

**BEDFORD PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
November 15, 2024**

A regular meeting of the Bedford Public Library Board of Trustees was held on November 15, 2024 in the Richmond Room. In attendance were Lee Joyce (Chair), Kevin Brown (Alternate Trustee acting as Full Trustee), Jerry Hanauer (Treasurer), Miriam Johnson (Director), and Caitlin Loving (Assistant Director). The meeting was called to order at 9:02 a.m. Lee asked Kevin to serve as a Full Trustee in the absence of Pam Van Arsdale. Emily Weiss (Head of Collection Management and Acquisitions) was present from 9:02-9:30.

Secretary's Report – Minutes from the October 11, 2024 meeting were accepted and approved.

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

Acceptance of Gifts – Miscellaneous donations - \$67.00.

Motion: Lee made a motion to accept all gifts; Kevin seconded. The motion passed unanimously.

Director's Report – See attached.

Old Business:

Budget 2025 – Lee updated the board on the Town Council's decision to remove the two positions from the proposed budget (two part-time positions moving to full-time positions).

Material Selection Policy – A minor update to include not allowing repeated requests to add materials within three years of the first request, as well as a reference to the Local Author Policy for self-published materials.

Motion: Kevin made a motion to approve the policy as amended; Jerry seconded. The motion passed unanimously.

Internet Use Policy – Tabled until the December meeting.

New Business:

Local History Policy – Emily gave an overview of the previous version of the policy and the updates.

Study Room Policy – Caitlin gave an overview of the updates to the policy.

Motion: Jerry made a motion to accept the Study Room Policy with Kevin's grammatical corrections. The motion passed unanimously.

Staff Holiday Party – Miriam requested funds for the staff holiday party in January.

Motion: Lee made a motion to approve spending up to \$825.00 on the Staff Holiday Party; Jerry seconded. The motion passed unanimously.

Trains – Miriam requested funds to give to the Bedford Boomers to improve the HO side of the train display outside of the children's room.

Motion: Jerry made a motion to appropriate up to \$1,000.00 to renovate the HO side of the train display; Kevin seconded. The motion passed unanimously.

2024 Budget – Miriam reviewed the status of the 2024 budget and the year-to-date spending amounts.

The next meetings will be held on Friday, December 13, 2024; Friday, January 10, 2025; and Friday, February 7, at 9:00 a.m. in the Richmond Room. The meeting adjourned at 10:10 a.m. Respectfully submitted,

Miriam Johnson
Library Director

Caitlin Loving
Assistant Director