

**BEDFORD PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
September 1, 2016**

A regular meeting of the Bedford Public Library Board of Trustees was held on September 1, 2016 in the Richmond Room. In attendance were Ed Moran (Chair), Tony Frederick (Treasurer), Walter Gallo (Trustee), Mary Ann Senatro (Library Director), and Miriam Johnson (Assistant Director). The meeting was called to order at 9:06 a.m.

Secretary's Report – Minutes from the August 4, 2016 meeting were accepted and approved.

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

Director's Report – See attached.

Old Business:

Geothermal HVAC Update – The project is nearly complete. The contractor has some final clean-up and a punch list of work to do. Discussion ensued regarding a public open house; since the display panel won't be ready until early October, we will wait to schedule it.

Walkway – Now that the HVAC is complete, the walkway will be reevaluated; the two original contractors are no longer available.

Carpet on Lower Level – Peter will look into this project to determine pricing.

Other projects – We are looking into getting hand dryers for the public restrooms and adding a storage area.

Gift Policy and Donation Forms – Draft copies of the Gifts, Deed of Gift, and the Local History Policies were distributed and discussed.

Motion: Walter moved that the Gifts, Deed of Gift, and the Local History Policies be accepted with minor corrections. Tony seconded. Motion approved unanimously.

Letter to donor of Bible – Ed will touch base with Margaret Wiggin and will write a letter to Joan Coffman.

New Business:

Trustee Manual – The library has a copy if anyone would like to consult it. We also have it on CD.

Touch Screen Monitors – Mary Ann requested 4 touch screen monitors for our circulation desks to take advantage of a features in a new staff interface.

Motion: Walter moved that the Trustees approve funding for 4 touch screen monitors, up to \$1,400. Tony seconded. Motion approved unanimously.

Railroad Poster – The Bedford Boomers donated a poster of maps depicting where the trains ran through Bedford. They would like to have it hanging near the train model.

Motion: Walter moved that the Trustees approve funding for framing the poster at a cost of \$235. Tony seconded. Motion approved unanimously.

Pedestrian Bridge over 101 – The Town Council will be writing a letter to DOT and applying for a grant. They are requesting a letter of support for the grant application. It would provide more accessibility from the schools. Ed will write a letter today.

The next meeting will be held on Thursday, October 6, 2016 at 9:00 a.m. in the Richmond Room. The meeting adjourned at 10:41 a.m.

Respectfully submitted,
Mary Ann Senatro
Library Director

Miriam Johnson
Assistant Director