

**BEDFORD PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
December 8, 2016**

A regular meeting of the Bedford Public Library Board of Trustees was held on December 8, 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 9:04 a.m. Theresa Young, Town of Bedford Director of Finance & Personnel and Tax Collector and Tammy Penny, Assistant Director of Finance, joined the meeting from 9:04 to 9:43 a.m.

Secretary's Report – Minutes from the November 10, 2016 meeting were accepted and approved.

Treasurer's Report – The Treasurer's report was reviewed and accepted. The following gifts were accepted by the Library Trustees: Bedford Women's Club Memorial donation - \$50.00; Barker Foundation - \$3,000.00

Director's Report – See attached.

Old Business:

Update of library septic issues – Mary Ann has spoken with both Jim Stanford and Peter about the septic system. Kirk has been coming in 2-3 times per day and flushing all of the toilets to keep water running to avoid blockages. We have not had everything shut down again at all the same time, just individually clogged toilets. Now it is no longer an emergency, so approvals were not forthcoming. An RPF will be written and the job will go out to bid. Available funds have been encumbered.

Geothermal update – The monitor has still not arrived.

Budget 2017 – Mary Ann distributed the current year and next year budget. The town council has a meeting next week, when the budget will move to the public hearings.

New Business:

Bank reconciliation and library details – Theresa and Tammy explained that the auditors of the town finances have been suggesting for several years that all funds be accounted for in the town accounting software, Munis, so that it reflects what is in the town report. This software uses fund accounting, and will generate an operating statement and balance sheet. They have all of the larger funds accounted for, but now are focusing on the smaller funds. They would like a copy of the bank statement every month so that they can enter the income and expenses in monthly rather than annually. They also mentioned that part of the audit would be looking at internal controls in several departments, including the library. The Trustees discussed the request and would like Mary Ann and Miriam to meet with Theresa to confirm what is necessary to get the revenues and expenses into Munis on a monthly basis.

The next meeting will be held on Thursday, January 12, 2017 at 9:00 a.m. in the Richmond Room. The meeting adjourned at 10:45 a.m.

Respectfully submitted,
Mary Ann Senatro
Library Director

Miriam Johnson
Assistant Director