals and Objectives are due by August 7, with proposed budget number entry required by August 21. Mary Ann shared the Goals and Objectives briefly on screen and will email the Trustees a copy.

Strategic Plan – In the course of discussing goals for 2021, several staff inquired about revisiting the strategic plan. It was last undertaken in 2013, and normally has a 3 year time frame. The Trustees are in favor of the idea once we can meet in person and have a facilitator.

The next regular meeting will be held on Friday, August 28, 2020 at 10:00 a.m., location to be determined. The meeting adjourned at 11:34 a.m.

Respectfully submitted,

Mary Ann Senatro
Library Director

Miriam Johnson
Assistant Director