

**BEDFORD PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
July 14, 2023**

A regular meeting of the Bedford Public Library Board of Trustees was held on July 14, 2023 in the New Hampshire Room. In attendance were Pam Van Arsdale (Chair), Jerry Hanauer (Treasurer), Catherine Rombeau (Alternate Trustee acting as a Full Trustee), Kevin Brown (Alternate Trustee), Miriam Johnson (Director), and Caitlin Loving (Assistant Director). The meeting was called to order at 9:04 a.m. Peter Barbuto, Facilities Manager, was present from 9:00 a.m. until 9:33 a.m. Pam asked Catherine to act as a Full Trustee in Lee's absence.

**Facilities Update with Peter Barbuto, Facilities Manager** – Peter discussed improvements this year, such as fixing the sprinklers, interior painting, HVAC repairs, putting up the fence behind the tent, and general maintenance and repair. For the coming year, he would like to continue with interior painting, adjusting doors (as they tend to swell in the humidity), as well as look into other options, beyond what has already been done, to divert water away from the McAllaster Room door. For life safety considerations, we need more sprinkler repairs, including the air pressure aspect of the fire suppression system and heat detector replacement.

Pam asked about a plan for aging infrastructure such as the elevator and the generator. Peter said we need to reinstate the CIP for the septic system, as that was not taken on this year, and that we should start a CIP for other items. There is a general CIP fund for all Town buildings, and Peter will look into starting a CIP for the library for these projects and for the building in general. Pam requested a quote for a new stair runner. Miriam brought up the development of a Memorandum of Understanding between the library and facilities in terms of managing the budget; this was to have been written in 2014 at the time the budget lines were transferred to facilities. Adding an electrical outlet outside would be helpful and will be considered at the end of the year if funding is available. Mitigating some of the light pollution in the the parking lot was discussed. Peter will look into light diverters available at local stores as a first step. Since all of the lights are controlled on one feed, motion sensor activation is most likely not an option.

**Secretary's Report** – Minutes from the June 9, 2023 and June 12, 2023 meetings were accepted and approved.

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

**Acceptance of Gifts** – \$50.00 from Paula Blank in memory of Ed Standrig; \$1,000.00 from Derry Medical Center Charitable Foundation.

**Motion:** Catherine made a motion to accept all gifts; Pam seconded. The motion passed unanimously.

**Director's Report** – See attached.

**Old Business:**

**Policy Review Update tabled** – attorney response will be received before the August meeting.

**Fine Free Update** – Caitlin presented an update on the income from the conscience boxes

**Motion:** Pam made a motion to make the fine-free policy permanent; Catherine seconded. The motion passed unanimously.

**New Business:**

**Withdrawal from the NH State Library Depository Program** – Brief discussion of the types of documents we receive from the State Library Depository Program, and the availability of the documents elsewhere.

**Motion:** Jerry made a motion that we withdraw from the NH State Library Depository Program; Catherine seconded. The motion passed unanimously.

**Budget 2024** – Brief discussion of the proposed 2024 budget and the goals and objectives.

**Review Investment Policy (annual review required by RSA 31:25)** – The Investment Policy was reviewed. It will be reviewed in March to coincide with necessary state filings.

**Motion:** Jerry made a motion to reaffirm the Investment Policy; Pam seconded. The motion passed unanimously.

The next meetings will be held on Friday, August 18, 2023 at 9:00 a.m. and Friday, September 8, 2023 in the New Hampshire Room. The meeting adjourned at 10:38 a.m.

Respectfully submitted,  
Miriam Johnson  
Library Director

Caitlin Loving  
Assistant Director